

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

SCIENCE MANAGEMENT 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 present and future positions with responsibility for supervision and management of units performing complex scientific analyses. Positions allocated to this classification manage and supervise multiple work units performing complex analyses, interpreting data of a professional scientific nature, and for a variety of programs/specialty areas. 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; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

The positions in this classification are professional positions which perform supervisory and management duties (as defined in s. 111.81(19) and (13), Wis. Stats.) for multiple work units performing professional scientific analyses requiring innovative approaches.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor or management as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions engaged, for a majority of the time, in supervising a single work unit performing chemical analysis and are more appropriately classified as Chemist Supervisor.
3. Positions which supervise a single work unit performing medical laboratory testing, examining and analyzing clinical specimens for a variety of programs/specialty areas (i.e., urinalysis, hematology, transfusion service, flow cytometry, specimen control) and are more appropriately classified as Medical Technologist Supervisor.

4. Positions which are, for a majority of the time (i.e., more than 50%), engaged in supervisory activities for a single work unit performing professional microbiology analyses and are more appropriately classified as Microbiologist Supervisor.
5. Positions engaged, for a majority of the time, in supervising a laboratory and are more appropriately classified as Laboratory Preparation Supervisor.
6. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITION

SCIENCE MANAGEMENT SUPERVISOR

Positions in this classification supervise work units providing scientific analysis (e.g., medical technology, microbiological, chemical). Positions are responsible for planning, coordinating, implementing, and directing the work performed in a section of a large state laboratory consisting of more than one work unit. Positions perform complex clinical laboratory, microbiological, and/or chemical, analysis and/or research; evaluating and interpreting test results; acting in a public relations/liaison capacity for the department or laboratory on professional scientific matters; and functioning as an expert consultant in one or more sub-disciplines of clinical laboratory analysis on a regular and recurring basis. Work is performed under general supervision. Staff supervised includes individuals in one or more of the following classifications: Medical Technologist Supervisor, Microbiologist Supervisor, Chemist Supervisor, Cytotechnologist Supervisor, or multiple non-supervisor science professional staff at the entry, senior and advanced levels.

Representative Positions:

Chemist Management Supervisor (UW-State Laboratory of Hygiene, Toxicology): This position is responsible for the overall management and operation of the WSLH Toxicology Section that includes the Alcohol and Drug Unit and the Trace Metals Unit. Responsibilities entail the overall planning and direction for Toxicology as a section, supervision and direction of staff, and evaluation of practices and programs administered in Toxicology. Participates in WSLH management and development activities, and is a technical expert in the areas of alcohol and other drug analysis and interpretation. Provides training to professional staff and represents the laboratory at state, regional and national meetings and activities. Assures the application of appropriate quality assurance practices. Reports directly to the Division Director of the Environmental Health Division.

Chemist Manager (Department of Agriculture, Trade & Consumer Protection): This position is located in the Environmental and Agricultural Chemicals Section of the Bureau of Laboratory Services. This position supervises chemists and related professional staff in the Feed and Fertilizer Analysis Unit, the Pesticide Analysis Unit, and the Groundwater Analysis Unit. This position directs the training and work flow activities in the section and performs complex chemical analyses as needed. This position also acts as a liaison to program staff in the department and may be active in professional organizations related to the function of the section. This position may be required to provide expert witness testimony in support of department programs. This position works under the general supervision of the Bureau Director.

Microbiology Manager (Department of Agriculture, Trade & Consumer Protection): This position is located in the Food and Dairy Section of the Bureau of Laboratory Services. This position supervises microbiologists and related professional staff in the Microbiology Analysis Unit, the Food Chemistry Analysis Unit, and the Milk Standards Unit. This position directs the training and work flow activities in the section and performs complex microbiological analyses as needed. This position also acts as a liaison to program staff in the department and may be active in professional organizations related to the function of the section. This position retains individual certification from the Food and Drug Administration for microbiological testing of dairy products. This position works under general supervision of the Bureau Director.

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

This classification was created effective April 3, 2005 and announced in Bulletin OSER-0061-MRS-SC. The classification was created as a result of the need to have a position supervise Medical Technology Supervisors in more than one unit. This classification also encompasses the now abolished Chemist Management Supervisor and Microbiologist Management Supervisor classifications. The Science Management Supervisor classification includes representative positions for the previous Chemist Management Supervisors and Microbiologist Management Supervisors.

DMS
41060