

Effective: October 12, 1997
Modified: March 12, 2000
Modified: October 5, 2003
Modified: May 29, 2005

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

DOT MANAGER

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 senior manager positions located at 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 classification 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; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses senior manager positions located at the Department of Transportation that administer and manage very complex transportation programs. Positions are responsible for program management, strategic planning, and policy development and implementation. Functions performed by a senior manager include any or all of the following: developing and implementing short- and long-range objectives consistent with departmental guidelines; developing and managing all budgets consistent with departmental objectives; setting overall departmental/divisional priorities and policies; and establishing and maintaining proper organizational structures. Organizationally, these positions will be located at the Bureau/Regional or Division level and will function as a Bureau Director, Office Director, or Regional Director; Division Operations Director or Bureau/Regional Operations Manager; Executive Assistant in the Division of Motor Vehicles; or the Liaison to the Secretary for the Marquette Interchange. Positions allocated to this classification must 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. Supervisory positions that do not meet the statutory definition of management as defined in s. 111.81(13), Wis. Stats.

2. Positions that function as assistants to a Division Administrator.
 3. Positions that do not function at the level of Bureau/Regional Operations Managers or above, or are not listed in I.B., above, or in the eight (8) allocations listed in II., below.
 4. All other positions that are more appropriately identified by other classification specifications.
- D. Entrance Into This Classification

Entrance into this classification is by competitive examination.

II. DEFINITION

DOT MANAGER

Positions allocated to this classification include all executive management positions that serve as (1) Division Operations Directors for Transportation Systems Development and Motor Vehicles, (2) Bureau Directors, (3) Division of Transportation Systems Development Regional Directors, (4) Director of the Office of Public Affairs, (5) Bureau Operations Manager for the Bureau of Field Services in the Division of Motor Vehicles, (6) Regional Operations Managers for the Division of Transportation Systems Development, (7) Liaison to the Secretary for the Marquette Interchange, and (8) the Executive Assistant in the Division of Motor Vehicles.

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(s) 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 12, 1997, and announced in Bulletin CC/SC-76, as a result of the implementation of the Senior Manager Program. This classification specification identifies positions located at the Department of Transportation that are responsible for administering and managing very complex multimodal transportation programs. The classification specification was modified effective March 12, 2000, and announced in Bulletin CLR/SC-109, in order to change the identification of included and excluded positions resulting from the Non represented Middle Management and Supervisory broadbanding Study. This classification specification was modified effective October 5, 2003, and announced in Bulletin OSER-0003-MRS-SC to remove references to deputy administrators and deputy bureau directors. This classification was again modified effective May 29, 2005, and announced in Bulletin OSER-0063-MRS/SC to remove two allocations and to reflect the change from a district structure to a regional structure.

WAM
LW/TH
BAP/SKN
BAP/JAB
BAP/KMC
24050