

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

TRANSPORTATION SPECIALIST SUPERVISOR

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 Transportation Specialist Supervisor positions located at the Department of Transportation. This classification specification is not intended to identify every duty which may be assigned to positions 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 classification 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; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses professional supervisory positions located at the Department of Transportation which perform engineering work of a non-professional or professional nature, and which supervise Transportation Specialists, Transportation Technicians, or any other comparable classification responsible for providing professional or non-professional support for engineering-related functions. Positions allocated to this classification report to a section chief or a Civil Engineer-Transportation Supervisor, and perform administrative and supervisory functions in the field of engineering. Positions must meet the definitions of professional employee, as defined in Sec. 370.030 of the Wisconsin Human Resources Handbook, and supervisor, as defined in s. 111.81(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 employee, as defined in as defined in Sec. 370.030 of the Wisconsin Human Resources Handbook.
2. Positions which do not meet the statutory definition of supervisor, as defined in 111.81(19), Wis. Stats.
3. Positions which do not perform non-professional technical or professional work in the field of engineering for a majority of the time.

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

D. Entrance Into This Classification

Entrance into this classification is by competition.

II. DEFINITION

TRANSPORTATION SPECIALIST SUPERVISOR

This is professional supervisory work in the field of engineering. Positions allocated to this classification perform non-professional or professional engineering transportation work and directly supervise a work unit of at least two (2) full-time equivalent, permanently assigned employees. Positions report to a section chief or Civil Engineer-Transportation Supervisor and perform administrative and supervisory functions related to the planning, design, development, construction, operation and maintenance of transportation facilities.¹ Positions allocated to this classification perform supervisory engineering work emphasizing civil engineering, traffic engineering, structural engineering, materials, research, or other specialty areas. Duties include any combination of the following, or comparable: assigning and scheduling work for routine to complex technical and professional civil engineering projects and providing training for staff for activities such as drilling, determining equipment needs, general and special maintenance, and roadside development maintenance activities; coordinating scheduling and routing crews for signing, marking, and delineation programs; assisting in the preparation of budgets, plans, specifications, and estimates; directing central office sign manufacturing and pavement marking shops; and coordinating and consulting with technical and engineering staff to provide program requirements. Positions may supervise complex photogrammetric engineering activities and determine priorities for work received from districts and other state agencies. Work is performed under general supervision.

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(s) which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective March 12, 2000, and announced in Bulletin CLR/SC-109, in order to identify professional supervisory positions located at the Department of Transportation which supervise engineering work of a non-professional or professional nature. This classification replaces the Engineering Specialist-Transportation Supervisor 1, 2, and 3 classifications which were created effective October 12, 1997, and abolished effective March 12, 2000 (see bulletins CC/SC-73 and CLR/SC-109, respectively). This classification was created as part of the Department of Employment Relations' expansion of the broadband pay system.

¹ Transportation facilities include, but are not limited to, state highways, structures, rest areas, and airports.

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

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