

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

LICENSING/CERTIFICATION SPECIALIST

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future professional positions located within the Department of Children and Families. Positions allocated to this classification license/certify and consult with, or provide technical assistance to, a variety of social service providers within a particular geographic location. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed 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 (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

This classification encompasses professional positions located within the Department of Children and Families, Division of Early Care and Education, Bureau of Early Care Regulation. Assigned facilities for which licensing activities are performed may consist of a variety of types generally described as child day care centers, adult day care centers, community based residential facilities (CBRFs), group foster homes, child care institutions (CCI), child placing agencies (adoption and foster care) and shelter facilities. Services to child care institutions and child placement agencies may be provided.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which meet the statutory definitions of supervisor and/or management as defined in Wis. Stats. 111.81(19) and (13) as interpreted and administered by the Wisconsin Employment Relations Commission.
2. Positions which are engaged in conducting inspection surveys of health service care providers (long term, assisted living, and mental health care) a majority of the time and are more appropriately classified as Health Services Specialist.

3. Positions which investigate alleged or actual criminal acts in support of law enforcement agencies a majority of the time.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

II. DEFINITION

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Positions in this classification evaluate assigned facilities to determine whether the facilities qualify for licensure/certification or relicensure/recertification. Positions allocated to this classification provide licensing/certification activities for social service providers including, but not limited to: child day care centers, adult day care centers, community based facilities (CBRF), group foster homes, child care institutions (CCI), child placing agencies (adoption and foster care), and shelter facilities, and may have an emphasis in one or more of the described specialized facilities. Positions monitor assigned programs and facilities through visits to the sites. Positions consult with persons proposing to establish and operate programs and facilities. Positions investigate complaints against licensed and unlicensed programs and facility centers as the need arises, or as the majority of duties performed.

Representative Position:

Division of Early Care and Education, Bureau of Early Care Regulation: Consults with, evaluates, licenses and/or certifies and monitors assigned facilities using knowledge of applicable statutes and administrative rules and knowledge of acceptable child/human development theory; investigates complaints against regulated and allegedly illegally operating facilities; and provides technical assistance to individuals, agencies, or groups operating or starting regulated programs. Types of facilities licensed and/or certified may include group day care centers, family day care centers, group homes for children, child care institutions, community based residential facilities, shelter care, adult day care centers and/or foster child placement agencies (adoption or foster care) as necessary.

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 October 16, 1994, and announced in bulletin CC/SC-28 as a result of the Professional Social Services survey. The classification was modified effective January 7,

2007, to remove the allocation for positions located within the DHFS Bureau of Program Quality Compliance (renamed to Office of Quality Assurance) who provide licensing/certification services to health services facilities. These positions are now included within the Health Services Specialist 1 classification.

The classification was modified effective September 14, 2008 and announced in bulletin OSER-0221-MRS/SC as a result of the creation of the Department of Children and Families and the movement of these functions to that department.

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