

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

HUMAN SERVICES SYSTEMS CONTRACT OFFICER

I. INTRODUCTION

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to the professional management position which functions as the Human Services Systems Contract Officer within the Department of Health and Family Services. 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.

II. DEFINITION

The professional management position in this classification functions as the Human Services Systems Contract Officer within the Department of Health and Family Services. This position has single-point responsibility and decision-making authority for the development, implementation, and management of the departmentwide \$15 million Medicaid Evaluation and Decision Support (MEDS) systems and services contract. The MEDS systems are highly advanced multidimensional informational systems which provide program managers and staff with access to historical Medicaid related data contained in multiple data files warehoused into a single relational database with flexible interfaces to the database. This position researches, develops, and coordinates specifications to be included in Requests for Proposals for MEDS systems and services by external vendors; conducts reviews and develops contract reports, proposals, and special analyses, including monitoring expenditures, developing budget proposals and budget projections, and advance planning documents for federal funding; and represents the Division of Health Care Financing and the Department on MEDS contract issues and leads special systems and inter-divisional projects. This position meets the statutory definition of management as defined in Wis. Stats. 111.81(13).

III. QUALIFICATIONS

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

IV. ADMINISTRATIVE INFORMATION

This classification was created effective June 4, 2000 and announced in Bulletin CLR/SC-114 as a result of the Professional Program Support Survey.