

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
REAL ESTATE SUPERVISOR**

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future professional supervisory positions performing professional real estate work performed in connection with state improvement projects or property management. 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 the 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 exclusions; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification includes positions which spend the majority of their time supervising positions within the Real Estate Specialist classification series and have oversight of all, or part, of the real estate program within an agency. Positions must meet the definition of supervisor, as defined in s. 111.81(19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definitions of supervisory as defined in s. 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which do not supervise Real Estate Specialists for a majority of the time.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter positions within this classification by competition.

II. DEFINITION

REAL ESTATE SUPERVISOR

This is highly responsible professional real estate supervisory, administrative, and technical work. Positions spend the majority of time providing direct supervision to Real Estate Specialists. Direct and monitor the work of real estate staff in central office, districts, or regions to ensure compliance with federal and state laws, rules and

regulations, policies and procedures. Responsible for keeping the Real Estate Program in compliance with legislative and policy changes relating to the real estate process. Represent the Department on real estate matters with other state agencies, professional real estate and appraisal organizations, and the public. Work is performed independently 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 was created with a new class code (old class code 25630, new class code 03420) on June 27, 1994, and published in bulletin CC/SC-20 to update the previously existing classification specification. This classification was updated in bulletin DPM-04922-CC/SC, published on March 31, 2019, to update the language throughout, add an Inclusion section and Administrative Information section, provide general updates, and to clarify that any agency can use this classification.

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