

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

NATURAL RESOURCES PROPERTY SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code for making classification decisions relative to present and future property management supervisory positions. Positions allocated to this classification function as the supervisor of a DNR property (education center, forest, park, state recreation area, wildlife property) within the Department of Natural Resources. 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

The positions in this classification are professional property supervisory positions located within the Department of Natural Resources which function as the Superintendent of a State Forest or State Park or as a Team Supervisor of an Education Center or Wildlife Property. These positions supervise both professional and technical parks, forestry or wildlife staff and are responsible for managing multiple functions or multiple discipline team activities within the assigned property. Positions allocated to this classification must meet the definition of supervisor and/or management as defined in Wis. Stats. 111.81 (19) and (13).

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor and/or management as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which, for a majority of the time, engage in supervising a multi-program functioning basin, portion of a basin or unit responsible for multiple program aspects and are more appropriately classified as Natural Resources Basin Supervisor, Natural Resources Basin Team Supervisor or Natural Resources Region Team Supervisor.
3. 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.

E. Definitions Of DNR Park Classifications: The following are standard definitions of Class A and Class B parks. These properties are identified within the Natural Resources Property Supervisor classification based on the workload analysis of the parks program which is periodically updated by the Bureau of Parks and Recreation. This workload analysis is based on an evaluation of the park programs, facilities and assigned personnel.

Class A Park: Largest, most complex park and recreational properties within the department. Based on evaluation of the workload analysis involving staff supervision, complexity of programs administered, facilities managed.

Class B Park: Medium sized park and recreational properties.

II. DEFINITIONS

NATURAL RESOURCES PROPERTY SUPERVISOR

Positions in this classification function as the professional supervisor of a specific property within the Department of Natural Resources. Positions within this classification function as the: (1) forest superintendent of a state forest; (2) assistant superintendent within a Class A property with significant responsibility for the maintenance and development and visitor protection programs within the property and with full authority to act in the manager's absence; (3) superintendent of a Class A or B park; or (4) team supervisor of an education center or wildlife work unit. Each of these positions supervise both professional and technical staff performing education, forestry, park or wildlife management and habitat protection duties as well as providing program expertise, budgeting and work planning, and developing and promoting teams and external partners.

Representative Positions:

Governor Knowles State Forest Superintendent: Serves as the Superintendent of the Governor Knowles State Forest and is responsible for the administration and overall operations of the property, recreational development and maintenance, land acquisition, resource management and law enforcement activities. Develops and implements budgets and work planning. Conducts property public relations programs and functions as liaison with various outside interest groups. Initiates development and recreation related projects in accordance with the property master plan. Supervises silvicultural practices. Directs property acquisition activities.

Assistant Manager, Devil's Lake State Park: This position serves as the Assistant Park Superintendent and is responsible for operations, ecosystem management and visitor service and protection activities within Devil's Lake properties. This position is responsible for on-site development coordination, equipment and supplies inventory, direction and assistance with park maintenance, public contact, community relations, interpretation, accessibility and visitor protection programs. This position develops law enforcement procedures and performs law enforcement activities.

Superintendent, Yellowstone Work Unit: This position is the Superintendent of the Yellowstone Lake State Park and supervises all functions of the Yellowstone Lake Work Unit which includes Yellowstone Lake State Park, Sugar River State Trail, New Glarus Woods State Park, and Cadiz Springs Recreation Area. Coordinates on-site development projects, orders equipment and supplies, and directs and assists with park maintenance, public contact, community relations, interpretation, accessibility and visitor protection programs. Manages and

performs law enforcement and fire protection activities, provides for a safe public water supply, wastewater management and solid waste disposal systems, hazardous waste management, pesticide management, recycling, employee safety training and visitor safety programs.

Park Superintendent, Southern Unit, Kettle Moraine State Forest: Manages and administers the Kettle Moraine State Forest-Southern Unit/Lapham Peak Unit Team. Supervises permanent, limited term and part-time staff; develops performance objectives and prepares work plans. Prepares, monitors and controls budget expenditures, administers property revenue transactions and oversees management and maintenance of property buildings, grounds and equipment. Develops recreational facilities. Directs public contact, visitor protection, campgrounds, recreational trail systems, firearms range and interpretive programs (including an educational working farm). Enforces state statutes and department rules. Manages and acquires lands. Implements the park's public relations program.

MacKenzie Center Superintendent: Under the direction of the South Central Region AT/CAER Leader, serves as Supervisor for the MacKenzie Environmental Center Team. Plans, coordinates and directs educational programs; provides information, education and technical assistance; mentors, supports, and supervises professional, technical, and support team members to ensure team operation and program implementation. Provides extensive coordination and communication with central office staff and other team leaders to assure program goals are implemented consistent with statewide policy and guidance. Actively participates in citizen involvement efforts.

Sandhill Meadow Valley Supervisor: Under the direction of a Natural Resources Basin Supervisor, supervises and administers the management of all wildlife management and research, forestry, recreational and educational programs of the Sandhill Meadow Valley Team. Prepares and updates master plans; develops and manages budgets and initiates and oversees development projects; develops and evaluates work plan accomplishments. Evaluates and approves timber management recommendations. Initiates, develops and manages effective partnerships. Coordinates and implements the law enforcement program within the work unit. Supervises professional, technical and support personnel.

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. This classification replaces the Forestry Supervisor 1, Park Manager 3 and 4 classification series and specific allocations from the Forestry Supervisor 2 and Wildlife Supervisor classifications that were abolished and replaced by this single-level classification in order to accommodate implementation of the expansion of the broadband pay structure, also effective on that date.

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