

**Effective Date: October 12, 1997**  
**Modified Effective: July 2, 2000**  
**Modified Effective: February 5, 2006**  
**Modified Effective: October 5, 2014**

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**SURVEYOR  
CLASSIFICATION SERIES**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04 Wis. Adm. Code, for making classification decisions relative to professional positions primarily responsible for providing a specialized expertise in land surveying and related activities. This classification specification is not intended to identify every duty which may be assigned to positions allocated to this classification series 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 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

Positions allocated to this classification must meet the statutory definition of professional employee, as defined in s.111.81(15), Wis. Stats. This series encompasses positions that devote the majority of their time and are responsible for land surveying related activities. According to s. 443.01(4), Wis. Stats., "Land surveying" means any service comprising the determination of the location of land boundaries and land boundary corners; the preparation of maps showing the shape and area of tracts of land and their subdivisions into smaller tracts; the preparation of maps showing the layout of roads, streets and rights-of-way of same to give access to smaller tracts; and the preparation of official plats, or maps, of land in this state.

C. Exclusions

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

1. Positions that require a Bachelor of Science degree in engineering or equivalent and require a professional engineer responsibility.
2. Positions that do not spend the majority of their time in professional surveying and related activities.

3. Positions that perform complex technical engineering work and may assist with surveying functions, and are more appropriately classified as Engineering Technicians.
4. Positions that spend a majority of their time in operation of a computer aided design and drafting system or comparable computer system and are more appropriately classified as CADD Specialists.
5. All 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 may occur through reclassification. Progression to the Advanced level will typically occur through some form of competition.

## II. DEFINITIONS

### **SURVEYOR**

This is entry level work 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 employee's work by the immediate supervisor.

Positions perform a combination of the following duties: provide initial review of subdivision plats, assessor's plats, transportation project plats and/or certified maps for statutory minimum layout and technical mapping requirements; establish horizontal and vertical control; perform radial topography, railroad crossing, structure, geotechnical, alignments, cross sections, utility, encroachment, photogrammetric, right of way, and excess parcel surveys; perform staking alignments, equipment calibration, final pay measurements, and various calculations; prepare and develop right of way plats; review and/or write property descriptions and limits for public and private records; communicate with property owners regarding survey activities.

### **SURVEYOR-SENIOR**

Positions at this level perform under general supervision and determine the best method to carry out surveying activities. In addition to activities at the Surveyor level, positions perform a combination of the following duties: establish photogrammetric targets for survey; coordinate data acquisition and information gathering including review and research of public and private records to review/prepare plat information; write and interpret legal descriptions for surveying activities; determine property ties, bearing and distance of property lines; ensure survey operations are in compliance with statutes and administrative code; prepare/review final transportation project plats, determine associated impacts, and/or revise old plats and legal descriptions as required; resolve issues related to plats and field completion of survey work; sign project plats; review and correct survey errors; convert and transform survey data in geodetic coordinate system; resolve survey problems with property owners.

#### Representative Positions:

Department of Transportation – Field Survey Technical Applications Specialist: Positions operate and direct others in the operation of survey instruments, daily operations, and plans and layout of work; verify/review collection of survey data; perform calculations and install monuments; review prior survey information;

establish survey control points for transportation facilities; develop and implement new technologies; and establish ground control for aerial photography surveys.

Department of Transportation – Transportation Project Plat Preparers: Positions develop recorded transportation project plats used for acquisition of real estate, access rights and utility interests impacting the DOT improvement program; write and interpret legal descriptions utilizing research, title searches, field information and public/private records; determine property ties, bearing and distance of property lines, and calculate property impacts for acreage being taken through eminent domain; ensure that plats are tied to public land system; design right of way lines for field staff to install new property limits. Position may also review survey documents completed by consultants, identify technical issues and provide guidance on procedures and department requirements.

### **SURVEYOR-ADVANCED**

Positions at this level perform under general supervision and serve as coordinators reviewing and guiding the survey and/or plat preparation work of others. In addition to performing work described at the previous levels positions facilitate and direct the state's responsibilities for subdivision plats, assessor's plats, transportation project plats, and certified survey maps for their assigned areas of responsibility. Positions make determination as to when plats/surveys need to be stamped. Positions conduct quality review checks; monitor performance standards; develop and review contract language and participate in the development and analysis of consultant proposals; ensure official recording of assigned work; respond orally and/or in writing to sensitive or difficult survey related issues involving internal and external parties.

#### Representative Positions:

Department of Administration: Position facilitates, directs and implements review and approval of subdivision plats, assessor's plats and certified survey maps; reviews and verifies survey work of licensed professional and surveyors statewide who submit plats and maps to the department; works directly with other state agency program directors, county planning agents and local elected officials to analyze and integrate a broad range of diverse requirements in order to negotiate solutions with surveyors, developers and review authorities on developments throughout the state; prepares information materials for distribution; responsible for instructing, directing and reviewing decisions to ensure technical comments, analysis and recommendations are consistent between regions and local jurisdictions and with the purpose and intent of state platting laws, administrative rules and local land division ordinances; serves as lead worker for the Plat Review program and assigns work, reviews and modifies the work of limited term employees, as necessary, to gather needed survey data to review land divisions for compliance with statutory requirements. Position requires licensure as a Professional Land Surveyor in the state of Wisconsin.

Department of Transportation: Positions function as a leadworker or sole coordinator and are responsible for overseeing all survey and computation activities and/or plat preparation for a region or function as a coordinator in a region with multiple survey and/or plat teams where the work is divided by function (such as in-house plat preparation or field survey), technical areas of expertise (such as photogrammetric or GPS), or geographic distinctions (such as east/west or by office location), or other division as deemed necessary by management. Positions determine the acceptability of in-house prepared and contracted survey data, provide quality verification of data and take corrective action when necessary. Positions are responsible for providing expertise in methods, tools, software, hardware, procedures, and both legal and statutory requirements for their assigned function(s). Positions require designation as a Professional Land Surveyor in the state of WI.

### **III. QUALIFICATIONS**

The specific qualifications required for these positions will be determined at the time of recruitment. Such determinations will be based on an analysis of the goal and worker activities performed and by identification

of the education, training, work or other life experience(s) which provide reasonable assurance that the knowledge and skills required upon appointment have been acquired. Requirements for some positions may include professional land surveyor certification from the Department of Safety and Professional Services.

#### **IV. ADMINISTRATION INFORMATION**

This classification series was created effective October 12, 1997, and announced in Bulletin CC/SC-74 to describe positions which perform surveyor work. 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 Surveyor classification series (class codes 25101 through 25106). This classification specification was modified effective July 2, 2000, and announced in Bulletin CLR/SC-115, in order to reflect a change in allocation of survey coordinators located at the Department of Transportation, Division of Transportation Districts. This classification series was modified effective February 5, 2006 and announced in Bulletin OSER-0088-MRS/SC to update allocations at the Department of Administration and the Department of Transportation.

This classification series was modified effective October 5, 2014, and announced in Bulletin OSER-0378-MRS/SC to abolish the Advanced 1 and 2 levels, create an Advanced level, and add an allocation for plat preparation in conjunction with new statutory requirements for signing and sealing plats, and better define the work being performed.

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