

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

DIRECTOR, DATCP BUREAU OF LABORATORY SERVICES

I. INTRODUCTION

A. Purpose and Use 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 located primarily within the Department of Agriculture, Trade and Consumer Protection's Management Services Division, and functioning as the Director of the Bureau of Laboratory Services.

This division's Bureau of Laboratory Services provides general laboratory support to all divisions of the department, in the following specialty areas: environmental chemistry; agrichemical-related analysis; feed and fertilizer analysis; food chemistry; groundwater analysis; microbiology; milk standards; as well as other scientific and technical services.

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 the framework for classification decision-making in this occupational area.

B. Inclusions

This classification encompasses positions in the Department of Agriculture, Trade and Consumer Protection's Management Services Division functioning as the Director of the Bureau of Laboratory Services. This Bureau is comprised mainly of a laboratory with responsibilities for providing general laboratory services to all divisions of the department, in a variety of areas.

Work involves: managing the entire laboratory and all of its subprograms; supervising assigned science, technical, and other program-related staff; policy development, planning, and implementation; instructing subordinate employees and supervisors on changes in policies, programs, rules, laws, procedures, rules, and/or regulations; evaluating staff work activities to insure uniform interpretation and application of laws and standards; effectively recommending the hiring, transfer, suspension, layoff, recall, promotion, discipline and adjustment of grievance of subordinate supervisors and employees; and performing special assignments within the program area. General direction is received from the Administrator of the Management Services Division.

Positions allocated to this classification are primarily responsible for program policy development, strategic planning, and implementation.

Per Wis. Stats., sec. 111.81(13), "'Management' includes those personnel engaged predominately in executive and managerial functions, including such officials as division administrators, bureau directors, institutional heads, and employees exercising similar functions and responsibilities as determined by the [Wisconsin Employment Relations] commission." The position will participate in the formulation, determination, and implementation of management policy and establishing an original budget or the allocation of funds for differing program purposes.

C. Exclusions

While the focus of positions allocated to this classification is administrative/managerial, all positions in this classification require significant background and expertise in one or more of the chemical, microbiological, or other scientific areas or programs listed in Section I.A. Managerial or administrative positions not requiring this type of background are **not** allocated to this classification.

Excluded by this classification specification are positions responsible for spending a majority (i.e., 50% or more) of their work time supervising employees in the performance of the following duties and functions, or performing the following:

1. Managing/supervising in program areas which are not primarily of a true scientific nature. For example, positions specializing in policy analysis, program planning, facility or regional planning, land use, program evaluation, purchasing, personnel, or budgeting activities which do not require the ongoing application of professional scientific principles and which are better identified within a different classification series;
2. Inspections and investigations fostering and enforcing laws, regulations, and standards pertaining to the food, meat, produce, and dairy industries;
3. Investigations related to civil violations of state and federal laws, rules, and regulations;
4. Functioning as first-line supervisors of Chemists or Microbiologists;
5. Non-supervisory and managerial duties as statutorily defined; and
6. All other positions which are more appropriately identified by other series.

D. Entrance Into This Classification

Employees enter this classification through competitive examination.

E. Definitions of Terms Used in this Classification Specification

Complexity: considers the nature, number, and variety of task inputs (information and materials received), the degree to which actions to be taken are pre-established or standardized, the nature, number, and variety of steps, methods, or processes needed to complete each task, and the number and variety of tasks needed to accomplish each goal.

Guideline(s): Information communicated in written or oral form which provides the context on which the work is to be accomplished, or imposes constraints on what work is done and in what manner. Guidelines include, but are not limited to: manuals; established procedures; precedents; policies; regulations; judicial decisions; traditional and professional practices; and reference materials.

Knowledge, (Depth of): (1) Some Knowledge - implies familiarity only with the elementary principles and terminology of the subject or subjects indicated to effectively communicate with subject matter specialists. (2) Working Knowledge - implies sufficient knowledge of the subject to enable the employee to work effectively in a limited range of work situations. (3) Considerable Knowledge - implies enough knowledge of work situations to enable the

employee to work effectively in a wide range of work situations and with little direct supervision. (4) Extensive Knowledge - implies an advanced knowledge of the subject matter so as to permit solution of unusually difficult work problems or issues, advising on technical questions, and planning methods for resolving these problems or issues. (5) Thorough Knowledge - implies an unusually specialized in-depth knowledge and means, such that work calls for an almost complete mastery of the subject. It is used rarely, and only for especially advanced positions.

Management: includes those personnel engaged predominantly in executive and managerial functions, including such officials as division administrators, bureau directors, institutional heads, and employees exercising similar functions and responsibilities as determined by the Wisconsin Employment Relations Commission.

Policy: A broad guideline or framework within which decisions are made regarding the distribution of program resources or benefits. Policy controls the conceptual nature of program outputs by defining what will be done, for whom it will be done, and the priorities to be applied to specific program objectives.

Procedure: The specific steps, rules, or methods followed in order to accomplish program objectives or implement policies.

Professional Employee: **(a)** Any employee in the classified service who is engaged in work: i. Predominantly intellectual work that is varied in character, as opposed to routine mental, manual, mechanical, or physical work; ii. Involving the consistent exercise of discretion and judgement in its performance; iii. Of such a character that the output produced or the result accomplished cannot be standardized in relation to a given period of time; iv. Requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study in an institution of higher learning or a hospital, as distinguished from a general academic education, or from an apprenticeship, or from training in the performance of routine mental, manual, or physical processes; or **(b)** Any employee in the classified service who: i. Has completed courses of specialized intellectual instruction and study as described in par. (a) 4, above; and ii. Is performing related work under the supervision of a professional person to qualify him/herself to become a professional employee as defined in par. (a), above.

Program: An ongoing set of coordinated activities carried out by a number of people, aimed at providing a specific service or benefit to a specific group, organization, or group of organizations. A program typically has a unique set of policies, regulations, or procedures, a unique set of activities to be performed in providing the service or achieving the program's goals, and a unique set of persons specializing in carrying these out. A program involves a variety of specific projects or functions coordinated to achieve program objectives.

Project: A coordinated set of analytic activities aimed at reaching a conclusion, recommendation, or decision on a specific question, problem, or issue. Projects do not continue indefinitely, but are expected to end in the foreseeable future, i.e., when a conclusion is reached. A **project** differs from a **program** in that it has narrower scope, is situational in focus, and is temporary in duration.

Research: The process of defining a set of measurable variables, establishing their level, and specifying their interrelationships, for the purpose of understanding or explaining a particular phenomenon or set of phenomena, or predicting future states of affairs.

Science: The observation, identification, description, experimental investigation, methodological activity, discipline, study, and theoretical explanation of natural, physical, chemical, environmental, and/or man-made phenomena.

Supervisor: means any individual whose principal work is different from his/her subordinates and who has authority, in the interest of the employer, to: hire; transfer; suspend; layoff; recall; promote; discharge; assign; reward; or discipline employees; or to adjust their grievances; or to authoritatively recommend such action, if his/her exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgement.

II. DEFINITION

DIRECTOR, BUREAU OF LABORATORY SERVICES

This is responsible professional managerial work in the field of bureau and laboratory management. Positions allocated to this level manage the Department of Agriculture, Trade, and Consumer Protection's Bureau of Laboratory Services, which is comprised of several sections and units, and are distinguished from Chemist, Microbiologist, or other science-related supervisory positions by the following: responsibility for managing all aspects of the bureau and laboratory operation; the level of managerial, professional scientific and technical laboratory program staff and supervisors allocated to the unit; the complexity of objectives assigned; the range of issues within the position's responsibility and oversight; and the exercise of responsibility for program management, including the development, implementation, and evaluation of program policy, budget, and controls, as well as employee supervision; providing scientific and technical information, advice and council, and serving as the Department's technical laboratory representative and liaison for mutual problems and programs with the following: several federal agencies (including the FDA, EPA, and USDA), other state agencies, public education institutions, and with laboratory programs in other states. Positions allocated to this level must also utilize professional science knowledge and expertise on a regular and recurring basis in the performance of their assigned duties.

General direction is received from the Division Administrator.

III. QUALIFICATIONS

The qualifications required for this classification will be determined on a position-by-position basis at the time of recruitment. Such determinations will be 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 provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

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