

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

PECFA PROGRAM SPECIALIST
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future professional positions located within the Department of Commerce which perform claims review and investigation work related to the administration of the Petroleum Environmental Cleanup Fund Act (PECFA) program within the Division of Environmental and Regulatory Services. 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

The positions allocated to this classification series are professional positions located within the Department of Commerce which review and process claim payments for the Petroleum Storage Environmental Cleanup Fund; review environmental investigations, site information, and cost data and determine eligible costs; apply administrative rules and state statutes to claims and determine appropriateness of claims; interpret program requirements, statutes and rules; testify in appeal hearings or court cases; investigate issues of fraud or gross negligence; pursue collection of funds; represent the fund with the petroleum industry, lenders, the public and insurance companies; provide information to the public or claimants; develop outreach and public awareness materials, such as news items, resource materials, speeches or related communication materials; train and review the work of lower level staff; and develop and conduct public workshops and informational sessions.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions which 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.
2. Positions which are, for a majority of the time, engaged in scientific and regulatory duties related to wastewater, water supply, water regulation and zoning, or water resources management.
3. Positions which are located outside of the Department of Commerce.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance and Progression Through This Classification Series

Employees enter positions within this classification series at the PECFA Program Specialist level by competitive examination. Progression to the Senior level is through reclassification as the employee satisfactorily attains the specified training, education, experience and independence in action.

II. DEFINITIONS

PECFA PROGRAM SPECIALIST

This classification is used as an entry level progressing to an objective level for professional positions located within the Department of Commerce which review and process PECFA claims. Work is performed under close progressing to general supervision.

Positions functioning at entry level review and process the less complex PECFA claims, including claims of less than \$80,000, single event claims, and home heating claims. Positions answer only the simplest program questions and refer more complex PECFA questions from the public or claimants to more senior staff. Work is performed under close progressing to limited supervision as employees demonstrate knowledge and proficiency. Claim reviews by individuals at this level are usually reviewed by more senior staff.

Positions functioning at an objective level review and process PECFA claim payments; independently review environmental investigations, site information, and cost data and determine eligible costs on a wide range of claims, including the more difficult claims involving issues of high dollar amounts of more than \$80,000 and up to \$1 million, sites that require separation of costs between multiple releases and sites with multiple occurrences that have been subject to multiple claims; apply administrative rules and state statutes to claims and determine appropriateness of claims; independently apply the full range of policies, procedures, program requirements, statutes and rules; testify in appeal hearings or court cases on their review decisions; assist in pursuing collection of funds; and provide PECFA program information to the public or claimants. Work is performed under general supervision.

PECFA PROGRAM SPECIALIST – SENIOR

Positions allocated to this level perform all of the duties identified at the PECFA Program Specialist level and in addition spend the majority of their time performing any combination of the following duties: train and review the work of lower level staff; develop code interpretations; facilitate the resolution of complex sites; provide external training events and outreach efforts; develop and manage the claim process for bundled sites; provide testimony on program history and practices; and develop program documents. Claims reviewed are the most complex claims, including claims involving numerous releases on the site and determining whether any or all of the releases are eligible or ineligible for PECFA reimbursement, claims involving fraud or gross negligence, and claims involving bundled sites, complex issues of aggregates, or multiple sites; analyze the most difficult claims, including determining the history of actions on complex sites and whether claimants have followed or violated key provisions of the PECFA program; lead or participate in the resolution of complex issues associated with bidding, compliance with cost control provisions of the rules or interpretations of how the codes impact claimant compliance; apply the administrative rules to the most complex decisions regarding applicant reimbursement, including those that may set precedent for the program and establish the long term direction of the program; answer the most difficult written questions from the public or claimants regarding the PECFA program; develop responses to phone contacts or correspondence from legislators and attorneys; review and analyze codes and administrative rules in their application to specific claims and identify needs for code changes or code interpretations and provide expert input on the content of the needed changes; represent the fund with the petroleum industry, lenders, the public and insurance companies, including presenting speeches or workshops or representing the department at municipal meetings; work with associations and lenders to track issues and to explain reviewer actions in relation to complex issues and sites; represent the PECFA program in appeal hearings and testify in cases needing an overall program perspective, an explanation of program goals or processes, or other issues not limited to decision making on individual costs; testify as an expert in court cases on program rules and statute applications; and direction on claim issues. Work is performed under general supervision.

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 series was created effective May 9, 1999 and announced in Bulletin CLR/SC-99 to describe positions which review and process claim payments for the Petroleum Storage Environmental Cleanup Fund. These positions were formerly classified in the one-level PECFA Program Specialist classification. The one-level classification was abolished effective May 9, 1999, when the multiple classification series was created.

This classification series was collapsed and created effective May 18, 2003 and announced in Bulletin MRS-SC-158 as a result of the WPEC Broadbanding and Class Collapsing Study.

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