

**Effective Date: October 12, 1997**  
**Modified Effective : July 4, 1999**  
**Modified Effective: July 17, 2011**  
**Modified Effective: April 1, 2018**

**STATE OF WISCONSIN**  
**CLASSIFICATION SPECIFICATION**  
  
**CONSULTANT - REFRIGERATION 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 located at the Department of Safety and Professional Services which are primarily responsible for providing a specialized expertise for the ozone program.

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 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 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 series encompasses specialized engineering positions within the Department of Safety and Professional Services, which devote the majority of their time and are primarily responsible for administering a plan review and certification program for boilers, high-pressure vessels, ozone-depleting refrigeration systems, anhydrous ammonia systems, gas systems, and associated structural steel welding programs, within the prescribed standards of the American Society of Mechanical Engineers (ASME) and Chapter COMM 45, Wisconsin Administrative Code, and other relevant administrative 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 which are not located within the Department of Safety and Professional Services.

2. Positions which do not perform Consultant - Refrigeration Systems duties for a majority of the time.
3. Other positions which are more appropriately identified by other classification series.

E. 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 will be through some form of competition.

## II. DEFINITIONS

### **CONSULTANT - REFRIGERATION 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 require limited discretion in decision making. The level of involvement in any work assignment is based on an assessment of the employee's work by the immediate supervisor.

### **CONSULTANT - REFRIGERATION SYSTEMS - SENIOR**

This is the objective level for positions which work under general supervision and are responsible the majority of the time for the review of plans and related consultation for complex high-pressure vessels and engineered systems, including: refrigeration and related equipment; all types of systems which contain ozone-depleting materials; boilers; gas-containing systems, including liquid propane gas (LPG), liquid natural gas (LNG), and compressed natural gas (CNG), etc.; anhydrous ammonia systems; and associated welding processes. Positions provide technical information to customers in the area of high-pressure vessel construction, installation, and repair; review mechanical engineering plans and specifications for the purpose of identifying approved equipment for recycling used ozone-depleting refrigerants and equipment for transferring ozone-depleting refrigerants from refrigeration equipment to storage containers; review petitions for variance; provide code and policy interpretations to a variety of customers; provide technical knowledge of non-destructive weld testing methods; develop and provide training; and administer training and certification programs to comply with applicable administrative codes of the Department of Commerce.

### **CONSULTANT - REFRIGERATION SYSTEMS - ADVANCED**

This is the advanced level for positions which work under general supervision and serve as the program expert, perform all of the duties described at the Senior level, and are additionally responsible for performing a wide variety of administrative functions to assure efficient program operation and implementation of necessary program modifications. Positions also implement and monitor the ozone-depleting materials certification program, the welder certification program, etc.; serve as the State's "Chief Boiler Inspector" for the purpose of administering the national boiler codes adopted by reference; provide expert technical assistance to boiler inspection staff throughout the State; develop administrative rules; represent the Department's interests at national and regional program meetings, conferences, etc.; advise technical code committees on construction standards for compliance with ASME standards;

recommend modifications and technical assistance regarding national codes and standards; and develop training programs.

### **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, in order to describe positions located at the Department of Commerce which perform engineering consultation work related to refrigeration systems. The creation of this classification series occurred as a result of the Governor's Human Resource Reform Commission recommendation to simplify the classification system. This action resulted in the abolishment of the Engineering Consultant - Refrigeration Systems classification series (class codes 24501 through 24505).

This classification series was modified effective July 4, 1999, and announced in Bulletin CLR/SC-101, in order to re-define work at the Senior level and to define work at the Advanced level. 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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