

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

CHIEF, INTEGRATED SERVICES SECTION

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 positions performing the duties and responsibilities as a Chief, Integrated Services Section, in the Integrated Services Bureau, Division of Safety and Buildings. Positions allocated to this classification must meet the statutory definition of supervisor as defined under s. 111.81 (19), Wis. Stats.

B. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that do not meet the statutory definition of supervisor as defined in Wis. Stats., 111.81 (19).
2. Positions which do not function the majority of the time as a Chief, Integrated Services Section.
3. Positions which function as a Chief, Field Operations Section.
4. All other positions that are more appropriately identified by other classification specifications.

C. Entrance Into this Classification

Employees enter the Chief, Integrated Services Section, positions by competitive examination.

II. DEFINITIONS

Positions allocated to this classification are responsible for supervising and directing the work activities of a diverse group of engineering and technical staff in the Integrated Services Bureau. Positions allocated to this classification must also function as a “true” employee supervisor with responsibility for effectively recommending the hiring, transfer, suspension, layoff recall, promotion, discharge, assignment, evaluation, discipline and adjustment of grievances of at least two (2) FTE permanently assigned subordinates. The staff are primarily responsible for the review of plans for a variety of structural systems and environments for which the Department has regulatory authority. The plan review programs include, but are not necessarily limited to, buildings, residential properties, plumbing and private sewage systems, electrical and mechanical systems, elevators, and amusement and recreational facilities. In addition, these positions implement policies and procedures related to the application and examination phases of the credentialing programs for various local trades professions.

These positions supervise and direct staff activities, monitor and evaluate program performance, develop performance standards and provide leadership in developing and supervising technical program policies and procedures. These positions also develop and implement the section's strategic plans, control the section's budget, oversee the implementation of statutory mandates and administrative policies and rules, and serve as a technical consultant for at least one specialized area of plan review. These positions may review recommendations on Petitions for Variance to the Administrative Rules, assess a variety of technical issues and inquiries, formulate recommendations and communicate them to representatives of other Bureaus within the Division, as well as to other organizations, the legislature, and the general public.

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 specification is created effective April 14, 1996 (see bulletin CC/SC-51). This classification is created as a result of a reorganization of the Division of Building and Safety, in the Department of Industry, Labor and Human Relations. The newly created class is meant to represent a new work concept and does not affect existing classification series. This classification series was modified effective July 17, 2011 and announced in Bulletin OSER-0281-MRS/SC to reflect the movement of positions from the Department of Commerce to the Department of Safety and Professional Services (formerly Department of Regulation and Licensing) as a result of the 2011 Wis. Act 7.

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