

**Effective Date: October 16, 1994**  
**Modified: November 9, 1997**  
**Modified: September 4, 2005**  
**Modified Effective: September 14, 2008**

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**TRIBAL SERVICES COORDINATOR**

**I. INTRODUCTION**

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 professional positions that function as a liaison between a state agency and the Wisconsin tribes. 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.

**II. DEFINITION**

Positions in this classification are professional level social services positions that provide administrative, fiscal and program oversight to the Wisconsin American Indian Tribes to whom the state agency provides services or with which the department contracts services. Positions perform a combination of professional level duties to ensure collaboration between Tribes and state agencies to ensure services are efficiently provided to all citizens, minimize service overlap, preserve natural resources and encourage sustainable economic development. Positions work within the unique government-to-government relationship between the State of Wisconsin and Indian Tribes when formulating and implementing policies or programs that directly affect Indian Tribes and their members, and as appropriate, consult the governments of the affected Tribe(s) regarding state action or proposed action that is anticipated to directly affect an Indian Tribe or its members.

**Representative Position:**

Department of Children and Families (DCF), Secretary’s Office: Develop and coordinate DCF programs affecting American Indians throughout the state, while fostering maximum collaboration with American Indians and tribal governments in the provision of department services. Direct tribal contracting including analysis, development and implementation of procedures to assure timely and accurate contracts with Wisconsin tribal governments. Develop and lead teams of tribal and DCF staff for planning and program

policy development services. Design and implement a tribal grant management system; initiate and manage grant and resource development to maximize resources available to American Indians and tribal governments. Develop, analyze and interpret federal and state legislation which impacts American Indians and tribal governments.

### **III. QUALIFICATIONS**

The qualifications required for this position will be determined at the time of recruitment. Such determination 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 was created effective October 16, 1994 as a result of implementation of the represented portion of the Professional Social Services Personnel Management Survey and announced in Bulletin CC/SC-28 to describe the single position within the Department of Health and Family Services performing this function. The classification was modified effective November 9, 1997 and announced in Bulletin CC/SC-78 in order to describe the function within the Department of Workforce Development, as a result of state agency reorganizations which occurred in 1996. The classification was again modified effective September 11, 2005, and announced in Bulletin OSER-0078-MRS/SC in order to expand the definition to allow other agencies to use the classification as appropriate. The classification was modified effective September 14, 2008, and announced in Bulletin OSER-0221-MRS/SC with the creation of the Department of Children and Families and the movement of this position to that department and new division.

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