

**Effective Date: October 13, 1996**

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**ENVIRONMENTAL ASSISTANCE COORDINATOR**

**I. INTRODUCTION**

**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 positions located within the Department of Natural Resources, Bureau of Cooperative Environmental Assistance, or in Regional offices performing similar work. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

**II. DEFINITION**

**ENVIRONMENTAL ASSISTANCE COORDINATOR**

Positions in this classification function as Environmental Assistance Coordinators providing planning, consulting and research activities designed to promote the state's economic growth while fostering environmental protection. These positions function as business sector specialists and act as a statewide expert in matters relative to their specific areas of expertise. They are involved in the provision of consultation to department managers, the governor, state legislators, and business and local community leaders; provision of information/education outreach to trade associations, the public and citizen groups coordinating efforts with the Water, Air and Waste, Enforcement and Science Divisions' outreach and education projects; development of staff training relating to new approaches to environmental protection and compliance assistance; development of alternative approaches to environmental protection programs; and preparation and oversight of the implementation of federally funded projects. The work is performed under the general supervision of the Director of the Bureau of Cooperative Environmental Assistance or the Regional Administration Technology/Customer Assistance and External Relations Leader.

**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 October 13, 1996 and announced in Bulletin CC/SC-59 to reflect a reorganization of the Department of Natural Resources and the creation of new allocation patterns.

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