

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**DOT SUPERVISOR**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future professional supervisory positions which administer programs within the Department of Transportation. 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 which administer programs within the Department of Transportation. Positions 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 must meet the statutory 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 are not located in the Department of Transportation.
2. Positions which do not meet the statutory definitions of professional and supervisor as defined in Wis. Stats. 111.81(15) and (19) as administered and interpreted by the Wisconsin Employment Relations Commission.
3. Positions which are organizationally defined as a section chief and are assigned duties for a majority of the time that are more appropriately classified as DOT Program Chief.

4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification through competition.

## II. DEFINITION

### DOT SUPERVISOR

The positions in this classification are professional supervisory positions which administer programs within the Department of Transportation. Positions 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 response to grievances of subordinate staff. 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 allocations based on the scope, impact, and complexity factors of the program areas assigned, the size and complexity of the budget administered, and professional, technical and clerical staff supervised.

The positions allocated to this classification function as: (1) a first line supervisor of a unit in a regional office in the Division of Transportation Systems Development (DTSD) or a Bureau in the central office of DTSD or the Division of Transportation Investment Management (DTIM); (2) a first line Division of Motor Vehicles (DMV) supervisor; (3) a business services supervisor of a program in the Division of Business Management (DBM); or (4) other first line supervisors in a division that compare favorably to the other three allocations.

A DOT Supervisor in a regional office or central office of DTSD or DTIM supervises staff in a variety of classifications where no other specification exists to better define the duties performed. A supervisor in this allocation may supervise a combination of program and policy analysts, real estate specialists, surveyors, CAADS specialists, engineering specialists and technicians, human resources, payroll, purchasing, financial specialists or other clerical and administrative staff. To be appropriately classified in this allocation, the supervisor must supervise two or more professional employees and may supervise a number of other technical and administrative support staff. The supervisor is responsible for the program budget, policy and procedure development, program planning and analysis, and strategic direction for the work unit,

A DOT Supervisor in DMV may be assigned to a central office bureau or a DMV field services office. The supervisor directs the activities of the work unit involved in drivers licensing, vehicle registration and titling, permit issuance, tax collection and auditing, record keeping, or correspondence processing. Employees supervised may work directly with the public in service centers, over the phone or via e-mail or postal service mail products. Positions develop short- and long-range plans for the management of the staffing, work space, equipment, and training needs of the unit; resolve complex, technical, and sensitive issues pertaining to the unit's program area; analyze, develop, recommend, and implement administrative rules, policies, and procedures affecting the unit; review, evaluate, and modify program operations to ensure the most effective and efficient provision of motor vehicle services to the public; and prepare reports on program results, budget and staff requirements, and related unit activities.

A DOT Supervisor in DBM or other business services area plans, administers and directs the activities of a work unit that provides department wide services in areas such as risk and safety, communications, fiscal services, records management, and related business functions such that no one classification is dominate and where no other specification exists to better define the duties performed. To be appropriately classified in this allocation the supervisor must supervise two or more professional employees and may supervise a number of technical and administrative support staff. The supervisor is responsible for the program budget, policy and procedure development, program planning and analysis, and strategic direction for the work unit.

### **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 supervisory positions which supervise and administer professional programs within the Department of Transportation. This single level classification replaced the DOT Supervisor 1 and 2 classifications that were abolished on the same date. This specification was modified effective September 10, 2000 and announced in Bulletin CLR/SC-118 to add the Creative Communications Services Unit Supervisor position to the specification. This specification was again modified effective June 17, 2012 and announced in bulletin OSER-0309-MRS/SC to better define the work being performed within the classification and to add the DOT Program Supervisor functions and replace that classification that was abolished on the same date.

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