

Effective Date: October 12, 1997
Modified Effective: July 17, 2011
Modified Effective: April 1, 2018

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
CONSULTANT - ELECTRICAL SYSTEMS
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to positions primarily responsible for providing a specialized expertise for the electrical program for the Department of Safety and Professional Services.

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 definitions 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 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 series encompasses specialized engineering positions at the Department of Safety and Professional Services, which devote the majority of their time and are primarily responsible for consulting on electrical construction and codes. Positions included in this series must meet the qualifications prescribed under Section III.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions that are not located within the Department of Safety and Professional Services.
2. Positions that do not spend the majority of their time in the electrical consultant program.
3. Other positions which are more appropriately identified by other classification series.

D. Entrance Into and Progression Through This Series

Employees enter this classification series by competition. Progression to the senior level will occur through reclassification. Progression to the advanced level will typically occur through some form of competition.

II. DEFINITIONS

CONSULTANT - ELECTRICAL SYSTEMS

Work is performed under close progressing to limited supervision. Positions at this level receive work assignments which have clearly defined objectives; have specific guidelines and instructions available; may involve complex projects from start to finish; and exercise limited discretion in decision making. The level of involvement in any work assignment is based on an assessment of the employees work by the immediate supervisor.

CONSULTANT - ELECTRICAL SYSTEMS - SENIOR

This is the objective level for positions which work under general supervision and are responsible for spending the majority of time consulting on electrical construction and codes and related duties. Administer and implement the field consultation and inspection program. Consult with certified municipal inspectors regarding unusual conditions that need to be corrected for consistency. Consult with officials such as building owners, engineers, contractors, utilities, manufacturers, and attorneys to ensure proper construction. Consult with division staff who encounter electrical construction problems. Resolve conflicts between building owners, contractors, consultants and certified inspectors. Develop and maintain cooperative interchanges with local inspectors. Conduct electrical inspections of public buildings and places of employment based upon complaints, requests, or referrals, or in conjunction with other division staff, certified municipal inspectors, or state agencies. Monitor the work of certified inspectors and organizations to assure minimum standards are maintained. Review the program and methods of certified municipal electrical inspectors for proper application and interpretation of the regulations. Investigate complaints against certified electrical inspectors for the purpose of possible suspension or revocation of certification. Monitor third party inspection agencies for proper enforcement methods and uniform application to the regulations. Review programs of municipalities to ensure compliance with Administrative procedures developed under 101.80 through 101.88. Implement the training and certification program. Conduct local and statewide seminars for re-certification training of certified electrical inspectors. Conduct local and statewide seminars on electrical construction and the application and interpretation of regulations for contractors, electricians, consulting engineers, and utilities. Train other department staff on electrical construction, inspection procedures and application, and interpretation of Wisconsin's electrical regulations. Appear before public and private groups to discuss code requirements, applications, and enforcement. Participate in the evaluation of training courses given by other sources such as UW Extension or inspector organizations for the purpose of recognition as re-certification qualification.

CONSULTANT - ELECTRICAL SYSTEMS - ADVANCED

Positions at this level act as a lead Electrical Engineering Consultant for the Division of Safety and Buildings and perform the most complex, specialized, and unique consultations and inspections such as hazardous locations (locations where fire or explosion hazards exist due to flammable gases or vapors, flammable liquids, combustible dusts, ignitable fibers, etc.) and agricultural environments (involving certain non-codified situations, controversial or poorly defined issues, such as “stray voltage,” etc.). Positions at this level provide expert technical consultation, clarification and consistency in situations where interpretations are ambiguous or controversial and act as a final authority in the resolution of conflicting interpretations or issues. Positions also act as liaisons with municipal officials, other Department staff, and other parties in developing cooperative exchanges and coordinating efforts. Positions research code related issues and make recommendations regarding interpretation and enforcement; develop and present training seminars and perform other public speaking on behalf of the Division; monitor and evaluate training programs, administrative procedures, inspections, and programs conducted by other agencies and municipalities to determine compliance with state standards; and investigate complaints against certified electrical inspectors.

III. QUALIFICATIONS

Specific qualifications for a position 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 series was created effective October 12, 1997, and announced in Bulletin CC/SC-74 to describe positions which perform engineering consultation work as it relates to electrical systems for the Department of Commerce. The creation of this classification series resulted from the Governor’s Human Resource Reform Commission recommendation to simplify the classification system. This action resulted in the abolishment of the Engineering Consultant - Electrical Systems classification series (class codes 24301 through 24305). 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.

This classification was modified effective April 1, 2018, and announced in bulletin DPM-0465-CC/SC to update the qualification section and to retitle the classification following the passage of Wisconsin 2017 Act 111 which restricted the use of “engineer” in classified titles.

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