

Effective Date: August 3, 1997

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

**INDUSTRIES PROGRAM SPECIALIST
CLASSIFICATION SERIES**

I. INTRODUCTION

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to professional positions located in the Department of Corrections (DOC), Division of Adult Institutions, Bureau of Correctional Enterprises, responsible for product quality assurance or for assisting state agencies with space planning and design. 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.

II. DEFINITION

Positions allocated to this classification work under general supervision and include: (1) quality assurance program specialist; and (2) space planning and design program specialist.

(1) The QUALITY ASSURANCE PROGRAM SPECIALIST is responsible for managing the quality assurance program by accepting or rejecting raw materials, parts, assemblies, and end products; inspecting first piece production; monitoring procedures; recommending product design and production method changes; recording results of quality assurance; and assisting as a liaison to expedite products and components. Job duties also include directing the use of testing and inspection equipment; supervising inmate staff; directing the training and testing of forklift operation and safety of staff and inmates; and overseeing the installation of large system furniture projects.

(2) The SPACE PLANNING AND DESIGN PROGRAM SPECIALIST works with state agency representatives and space planners to perform space planning and office space design involving Badger State Industries Systems Furniture lines. These positions conduct space analysis; review plans and designs for compliance with building codes; prepare space plans and pricing proposals; establish priorities for completion; act as contact on orders and questions; coordinate major systems furniture projects from design to installation; and participate in the research and development of new products. Job duties require the use of computer aided drafting and design software to generate detailed layouts, product specifications, production orders and installation drawings.

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 August 3, 1997 and announced in Bulletin CC/SC 68 as a result of the Professional Program Support Survey. The positions were formerly classified as Administrative Assistants.

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