

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**NURSING ADMINISTRATOR**

**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 Nursing Administrator positions. Positions assigned to this classification must meet the definition of “supervisor” as defined in s. 111.81(19), Wis. Stats. 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 encompasses positions located at the Department of Health and Family Services. Positions assigned to this classification must meet the definition of “supervisor” as defined in s. 111.81(19), Wis. Stats., and as administered by the Wisconsin Employment Relations Commission. Positions included in this classification supervise nursing facilities and other medical areas by implementing nursing standards, policies and procedures.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that do not require registration or eligibility for registration as a professional nurse in the State of Wisconsin.
2. Positions that are involved in independent assessment and provision of direct patient care for a majority of the time and are more appropriately classified as Nurse Clinician 2, 3, or 4.
3. Positions that are involved in day-to-day administration and supervision of a designated patient care area and are more appropriately classified as Nursing Supervisor.
4. Positions that do not meet the definition of “supervisor” as defined in s. 111.81(19), Wis. Stats., and as administered by the Wisconsin Employment Relations Commission.

5. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification:

Employees enter this classification by competitive examination.

## II. DEFINITION

### NURSING ADMINISTRATOR

This classification encompasses the professional supervisory position located within the Department of Health and Family Services, Division of Disability and Elder Services (DDES) which functions as the Nursing Administrator and provides the administration and supervision of nursing and related medical services for a large institution where the majority of nursing and related medical staff positions are contract service positions. This position is responsible for developing and implementing nursing standards, policies, and procedures; implementing and evaluating all nursing and ancillary services; and participating in institution-wide strategic planning, policy-making, and administration with other services and programs. This position is also responsible for developing and implementing contract service agreements, providing contract oversight including planning, implementing, monitoring and evaluating the services provided by a vendor; and identifying and resolving problems with the contract, vendor, or staff. Additional duties include overseeing the budget, facilitating a communication system, determining staff training needs, and assuring safe working conditions.

This classification also encompasses positions located in the Division of Health Care Financing (DHCF) which function as Section Chiefs in the Bureau Health Care Program Integrity. These positions administer and manage the medical appropriateness and evaluation of health care services provided to the State Medicaid program. Positions supervise the review of all clinical activities related to Medicaid audit, the investigations of complaints of misutilization, fraud and abuse, and the development of prepayment review criteria for all health care services. Positions are responsible for developing and implementing nursing standards, policies, and procedures; represent the Division of Health Care Financing on all health care policies and procedures related to the State Medicaid program; manage the clinical comprehensive reviews of client medical records; supervise the review and provision of expert clinical guidance and quality assurance criteria to auditors or investigators regarding medical reasonableness, appropriateness and medical need for services; develop quality assurance review standards, utilizing expert clinical judgment, to be used in monitoring the utilization and quality of care delivered to Medicaid recipients; provide expert clinical guidance to develop utilization and care standards to use as guidelines for monitoring services delivered to Medicaid recipients; and identifying and resolving problems with community providers, contract vendors or staff.

## 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.

Special Requirements: These positions require employees to be registered as a Professional Nurse in the State of Wisconsin.

**IV. ADMINISTRATIVE INFORMATION**

This classification was created effective February 11, 2001, and announced in Bulletin CLR/SC-126 to accommodate positions which are equivalent to Director of Nursing positions in an institution in the Division of Disability and Elder Services, but the majority of the staff are contract staff.. The classification was modified effective September 3, 2006, and announced in Bulletin OSER-0136-MRS/SC to include Section Chief positions in the Division of Health Care Financing, Bureau of Program Integrity.

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