

**STATE OF WISCONSIN**  
**CLASSIFICATION SPECIFICATION**

**DOT TECHNICAL SERVICES CHIEF**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future professional managerial positions located within the Department of Transportation which supervise distinct sections within the Division of Transportation System Development. 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.

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

This classification encompasses positions located within the Department of Transportation which serve as a Division of Transportation System Development Chief of technical services functions.. These positions are responsible for managing the delivery of technical services to other sections within the Division of Transportation System Development Regional Offices and Statewide Bureaus and Sections. Section responsibilities include activities such as: Real Estate, Environmental Programs, Materials, Right-of-Way Plat Preparation, Survey/Mapping, Utilities/Railroads and Engineering Automation. Positions allocated to this classification supervise and direct multiple complex transportation programs and meet the statutory definitions of management and supervisory as defined in ss. 111.81(13) and (19), Wis. Stats. Positions in this series are also responsible for budget development, program planning, policy and procedure input and development, and supervision of staff within their respective section.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Supervisor and management positions located outside of the Department of Transportation, Division of Transportation System Development and positions which do not supervise or manage transportation specific programs.
2. Positions which do not meet the statutory definitions of management and supervisor as defined in Wis. Stats., 111.81(13) and (19).
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

## **II. DEFINITION**

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These positions are located within the Division of Transportation System Development and function as section chiefs of technical services functions. These positions function as members of the Regional and Statewide Bureaus Management Teams and perform highly responsible administrative and managerial functions in the development, implementation and evaluation of important and complex policy, budgetary and organizational components of the department's transportation engineering and related programs. Positions are responsible for managing the delivery of technical services to other Division of Transportation System Development Sections. Work is accomplished through use of in-house staff and consultants. Activities require extensive communication within and outside the Department. Positions report directly to a Regional Director, Regional Operations Manager or Statewide Bureau Director.

## **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 as part of the implementation of the Senior Manager Program and identifies positions at the Department of Transportation which function as the Technical Services Section Chiefs in the Division of Transportation Districts. The classification was implemented effective January 4, 1998 (see Bulletin CC/SC-80).

This classification specification was reissued effective March 12, 2000, and announced in Bulletin CLR/SC-110, as part of the Department of Employment Relations' expansion of the broadband pay system (also see Bulletin CLR/SC-109). This action resulted in the reallocation of DOT Technical Services Chief positions from the Senior Manager pay band to the Middle Manager pay band. This classification was

modified effective August 6, 2007 and announced in bulletin OSER-0166-MRS/SC to reflect organizational changes in the Department of Transportation.

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