

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATIONS**

NATURAL RESOURCES REAL ESTATE OPERATIONS CHIEF

I. INTRODUCTION

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 the professional position located within the Department of Natural Resources (DNR), Bureau of Facilities and Lands and functions as the Real Estate Operations Chief. Positions meet the statutory definitions of supervisor and management as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission. This classification specification is not intended to identify every duty that 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.

II. DEFINITION

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This is responsible professional supervisory realty management and operations work. The position within this classification, for the majority of time, functions as the Realty Management and Operations Chief within the DNR Bureau of Facilities and Lands. Directs, administers and coordinates complex and technical real estate programs. Directs the processing of DNR real estate transactions. Administers the statewide relocation program. Directs the closing of all Department real estate transactions. Directs the Department's aid-in-lieu of taxes program. Coordinates the maintenance of statistical data and land records for the land acquisition program. Supervises personnel. Develops work plans, sets priorities and objectives, implements and monitors work plans. Assures assigned real estate program operations are in compliance with state and federal rules, DNR Board policy, and DNR manual codes and handbooks. Work is performed under the general supervision of the Department's Real Estate Director.

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.

IV. ADMINISTRATIVE INFORMATION

This classification was originally created on June 26, 1994, announced in Bulletin CC/SC-20, as a result of the statewide Real Estate Survey. The classification specification was modified effective March 12, 2000, announced in Bulletin CLR/SC-109, to reflect the DNR's organization structure as of March, 2000.

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