

Effective Date: March 12, 2000
Modified Effective: March 14, 2010
Modified Effective: June 30, 2013
Modified Effective: April 1, 2018

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

CIVIL ENGINEER-TRANSPORTATION 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 supervisory positions located at the Department of Transportation which perform professional civil engineering work and which supervise professional and/or technical civil engineering positions. 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 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; 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 professional civil engineering work and which supervise Civil Engineers-Transportation positions, or other Civil Engineer-Transportation Supervisors, or Engineering Specialist-Transportation Supervisors, and may supervise other staff functioning in the field of engineering, such as CADD Specialists, Engineering Specialists-Transportation, Surveyors, Landscape Architects, or Engineering Technicians. Positions allocated to this classification 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., respectively.

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 Sec 370.030 of the Wisconsin Human Resources Handbook.

2. Positions which do not meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats.
3. Positions which do not require that the incumbent perform professional engineering duties and be a professional engineer by background and training for the successful performance of the duties assigned the position.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is by competitive examination.

II. DEFINITION

CIVIL ENGINEER-TRANSPORTATION SUPERVISOR

This is professional supervisory work in the field of civil engineering. Positions allocated to this classification perform professional civil engineering work and directly supervise a work unit of at least two (2) full-time equivalent, permanently assigned employees, at least one of which is allocated to the Civil Engineer-Transportation, Civil Engineer-Transportation Supervisor, or Engineering Specialist-Transportation Supervisor classification, and may supervise other staff allocated to an engineering-related classification, such as CADD Specialist, Engineering Specialist-Transportation, Surveyor, Landscape Architect, or Engineering Technician. Positions report to a section chief and perform administrative and supervisory functions related to the planning, design, development, construction, operation, and maintenance of transportation facilities.¹ Work is performed under general supervision.

III. QUALIFICATIONS

Positions included in these series have duties and responsibilities of such a nature that it is required (by federal or state law or by position analysis) that the incumbent have one of the following:

- Registration as a Professional Engineer as determined by the Department of Safety and Professional Services per s. 443.04, Wis. Stats.;
- a specific record, issued by the professional engineering section of the Department of Safety and Professional Services, showing 4 years or more of experience in engineering work of a character satisfactory to the professional engineering section and satisfactory completion of the fundamentals of engineering exam;
- have graduated from a recognized college or university with a degree in a related engineering field such as electrical, mechanical, civil or environmental engineering; OR
- have equivalent professional training and practical experience so as to be deemed a professional engineer as defined in Department of Safety and Professional Services per s. 443.01, Wis. Stats., and also deemed to be qualified to engage in professional engineering practice as determined by the Department of Safety and Professional Services per s., or 443.04, or 443.05, Wis. Stats.

Positions not having duties and responsibilities which require such credentials shall be allocated to a different classification series.

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

Civil Engineer Transportation Supervisor positions in the Division of Transportation System Development are in responsible charge of engineering related documents and therefore are required to have a professional engineer designation per WI Statutes 443.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective March 12, 2000, and announced in Bulletin CLR/SC-109, in order to describe professional supervisory civil engineering positions located at the Department of Transportation. This classification replaces the Civil Engineer-Transportation Supervisor 1 and 2 classifications which were created effective June 26, 1994 and abolished effective March 12, 2000 (see bulletins CC/SC-22 and CLR/SC-109, respectively). This classification was created as a result of the Department of Employment Relations' expansion of the broadband pay system. This classification was modified effective March 14, 2010 and announced in bulletin OSER-0262-CLR/SC to clarify classifications supervised and to update the qualification section to reflect current requirements of Supervisory level positions in the Division of Transportation System Development.

The classification specification was modified effective June 30, 2013 and announced in Bulletin OSER-0327-MRS/SC to reflect changes to the qualification language that better communicate the minimum qualifications that are required.

This classification was modified effective April 1, 2018, and announced in Bulletin DPM-0465-CC/SC to update the qualification language, update the reference for the definition of professional, and remove references to architects.

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