

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

**STATE OF WISCONSIN**  
**CLASSIFICATION SPECIFICATION**  
**CONSULTANT - UNIFORM DWELLING**  
**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 uniform dwelling code 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 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 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 the application and interpretation of the Wisconsin Uniform Dwelling Code. 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 uniform dwelling code 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 occur through a form of competition.

## II. DEFINITIONS

### **CONSULTANT - UNIFORM DWELLING**

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 - UNIFORM DWELLING - SENIOR**

Positions at this level are responsible for performing the full range of job duties as described at the Uniform Dwelling Consultant - Advanced level, but perform those duties under limited supervision.

### **CONSULTANT - UNIFORM DWELLING - ADVANCED**

This is the objective level for positions which work under general supervision and are responsible for spending the majority of time in the application and interpretation of the Wisconsin Uniform Dwelling Code and related duties. Act as the State's lead consultant on the most technical and complex code and administrative issues to local government units, architects, engineers, building inspectors, attorneys, contractors, legislators, other staff, and the public in regard to application and interpretation of the Wisconsin Uniform Dwelling Code. Review variances, recommend policy, procedures, and cost estimates for the administration and enforcement of the Uniform Dwelling Code. Coordinate this program with other Division programs and outside agency programs. Make final determinations for building inspectors, designers, governmental officials and the public on the application of codes. Evaluate new products and designs. Mediate conflicts. Testify at code development committees. Review petitions for modification. Research and write bulletins clarifying code enforcement programs. Recommend revisions to the uniform dwelling code and certification codes. Develop cost estimates for implementing the program. Develop training programs. Coordinate the One and Two Family Program with other Division programs. May perform some job duties in other program areas such as the Solar Energy System, Intermittent Inspection Device Codes, Plan Review, and monitoring the work of manufacturers and inspectors to assure minimum standards are met.

## 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.

**III. ADMINISTRATIVE INFORMATION**

This classification was created effective October 12, 1997 and announced in Bulletin CC/SC-74 to describe positions which perform engineering consultation work as it is related to the Uniform Dwelling Code for the Department of Commerce. The creation of this classification 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 - Uniform Dwelling classification series (class codes 24701 through 24705). 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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