

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**DOT PROGRAM OFFICER**

**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 present and future professional positions located within the Department of Transportation which administer complex specialized modal/transportation programs on a statewide basis. 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 in this classification are professional positions located within the Department of Transportation which administer complex specialized modal/transportation programs on a statewide basis. Positions allocated to this classification serve as the Department’s recognized program expert and serve as the key policy advisor to managers in the formulation, determination and implementation of management policy as it relates to their specialized transportation program area. Positions in this classification are responsible for program planning, policy and procedure input and development, and budget development for their assigned program area.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which are not located in the Department of Transportation.
2. Positions which meet the statutory definition of management or supervisor as defined in s. 111.81(13) and (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
3. Positions which perform duties for a majority of the time that are more appropriately classified as DOT Officer.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

**II. DEFINITION**

**DOT PROGRAM OFFICER**

The positions in this classification are professional positions located within the Department of Transportation which administer complex specialized modal/transportation programs on a statewide basis. Positions allocated to this classification serve as the Department's recognized program expert and serve as the key policy advisor to managers in the formulation, determination and implementation of management policy as it relates to their specialized transportation program area. Positions in this classification are responsible for program planning, policy and procedure input and development, and budget development for their assigned program area. In order to be appropriately classified in this classification positions must spend a majority of their time performing duties comparable to any one of the following positions based on the preceding scope, impact, and complexity factors.

The positions allocated to this classification function as: (1) the Midwest Regional Rail Initiative Officer within the Office of Public Affairs; (2) the Program Advisor, Bureau of Transportation Safety; (3) the Division of Motor Vehicles Legislative Liaison and Policy Advisor; (4) the Division of State Patrol Policy Advisor; (5) the Division of Transportation Investment Management Federal or State Local Transportation Program Officer; (6) the Statewide Surplus Land Program Officer; and (7) the Communications Policy Advisor within the Office of Public Affairs.

The Midwest Regional Rail Initiative (MRR) Officer within the Office of Public Affairs administers a comprehensive communication and educational outreach program for nine Midwest states to gain public understanding and support for the MRR; actively participates and advises in policy discussions regarding program development, possible sources of federal funding and strategies, and federal legislative strategies; develops the outreach plans for stakeholder groups; supports national rail passenger activities; and leads and coordinates meetings of rail advocacy groups.

The Program Advisor, Bureau of Transportation Safety develops the Highway Safety Plan which outlines the State's efforts to meet the federally mandated framework of priority programs and national emphasis areas; and develops, implements, and manages the Bureau's biennial and annual operating budgets.

The DMV Legislative Liaison and Policy Advisor manages the legislative program for all vehicle and/or driver registration/titling and licensing related programs including the federally mandated legal presence and REAL ID Act of 2005, interstate motor carriers, oversize/overweight carriers and motor vehicle dealer programs; functions as the senior bureau staff person and primary responsibility for legislative policy development for vehicle registration programs and/or driver licensing and identification programs; liaisons with the Department of Homeland Security; and performs highly specialized policy analysis of major issues for DOT/DMV policies, plans, programs, administrative rules and legislation related to driver licensing and/or vehicle registration/titling programs.

The Division of State Patrol Policy Advisor provides leadership to division and department management for issues concerning statewide traffic and law enforcement programs; provides specialized policy and procedure development including leading, coordinating and managing efforts to review, develop and improve division policies and processes for efficient and effective administration of State Patrol programs including but not limited to budgetary, public communications, data collection and analysis, IT systems, personnel, etc..

The Federal and/or State Local Transportation Program Officer serves as a key advisor to division and department management for issues concerning local federal and/or state aid programs and related topics for the Secretary's Local Roads and Streets Council; manages, leads, evaluates and reports departmental statewide local federal and/or state aid programs and their performance; directs, guides and manages professional staff in these efforts; coordinates complex research and develops department policies, programs, plans, budgets, projects and procedures related to federal and/or state transportation aid programs.

The Statewide Surplus Land Program Officer manages the legislative program for the sale and disposal of highway real estate; evaluates legislation for feasibility, political impacts, fiscal and policy impact, and consistency with department and division goals and objectives; develops reports and briefing materials for the Executive Assistant and other department managers; develops fiscal estimates for legislation impacting real estate program areas; identifies parcels for sale and marketability and oversees real estate staff in the disposal process; maintains inventory of all highway real estate owned by the state.

The Communications Policy Advisor serves as the principal advisor for providing comprehensive communications planning, policy analysis and speech writing services for the Office of Public Affairs and the Secretary's Office; provides advice and consultation services in identifying, analyzing, and shaping the department's stance on key public policy issues and in developing the budget; articulates department's position on various issues to the media and general public through development of policy-oriented public information pieces and activities; acts as spokesperson to interpret/describe the department's position or policy to the public, media, and legislators.

### **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 effective March 12, 2000 as a result of the broadbanding study and announced in Bulletin CLR/SC-109 to describe professional positions located within the Department of Transportation which administer statewide programs. This single level classification replaced the DOT Program Officer 1 and 2 classifications that were abolished on the same date. This classification was modified effective August 6, 2007 and announced in bulletin OSER-0166-MRS/SC to reflect organizational and programmatic changes within the Department of Transportation.

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