

Effective Date: March 12, 2000

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

CHEMIST SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future professional supervisory positions. Positions allocated to this classification supervise a single unit performing chemical analyses, interpreting data of a professional scientific nature (i.e., related to the composition, contamination, structure, properties, and reaction of matter, on a variety of substances and materials (organic and/or inorganic), 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 (as defined at s. 118.81 (19), Wis. Stats.) duties for a single work unit performing professional chemical 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(s) of supervisor as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are, for a majority of the time (i.e., more than 50%), engaged in supervising/managing the areas of microbiology and medical technology and are more appropriately classified as Microbiologist Supervisor or Microbiologist Section Chief.
3. Positions which are, for a majority of the time (i.e., more than 50%) supervise areas of medical technology and are more appropriately classified as Medical Technology Supervisor.

4. Positions, which for a majority of time (i.e., more than 50%), supervise a laboratory and are more appropriately classified as Laboratory Preparation Supervisor.

5. Positions which, for a majority of the time (i.e., more than 50%), supervise more than one unit performing chemical analysis and are more appropriately classified as Chemist Section Chief.

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

D. Entrance Into This Classification

Employees typically enter positions within this classification by competitive examination.

II. DEFINITIONS

CHEMIST SUPERVISOR

Positions in this classification supervise a single work unit which include Chemists providing chemical analysis. Positions are located in a specific unit of a state laboratory or evaluation unit. Responsibilities include directing the activities and work flow of their unit, performing complex chemical analyses and /or research, evaluating and interpreting test results and acting in a public relations/liaison capacity for the department or laboratory on professional scientific matters. 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 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 as a result of Phase Two of broadbanding non-representative positions and to describe positions supervising Chemists providing chemical analysis in a single work unit. These positions were formerly classified as Chemist Supervisor 1.

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