

**Effective Date: March 12, 2000**

**Modified: May 29, 2005**

**Modified: March 5, 2006**

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**DOT OFFICER**

**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 key policy or advising positions located within the Department of Transportation providing complex policy development or implementation of major department initiatives that have substantial impact on the agencies resources. 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

Positions in this classification perform highly responsible and difficult management work in the Department of Transportation providing complex policy development or implementation of major department initiatives that have substantial impact on the agencies resources. Decisions made fundamentally impact programs, organization, and operations of the department and often affect other organizations or substantial populations. Positions allocated to this classification meet the definition of management as defined in s. 111.81(13), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that are not located in the Department of Transportation.
2. Positions that do not meet the definition of management as defined in s. 111.81(13), Wis. Stats. as administered and interpreted by the Wisconsin Employment Relations Commission.

3. Positions that spend a majority of the time performing duties that are more appropriately classified as DOT Program Officer.
4. 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. DEFINITION

### DOT OFFICER

The positions in this classification perform highly responsible and difficult management work in the Department of Transportation providing complex policy development or implementation of major department initiatives that have substantial impact on the agency's resources. Decisions made fundamentally impact programs, organization, and operations of the department and often affect other organizations or substantial populations. Positions are utilized where it is determined by the Secretary's office that there is a need for a high level policy developer and advisor to assist in creating or guiding major policy or program initiatives which have substantial impact on the Department of Transportation. Positions in this classification may serve as the chief spokesperson to both public and private enterprises in the area of program/policy expertise. In order to be appropriately classified in this classification, positions must spend a majority of their time performing duties comparable to the following allocations based on the preceding scope, impact, and complexity factors.

The positions allocated to this classification function as: (1) the Aviation Management and Information Officer within the Bureau of Aeronautics; (2) the Passenger Rail Implementation Manager within the Railroads and Harbors Section in the Bureau of Transit, Local Roads, Rails, and Harbors; (3) the Employee Security and Infrastructure Protection Officer in the Division of Business Management or (4) a Division Operations and Policy Officer within an Administrator's Office in the Department of Transportation.

Aviation Management and Airport Construction Standards Officer: Provides overall administrative and managerial oversight in carrying out the Bureau's responsibilities for the enhancement of state public airports with highly complex state and federal laws and regulations to ensure the safety and protection of the air cargo and air traveling public; manage the formulation, determination, implementation and maintenance of the Department's standards for airport construction; manage the contract/proposal and bidding/awards procedures; provides technical consultation for local government airport owners; ensures the safety and protection of Wisconsin airspace through outreach and administration of the regulatory laws, codes and rules;; assist the bureau director by serving as a liaison for the Bureau with high-level military, federal and state aviation officials to promote a safe and efficient system of airports and support the economic development of the state.

Passenger Rail Implementation Manager: Provides overall management of passenger rail program development and implementation activities for the Department; manages and directs all activities associated with the implementation of the \$3.5 billion Midwest Regional Rail Initiative (MWRRI); works directly with the Secretary's office and acts as the chief spokesperson and central point of contact for the MWRRI with state and national news media, state and national organizations and groups, federal agencies and Congressional contracts; supports national rail passenger activities; chairs the MWRRI Steering Committee made up of nine states and Amtrak, directing consultant work, coordinating construction work, negotiating

procurement contracts, and providing rolling stock; and provides support to the Governor in his role as Chairman of Amtrak's Board of Directors by overseeing the development of issue papers, talking points and speeches, briefings, and attending meetings.

Employee Security and Infrastructure Protection Officer: Provides overall management and coordination of security issues for all divisions of DOT with major emphasis on the Division of Business Management, Division of Transportation Systems Development, and the Division of State Patrol; serves as the state focal point for security issues for the department; serves as a key contact for the FHWA and the Department of Emergency Government on these security issues; provides oversight and has responsibility for development, assessment, and implementation of the Agency's Security Plan and the Continuity of Operations/Continuity of Government Plan and advises the Secretary, Administrators, Directors, and Chiefs on executive security program matters.

Division Operations and Policy Officer: Provides direct high level technical policy, program, and operations analysis and serves as the key policy advisor to the division administrator and management team for the full range of programs delivered by the division; provides research, analysis, justification, and advocacy to support program needs; and serves as the central contact point as division liaison to regional program managers, central office program managers, and external industry partners with primary emphasis on delivery of division programs, optimization of overall program dollars, contracting resources, efficiency of operations, and improving program performance; provides on-going fiscal and performance reporting needed to ensure compliance with legislative, industry, and departmental mandates and commitments.

### **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. These positions were previously classified as Policy Initiatives Advisor, Administrative Manager, and DOT Program Officer 2. This classification was modified effective May 29, 2005, and announced in Bulletin OSER-0063-MRS-SC to remove two allocations, add two allocations and modify one allocation based on a departmental reorganization. This classification was modified effective March 5, 2006 and announced in bulletin OSER-0089-MRS/SC to reflect a change in the Security Director allocation to include employee security and COOP/COG responsibility and the Aviation Management allocation to include duties related to construction standards.

BP/WAM  
BAP/KMC/JJK  
07840