

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

MILITARY FUNERAL HONORS TEAM SUPERVISOR

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 supervisory positions located within the Department of Veterans Affairs which supervise and direct the specialized teams responsible for conducting military funeral honors ceremonies for veterans over a large geographical area composed of multiple counties. This classification specification is not intended to identify every duty which 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 supervisory positions in this classification are located within the Department of Veterans Affairs and supervise and direct specialized teams responsible for conducting military funeral honors ceremonies for veterans over a large geographical area composed of multiple counties.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor as defined in Wis. Stats. 111.81(19) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter positions within this classification by competitive examination.

II. DEFINITIONS

MILITARY FUNERAL HONORS TEAM SUPERVISOR

The supervisory positions in this classification are located within the Department of Veterans Affairs and supervise and direct specialized teams responsible for conducting military funeral honors ceremonies for veterans over a large geographical area comprised of multiple counties; determine specific needs and provide services concerning the Military Funeral Honors Program (MFHP) over a multi-county area; coordinate with professional service providers and funeral directors to ensure adequate instructions are obtained to fulfill requirements; train State Military Funeral Honors Program Team members and personnel assigned to National Guard units; Reserve units, and veterans' organizations who will assist or augment the State Military Funeral Honors Team Members in performing these ceremonies throughout the state; provide program outreach, program coordination, and program evaluation; participate in evaluation studies to determine the effects of operations and the needs for revisions or additions to the standard operating procedures; prepare and conduct briefings and presentations on the MFHP to county and local government and civic leaders as requested; interpret rules, regulations, policies and procedures of the MFHP for veterans' organizations, veterans' relatives, and the general public; compile data used in the preparation of reports, charts, or records; coordinate program correspondence and communications; and as needed, perform as a member of a funeral honors detail in uniform, and may occasionally function as a pallbearer.

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. It is required that a person with military experience (i.e., any branch of the military service including National Guard, Reserves, and Coast Guard) or any veteran with other than dishonorable discharge be appointed to this position who can comply with Title 10, United States Code, Section 772 and the specific regulations of the individual armed forces which allow only members or former members of the armed forces to wear the military uniform. Because the duties include carrying and discharging a firearm, employees in this class must be able to pass a background investigation prior to appointment, indicating no unpardoned adult felony convictions and no conviction for a misdemeanor crime of domestic violence.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective July 2, 2000 and announced in Bulletin CLR/SC-115 to describe the position located within the Department of Veterans Affairs which supervise and direct specialized teams in the conduct of military funeral honors ceremonies for veterans over a large geographical area comprised of multiple counties.