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Modified Effective: September 14, 2008

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
HUMAN SERVICES MANAGER

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 supervisory and management positions located within the Department of Health Services and the Department of Children and Families that function as Human Services Managers. 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 (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 encompasses professional supervisory and management positions located within the Department of Health Services, Division of Long Term Care (DLTC) and Division Mental Health and Substance Abuse Services (DMHSAS), or the Department of Children and Family Services (DCF) that function as associate administrators or bureau directors. Responsibilities include managing and administering state and community services-related programs and performing duties that meet the statutory definitions of supervisory and management as defined in s. 111.81(19) and (13), Wis. Stats. Positions in this classification are responsible for program planning, policy and procedure input and development, budget development, and supervision of staff within their respective program area.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions located outside of the Department of Health Services or the Department of Children and Families or positions which do not function as Human Services Managers.
2. Positions which do not meet the statutory definitions of supervisory and management as defined in Wis. Stats. 111.81(19) and (13).
3. 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. DEFINITIONS

HUMAN SERVICES MANAGER

The positions in this classification are professional supervisory positions located within the Department of Children and Families and the Department of Health Services which function as a Bureau Director or a Deputy Administrator. Positions in this classification are responsible for program planning, policy and procedure input and development, budget development, and supervision of staff within their respective Bureaus and Divisions. Positions allocated to this classification recommend the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline and adjustment of grievances of subordinate staff. Positions allocated to this classification report to a Division Administrator or Deputy Division Administrator. Positions allocated to this classification must spend the majority of their time on management and supervision duties which are of similar scope, impact, and complexity as the representative positions identified below.

Representative Positions:

Department of Children and Families:

Bureau Director, Bureau of Safety and Well Being: This position is responsible for child welfare and administers programs relating to families and children.

Bureau Director, Bureau of Early Care Regulation: This position manages the regulation and licensing of child care and child welfare programs.

Department of Health Services:

Deputy Administrator, DLTC and DMHSAS: This position is responsible for co-managing all aspects of the division's programs across division lines. The position develops strategies and approaches which will have a major impact on programmatic and fiscal aspects of division programs. This position reports to the Division Administrator.

DLTC Director, Bureau of Aging & Disability Resources: This position manages aging and long term care health service programs with an emphasis on wellness promotion, risk reduction, early intervention, and improved client quality of life and recovery; oversees and monitors system performance; and administers and manages federal and state funds and programs. This position also manages the section that provides specialized and multi-faceted services to blind and visually

disabled persons by overseeing and supervising staff in the Bureau. This position is responsible for the section that provides specialized and multi-faceted services to hearing disabled persons.

DLTC Director, Bureau of Long Term Support: This position manages program goals, objectives and sets policy to administer high quality home and community-based long-term care delivery systems, and ensures that service needs are met through the development and implementation of various local, state and federal plans.

DLTC Director, Bureau of Center Operations: This position administers the development of strategic plans, major goals, outcome-based performance expectations and budgets for all DHS state centers. Duties include developing and directing the long range planning of the centers' programs working closely with the communities to identify the needs for services to ensure that developmentally disabled citizens are provided services in the most integrated setting.

DMHSAS Director, Bureau of Prevention Treatment and Recovery: This position manages statewide mental health service programs as well as services for the prevention, control and treatment of substance abuse, alcohol abuse, alcoholism and other drug abuse.

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 that would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective August 7, 1994, and announced in Bulletin CC/SC-25. It was revised effective May 14, 1995, as announced in Bulletin CC/SC-41. It was again revised effective December 8, 1996, and announced in Bulletin CC/SC-61, to reflect departmental, divisional and bureau-level changes due to a reorganization of the Department of Health and Family Services that became effective July 1, 1996. The classification is modified effective June 15, 2003, as announced in Bulletin MRS-SC-163, to reflect a reorganization and creation of Division of Disability and Elder Services and Associate Administrator positions. 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 some of these functions to that department and the reorganization and renaming of DHFS to the Department of Health Services.

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