

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

**VETERANS PROGRAM SPECIALIST SENIOR - MANAGEMENT**

**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 professional positions located in the Department of Veterans Affairs, Division of Veterans Programs, responsible for providing management oversight of a Veterans Assistance Center. 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

This classification series encompasses the professional positions located at the Department of Veterans Affairs responsible for providing oversight of a Veterans Assistance Center. Positions in this classification have the authority to commit the employer’s resources and meet the statutory definition of “management” found in s. 111.81(13), Wis. Stats. and administered by the Wisconsin Employment Relations Commission.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions which perform para-professional or complex clerical duties a majority of the time (more than 50%).
2. Positions which are not located at the Department of Veterans Affairs.
3. Positions which perform Veterans Benefits Specialist duties the majority of the time (more than 50%).
4. Positions which perform Veterans Assistance Program Specialist duties the majority of the time (more than 50%).

5. Positions which do not meet the definition of “management” as defined in s. 111.81(13), Wis. Stats., and as administered by the Wisconsin Employment Relations Commission.
6. All other positions which are more appropriately identified by other classification specifications.

## II. DEFINITION

### VETERANS PROGRAM SPECIALIST SENIOR - MANAGEMENT

Positions perform professional work and are located at the Department of Veterans Affairs responsible for providing oversight of a Veterans Assistance Center by functioning as the site director with authority to commit the employer’s resources.

#### **Representative Position:**

Veterans Center Site Director: Positions provide oversight of regional assistance centers, responsible for program management and oversight of the contracted operations. Duties involve extensive collaboration among a wide variety of individuals and organizations in order to assist veterans who are homeless or at risk of becoming homeless in obtaining stable employment and affordable housing. Positions negotiate and monitor contracts/agreements for meals, transportation, laundry, security, and utilities for services, develop long-range and strategic plans for particular center sites and satellite operations, determining budget and funding needs, allocating and reallocating resources, implementing state policies and procedures, compiling operation reports and recommending program changes.

## III. QUALIFICATIONS

The qualifications required for positions in this classification series 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 series was created effective April 13, 1997, and announced in Bulletin CC/SC-65 as a result of the Professional Program Support Survey. The series was modified effective April 12, 1998, in order to expand the series definition to include the allocations of Veterans Regional Coordinator and Veterans Center Site Director and in order to create the parallel “management” series for positions performing the Veterans Center Site Director function. The modification was announced in Bulletin CC/SC-83. This series was modified effective February 14, 2000 and announced in Bulletin CLR/SC-108 to remove the allocation for the Veterans Program Specialist – Management because of the inclusion of this classification in a broad band for professional non-represented positions.