

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

ADMINISTRATIVE PROGRAM MANAGEMENT SUPERVISOR

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 professional supervisory positions located at the Department of Administration which administer statewide programs and positions which administer University of Wisconsin System-wide programs. 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 classification 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; license 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 positions located at the Department of Administration which administer statewide programs and positions which administer University of Wisconsin System-wide programs. Positions allocated to this classification function as section chiefs or unit managers and are responsible for program planning, policy and procedure input and development, budget development, and supervision of staff. Positions allocated to this classification must meet the definitions of professional employee, supervisor and management, as defined in s. 111.81(15), (19) and (13), Wis. Stats., respectively.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of professional employee, as defined in s. 111.81(15), Wis. Stats.
2. Positions which do not meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats.
3. Positions which do not meet the statutory definition of management, as defined in s. 111.81(13), Wis. Stats.

4. Positions which are not located either at the Department of Administration or at the University of Wisconsin.
 5. All other positions which are more appropriately identified by other classification specifications.
- D. Entrance Into This Classification
Entrance into this classification is by competitive examination.

II. DEFINITION

ADMINISTRATION PROGRAM MANAGEMENT SUPERVISOR

This is professional supervisory work related to the administration of highly complex statewide programs for the Department of Administration or University of Wisconsin- System-wide programs. In order to be included in this classification, the functions must have major statewide or UW systemwide impact. They must have a significant policy component and be professional, supervisory and management.

DOA positions allocated to this classification function as section chiefs and are responsible for program planning, policy and procedure input and development, budget development, and supervision of staff within their respective program area statewide. Work is performed under general supervision.

DOA Representative Positions include:

- **Demographics Services Center Chief** – is responsible for the management of the state’s population estimate and projection program, the management of the lead agency of the State Data Center Program, and is the coordinator of the Payments for Municipal Services Program for the Dept of Administration.
- **Section Chief and Assistant Bureau Director, Division of Energy** – position exercises managerial authority over defined aspects of program policy, system development, systems operations, program evaluation, public information, outreach, energy education, training and technical assistance relative to statewide ...programs.

University of Wisconsin positions allocated to this classification perform professional, supervisory and management duties for major UW system-wide payroll and benefit functions.

University of Wisconsin representative positions include:

- **UW Benefits Manager** - position manages the operations of the UW-System-wide benefit system and administers the benefits programs and operations for UW-Madison.
- **UW Payroll Manager** - position manages the UW System-wide payroll system and administers the central payroll operations for UW-Madison.

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

IV. ADMINISTRATIVE INFORMATION

This classification was created effective March 12, 2000, and announced in Bulletin CLR/SC-109, in order to describe professional supervisory positions located at the Department of Administration which administer highly complex statewide programs. This classification replaces the Administration Program Supervisor 1 and 2 classifications which were created effective May 9, 1999, and abolished effective March 12, 2000 (see bulletins CLR/SC-99 and CLR/SC-109, respectively). This classification was created as part of the Department of Employment Relations' expansion of the broadband pay system.

This classification specification was updated November 14, 2004 and announced in OSER-0055-MRS/SC to add an allocation for unit managers within the UW System Administration HRIS performing systemwide management duties.

This classification specification was updated May 14, 2006 and announced in OSER-0093-MRS/SC to add an allocation for unit managers responsible for managing UW system-wide programs.

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