

Effective Date: November 7, 1999

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

CLINICAL PASTORAL EDUCATION DIRECTOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future professional management positions. The position allocated to this classification is authorized to commit the employers' resources as it relates to the clinical pastoral education program within the Department of Health and Family Services. This classification specification is not intended to identify every duty that may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

The single position in this classification is a professional management position located within the Department of Health and Family Services, that manages the clinical pastoral program and supervises chaplain interns participating in the program which is housed at the Mendota Mental Health Institute.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of management as defined in Wis. Stats. 111.81(13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are, for a majority of the time, responsible for development and provision of a full-range of religious services for an institution, including the development and delivery of religious worship services and are more appropriately classified as Chaplain.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITION

CLINICAL PASTORAL EDUCATION DIRECTOR

The single position in this classification spends the majority of time managing, organizing and supervising the accredited clinical pastoral education (CPE) programs at Mendota Mental Health Institute. As the program director, the position interviews and screens prospective applicants for the CPE programs; writes screening evaluations; reviews and conducts continuing evaluation of the work of chaplain interns through weekly individual supervisory conferences; reviews and evaluates written work of chaplain interns; coordinates and conducts education of chaplain interns through accredited CPE programs; coordinates CPE with local clergy and church authorities; and interprets the programs to clergy groups and seminaries on behalf of the employer. In addition, the position provides a full-range of religious services for the Mendota Mental Health Institute and the Mendota Juvenile Treatment Center.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective November 7, 1999, and announced in Bulletin CLR/SC-105 to describe the single position which has management authority over the Clinical Pastoral Education Program.

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