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Modified Effective: December 15, 2002
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**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

DOT PROGRAM CHIEF

I. INTRODUCTION

A. Purpose Of This Classification Specification

This classification specification is the basic authority under s. ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future professional supervisory positions located within the Department of Transportation which function as Section Chiefs and supervise and administer complex specialized transportation 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 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 supervisory positions located within the Department of Transportation which function as Section Chiefs, supervise and administer complex specialized transportation programs, and meet the statutory definitions of management and supervisor as defined in s. 111.81 (13) and (19) Wis. Stats. Positions in this classification are responsible for program planning, policy and procedure input and development, budget development, and supervision of staff within their respective program area. Positions allocated to this classification recommend the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline and adjustment of grievances of subordinate staff.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that do not meet the statutory definition of management, professional employee, and supervisor, as defined in s. 111.81(13), (15) and (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.

2. Positions that are not located in the Department of Transportation.
3. Positions that do not function as Section Chiefs.
4. Positions that perform first line supervisory duties for a majority of the time and are more appropriately classified as DOT Supervisor or DOT Program Supervisor.
5. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

II. DEFINITIONS

DOT PROGRAM CHIEF

The positions in this classification are professional supervisory positions located within the Department of Transportation which function as Section Chiefs and supervise and administer complex specialized transportation programs. Positions in this classification are responsible for program planning, policy and procedure input and development, budget development, and supervision of staff within their respective program area. Positions allocated to this classification recommend the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline and adjustment of grievances of subordinate staff. Positions allocated to this classification report to a Bureau Director or Regional Manager and supervise several professional staff and/or supervise a number of first line supervisors. In order to be appropriately classified in this classification, positions must meet one of the following allocations. If a position is not specifically identified by program area in an allocation included below, it must meet the intent expressed in the inclusions and match one of the allocations below except for the program area specified.

The positions allocated to this classification function as: (1) the Chief of the Chemical Test Section within the Division of State Patrol; (2) the Chief of the Environmental Services Section within the Division of Transportation System Development; (3) the Chief of the Airport Program Section within the Division of Transportation Investment Management (4) the Chief of Program Management within the Division of Transportation System Development; (5) the Chief of Program Finance within the Division of Transportation Investment Management; (6) the Chief of the Payroll and Training Section within the Division of Business Management; (7) the Chief of the Fiscal Services and Expenditure Accounting Section in the Division of Business Management; (8) DMV Field Services Regional Managers and Regional Operations Chiefs; and (9) DMV Section Chiefs of central office programs in the Bureaus of Drivers Services, Field Services and Vehicle Services.

(1) The Chief of the Chemical Test Section within the Division of State Patrol directs the state-wide breath alcohol testing program including providing research, analysis and consultation services; is responsible for the development and adoption of department policies and administrative code; reviews and analyzes breath alcohol testing issues at the local, state, national, and international levels; prepares policy positions for the department and drafts necessary legislation; provides technical support to law enforcement agencies and the judiciary; and supervises and directs staff through subordinate supervisors.

(2) The Chief of the Environmental Services Section within the Division of Transportation System Development directs the administrative and technical policies, procedures, criteria, and administrative rules to implement federal environmental laws, regulations, and policies affecting multi-modal transportation development; directs the activities of the contaminated sites team, natural resources team, and environmental review and analysis team; directs operation of the department's wetland mitigation banking system; and supervises and directs staff of the section.

(3) The Chief of the Airport Program Section within the Division of Transportation Investment Management is responsible for management of planning, programming, financing and land acquisition for airport development projects in a statewide program; controls program funding for all state, local, and federal sponsored airport projects; provides consultation services; administers the revolving loan program; and supervises and directs staff of the section.

(4) The Chief of Program Management within the Division of Transportation System Development manages the state highway maintenance program; plans and directs services to formulate, approve and control expenditures for calendar year budgets for state highway maintenance services provided by counties and fiscal year budgets for state maintenance appropriations; administers programs of service which formulate, direct, and administer all computer applications to automate highway maintenance programs; supervises the establishment of policies for determination of administrative procedures and cost agreements with county service providers including the annual machinery rental rates and agreements for county equipment; and supervises and directs staff of the section.

(5) The Chief of Program Finance within the Division of Transportation Investment Management is responsible for the financial analysis and development of strategies for maximizing the departments financial position for highway project financing; manages the creation, implementation, and enhancement of the Divisions financial systems to provide a statewide framework for the administration and allocation of \$1 billion in highway program investments; coordinates the design and implementation of reporting systems as required by the Division, Department, and the Federal Highway Administration; and supervises and directs staff of the section.

(6) The Chief of the Payroll and Training Section within the Division of Business Management is responsible for management of payroll and benefits functions department-wide; direction and management of department's management, personnel development, and technical training programs; negotiates and maintains delegation agreements with the State Department of Administration; directs the development and maintenance of policies and procedures for areas of responsibility; oversees functional design, maintenance, and operation of TEAMS (Transportation Employees Automated Management System), and the TEAL System (Time, Expense, Activities, and Leave); and supervises and directs staff through subordinate supervisors.

(7) The Chief of the Fiscal Services and Expenditure Accounting Section within the Division of Business Management is responsible for accounts payable, encumbrances, pre-audit, and related accounting systems; insures projects are correctly funded, invoiced, and recorded in the accounting systems; manages Federal Highway Administration (FHWA) funds; manages process improvement projects, reporting performance measures, and reporting of financial information; and supervises and directs staff through subordinate supervisor and as direct reports.

(8) The DMV Field Services Regional Managers and Regional Operations Chiefs manage Division of Motor Vehicles regional office programs; plan, organize, and implement regional functions relative to the provision of driver licensing and vehicle registration services to the public; develop, recommend, and administer budgetary plans to meet the staffing, facility management, equipment, and training needs of the region; participate in the development of statewide plans and policies for the licensing of

drivers and the registering and titling of vehicles; establish effective working relationships with legislators, city and county officials, business leaders, educators, and the general public relative to motor vehicle issues; and supervise and direct district (regional) staff through subordinate supervisors.

(9) The DMV Section Chiefs of central office programs direct and administer the activities of a DMV section located in the Bureau of Field Services, Bureau of Driver Services, or the Bureau of Vehicle Services. These positions develop, recommend, and implement legislation, administrative rules, procedures, and data processing systems relative to their identified program area; are responsible for program development and evaluation, program maintenance and enhancements, biennial and annual operating budgets, and short and long term planning; and supervise and direct staff through subordinate supervisors or as direct reports.

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 Nonrepresented Middle Management and Supervisory broadbanding study and announced in Bulletin CC-SC-109 to describe professional supervisory positions which function as Section Chiefs and administer complex specialized transportation programs within the Department of Transportation. These positions were previously classified as DOT Program Chief 1 and 2; Chief, DMV Motor Carrier Services; Chief, Chemical Test Section; Environmental Health Supervisor; Financial Supervisor 7; and Administrative Manager. This classification specification was modified effective December 15, 2002 and announced in Bulletin MRS-SC-145 to add allocations for the DTD Transportation District Business Chiefs and the DMV Deputy District Manager for the Milwaukee District. This classification was again modified effective June 12, 2005, and announced in Bulletin OSER-0065-MRS, to reflect changes as a result of the DOT agency reorganization. This classification was again modified effective February 3, 2008 and announced in bulletin OSER-0181-MRS/SC to reflect organization changes in the Motor Vehicle Regional Offices.

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