

## List of Certified Titles

Below is a list of those classifications on which background checks may be conducted and of locations and work units which are approved for conducting background checks on all positions in all agencies due to requirements of Fiduciary, Caregiver, Law Enforcement, access to information systems containing information maintained by the DOT division responsible for issuing operator's licenses and identification cards, or other requirements.

Additional positions which are approved for background checks by each respective agency, and which are not covered in the list below, must be identified in each respective agency's approved background check policy. Beginning in July 2011, OSER discontinued the practice of reviewing and approving additional agency positions for background check and then posting them on an enterprise spreadsheet. "[Background Check Approved Classifications](#)" spreadsheet which HR staff should consult prior to conducting background checks.

<b>FIDUCIARY</b>	FINANCIAL SPECIALIST 1, 2, 3, 4, 5
ACCOUNTANT, JRNY, SR, ADV	FINANCIAL SPECIALIST PROGRAM SUPV
ACCOUNTANT-SR, ADV MGT	FINANCIAL SPECIALIST SUPV
ACCOUNTANT, JRNY, SR-CONF	LOTTERY CUSTOMER SERVICE SPEC, SR
ACCOUNTANT (DOA GAAP) MGT	LOTTERY GAME & DRAWINGS SPECIALIST
ADMINISTRATOR, DIV INCOME SALES & EXCISE TAX	LOTTERY SUPERVISOR
ADMINISTRATOR, DIV OF TAXPAYER SERVICES	NR REGION FINANCE SUPERVISOR
AGRICULTURE AUDIT SUPERVISOR	OFFICE MANAGEMENT SPECIALIST
AGRICULTURE AUDITOR, 3, 4, 5	OFFICE MANAGEMENT SUPERVISOR
AUDITOR, JRNY, SR, ADV	PAYROLL & BENEFIT SYSTMS COORD, SR
AUDITOR (SCHOOL FINANCE)	PAYROLL & BENEFITS PROGRAM OFFICER
AUDITOR (TRANSPR PLAN & REVIEW)	PAYROLL & BENEFITS PROGRAM SUPV
AUDITOR-SENIOR (DHFS)	PAYROLL & BENEFITS SPEC-ADV-CONF
BUDGET & CAPITAL OFFICER	PAYROLL & BENEFITS SPEC-CONF
BUDGET & POLICY ANALYST AGENCY, ADV	PAYROLL & BENEFITS SPECIALIST 1, 2, 3, 4, 5
BUDGET & POLICY ANALYST DIV, ADV	PAYROLL & BENEFITS SUPERVISOR
BUDGET & POLICY MANAGER	PECFA PROGRAM SPECIALIST, SR
BUDGET & POLICY SUPV, ADV	PECFA SECTION CHIEF
BUDGET & POLICY SUPV DIVISION, ADV	PROCUREMENT SPECIALIST, OBJ, SR
CAPITAL FINANCE OFFICER	PROCUREMENT SUPERVISOR
CENTRAL PAYROLL SYSTEMS COORD	PROPERTY ASSESSMENT CHIEF TRNG OFR
CHIEF OF CENTRAL PAYROLL	PROPERTY ASSESSMENT PRAC SPEC
CONTRACTS SPECIALIST, SR, ADV	PROPERTY ASSESSMENT SPEC, JRNY, ADV
DEPUTY ADMINISTRATOR, DIVISION OF STATE EXECUTIVE BUDGET & FINANCE	PROPERTY ASSESSMENT SUPERVISOR
DHFS SECURITY DIRECTOR	PROPERTY ASSESSMENT TECH 1, 2, 3
DIR. BUSINESS TRADE PRACTICES BUREAU	PURCHASING AGENT, OBJ, SR
EMPLOYEE BEN PLAN POL ADVISOR-ENT, ADV	PURCHASING AGENT MGT SUPERVISOR
ENTERPRISE CONTRACT OFFICER	PURCHASING AGENT PROG SUPERVISOR
EXEC BUDGET & FINANCE PROGRAM SPECIALIST	PURCHASING ASSOCIATE
EXEC PAYROLL COORDINATOR	PURCHASING DIRECTOR, DHFS
EXEC POLICY & BUDGET ANALYST-ENTRY, JRNY, SR, ADV	PURCHASING SUPERVISOR
EXCISE TAX AGENT, SR	RETAILER MANAGEMENT SECTION CHIEF
EXEC POLICY & BUDGET MANAGER	REVENUE ADMINISTRATIVE MGR
FINANCIAL CLERK	REVENUE AGENT, 3, 4
FINANCIAL MANAGEMENT SUPERVISOR	REVENUE AGENT FIELD MGT SUP
FINANCIAL MANAGER	REVENUE AGENT SUP
FINANCIAL OFFICER	REVENUE AUDIT SUP
FINANCIAL PROGRAM SUPERVISOR	REVENUE AUDITOR, 3, 4, 5
	REVENUE FIELD AGENT, 3, 4, 5
	REVENUE FIELD AUDITOR, 4, 5, 6, 7, 8

REVENUE MANAGEMENT SUP	NURSE CLINICIAN 2, 3-WEEKEND
REVENUE PROGRAM SUP	NURSE PRACTITIONER
REVENUE SECTION CHIEF	NURSE PRACTITIONER MGT
REVENUE SERVICES CONSULTANT, SR	NURSING ADMINISTRATOR
REVENUE SUP	NURSING ASSISTANT 1, 2, 3
REVENUE TAX ASSISTANT ENTRY, OBJ	NURSING CONSULTANT 1, 2
REVENUE TAX REP ENTRY, OBJ	NURSING SPECIALIST
REVENUE TAX SPEC ENTRY, 1, 2, 3, 4, 5	NURSING SUPERVISOR
TAX REPRESENTATIVE 1, 2, 3	OCCUPATIONAL THERAPIST, SR
TAX RESOLUTION MANAGEMENT SUP	OCCUPATIONAL THERAPY ASSISTANT - ENT, OBJ
TAX RESOLUTION OFFR-CORP OFF AUDIT	PHARMACIST
TAX RESOLUTION OFFR-FIELD AUDIT	PHARMACIST SUPERVISOR
TAX RESOLUTION OFFR-OFF AUDIT OBJ, SR	PHARMACY TECHNICIAN – ENT, OBJ
TRADE PRACTICES ANALYST, SR	PHLEBOTOMIST
TRUST FUNDS ASSISTANT 1, 2, 3	PHYSICAL THERAPIST, SR
TRUST FUNDS SPECIALIST, ADV	PHYSICAL THERAPY ASSISTANT
TRUST FUNDS DIRECTOR	PHYSICIAN ASSISTANT
TRUST FUNDS SUPERVISOR	PSYCHIATRIC CARE SUPERVISOR
UNEMPLOYMENT BENEFIT ANALYST 3, 4	PSYCHIATRIC CARE TECHNICIAN
UNEMPLOYMENT BENEFIT SPEC 1, 2, 3, 4	PSYCHIATRIST
UNEMPLOYMENT BENEFITS SUPERVISOR	PSYCHIATRIST MANAGEMENT
UNEMPLOYMENT COMPENSATION ASSOC 1, 2, 3	PSYCHOLOGICAL ASSOCIATE (A), (B)
UNEMPLOYMENT INS COLL SPEC-ENTRY, INTER, SR, ADV	PSYCHOLOGICAL CONSULTANT LTE
UNEMPLOYMENT INSURANCE SUPERVISOR	PSYCHOLOGICAL SERVICES ASST (A), (B)
UNEMPLYMNT TX & ACCNTNG SPEC-ENTRY, INTER, SR, ADV	PSYCHOLOGIST CHIEF
WORKER'S COMPENSATION EXAMINER, SR	PSYCHOLOGIST INTERN LEVEL I, II LTE
	PSYCHOLOGIST MANAGER
	PSYCHOLOGIST SUP, – MGT
	PSYCHOLOGIST - LICENSED
<b>CAREGIVER</b>	RECREATION ASSISTANT
CLIENT RIGHTS FACILITATOR	RECREATION LEADER (A), (B)
CLINICAL COORDINATOR	REHABILITATION CASE MANAGER (A), (B)
CLINICAL PASTORAL EDUCATION DIR	RESIDENT CARE SUPERVISOR
DEAF & HARD OF HEARING SPEC – ENTRY, OBJ, SR	RESIDENT CARE TECH 1, 2
DENTAL ASSISTANT	RESPIRATORY THERAPIST 1, 2, 3, 4, 5
DENTAL CONSULTANT – LTE	RESPIRATORY THERAPY SUPERVISOR
DENTAL HYGIENIST	SCHOOL PSYCHOLOGIST, SR
DENTIST SUPERVISOR	SOCIAL & COMMUNITY SERVICES DIR
DEPUTY INSTITUTION SUPERINTENDENT	SOCIAL WORKER, SR, ADV, CLINICAL
DEVELOPMENTAL DISABILITIES COOR	SPEECH/LANGUAGE PATHOLOGIST, SR
DEVELOPMENTAL DISABILITIES SPEC	TEACHER
DIAGNOSTIC RADIOLOGIC TECH – ENT, OBJ	TEACHER ASSISTANT
DIR. WI COUNCIL ON DEV DISABILITIES	TEACHER SUPERVISOR
DIRECTOR OF NURSING	TEMPORARY NURSE - LTE
EDUCATION DIRECTOR	THERAPIST, SR
ELECTROENCEPHALOGRAPH TECHNICIAN	THERAPIST SUP
INSTITUTION SOCIAL SERVICES DIR	THERAPY ASSISTANT – ENTRY, OBJ
INSTITUTION TREATMENT DIRECTOR	THERAPY PROGRAM SUP
INSTITUTION UNIT SUPERVISOR	TREATMENT COORDINATOR
LICENSED PRACTICAL NURSE	TREATMENT SPECIALIST 1, 2
MEDICAL ASSISTANT 1, 2	VISITOR SERVICES ASSOCIATE
MEDICAL CONSULTANT LTE	
NURSE CLINICIAN 2, 3, 4	
	<b>LAW ENFORCEMENT, SECURITY AND PUBLIC</b>

<b>SAFETY</b>	FIRE CRASH RESCUE SPECIALIST 1-3
ADMINISTRATIVE WARDEN	FIRE CRASH RESCUE SUPERVISOR
ADMINISTRATOR, DIVISION OF CRIMINAL INVESTIGATION	MILITARY AFFAIRS PROGRAM SUPERVISOR
CONSERVATION WARDEN	MIL AFFAIRS SECURITY OFFICER SUPV
CORRECTIONAL OFFICER	MIL AFFAIRS SECURITY OFFICER-ENT, OBJ, SR
CORRECTIONAL SERGEANT	MILITARY FUNERAL HONORS TEAM SUPV
CORRECTIONS ADMIN SPECIALIST – CONF	MILITARY FUNERAL HONORS TEAM MEMBR
CORRECTIONS FOOD SERVICE LEADER 1	MILITARY FUNERAL HONORS PROG COORD
CORRECTIONS PROGRAM SPECIALIST	MILITARY FUNERAL HONORS PROG MGR
CORRECTIONS PROGRAM SUPERVISOR	MILITARY FUNERAL HONORS SUPP ASST
CRIMINAL INVESTIGATION DIRECTOR	<p><b>LOCATIONS and WORK UNITS:</b>  The following locations or work units are approved to conduct background checks on all employees:</p> <ul style="list-style-type: none"> <li>• Department of Corrections</li> <li>• Department of Health and Family Services (the following 7 institutions only): <ul style="list-style-type: none"> <li>○ Central Wisconsin Center,</li> <li>○ Northern Wisconsin Center,</li> <li>○ Southern Wisconsin Center,</li> <li>○ Mendota Mental Health Institution,</li> <li>○ Winnebago Mental Health Institution,</li> <li>○ Wisconsin Resource Center,</li> <li>○ Sand Ridge Secure Treatment Center</li> </ul> </li> <li>• Department of Transportation, division issuing operator’s licenses and identification cards</li> <li>• Department of Veterans Affairs <ul style="list-style-type: none"> <li>○ Veterans Home – King</li> <li>○ Veterans Home – Union Grove</li> <li>○ Milwaukee Claims Office</li> </ul> </li> </ul>
DEPUTY POLICE CHIEF, CAPITOL POLICE	
NR CUST SERVICE & LICENSNG SUPV	
NR CUST SERVICE REP-SR, LEAD	
NR LAW ENFORCEMENT SUPERVISOR	
NR REGION TEAM SUPERVISOR-FORESTRY	
NR SERVICE CENTER SUPERVISOR	
PARK MANAGER	
POLICE CAPTAIN	
POLICE CHIEF, CAPITOL POLICE	
POLICE COMMUNICATIONS OPERATOR	
POLICE COMMUNICATIONS SUPERVISOR	
POLICE DETECTIVE	
POLICE LIEUTENANT	
POLICE OFFICER	
POLICE OFFICER CONF	
POLICE SERGEANT	
POLICE SERVICE ASSOCIATE	
PROBATION & PAROLE AGENT (A), (B), (C)	
RANGER-ASSISTANT PROPERTY MANAGER	
RANGER-ENFORCEMENT	
RANGER-OPERATIONS	
SAFETY SPECIALIST WARDEN	
SECURITY OFFICER 1, 2, 3, 4	
SPECIAL AGENT, SR, IN-CHARGE	
SPECIAL INVESTIGATIVE WARDEN	
STATE CONTROLLER	
STATE PATROL CAPTAIN	
STATE PATROL COLONEL	
STATE PATROL INSPECTOR	
STATE PATROL LIEUTENANT	
STATE PATROL MAJOR	
STATE PATROL SERGEANT	
STATE PATROL TROOPER	
STATE PATROL TROOPER CONF	
SUPERVISING OFFICER 1, 2	
SUPERVISING OFFICER – DHFS	
<b>MILITARY RELATED</b>	
CADET SPECIALIST A, B, LEAD	
CADET SPECIALIST SUPERVISOR	
CHALLENGE ACADEMY DIRECTOR	