

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**URBAN AND REGIONAL PLANNER - SUPERVISOR**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under s. ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future professional positions that supervise professional positions that perform statewide or regional transportation planning, research and analysis. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed 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 definition 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 classification series encompasses professional positions who supervise employees that perform statewide or regional transportation planning, research and analysis. Positions allocated to this classification manage, develop, promote and administer federal, state and local plans and policies affecting land use, travel corridors, transit demands, multi-modal systems planning, environmental justice, or other transportation programs. Positions direct staff in the analysis of problems, issues, or proposals and develop alternatives, options, or plans based on the results of the analysis. Positions in this classification meet the statutory definition of professional and supervisor as defined in s. 111.81(15) and (19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of professional and supervisor as defined in s. 111.81(15) and (19), Wis. Stats, as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that, for a majority of the time, supervise employees that perform program and policy analysis, budget and policy analysis or research and statistical analysis and are

more appropriately classified as Program and Policy Analyst Supervisor, Budget and Policy Supervisor or Research Analyst - Advanced Supervisor.

3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

**II. DEFINITIONS**

**URBAN AND REGIONAL PLANNER – SUPERVISOR**

Positions in this classification are supervisory in nature and perform statewide or regional transportation or planning, research and analysis as defined in the Urban and Regional Planner classification specification. Positions supervise staff involved in the planning function and may include, but is not limited to, Urban and Regional Planners, Program and Policy Analysts, professional and technical engineers and a small complement of other program support staff may also be supervised in the work unit.

**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**

These classifications were created effective October 12, 2008 and announced in bulletin OSER-0224-MRS/SC as a result of the Program and Planning Professionals personnel management survey. These positions were formally classified as Program and Planning Analyst - Advanced Supervisors.

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