

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

PARK MANAGER

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to present and future supervisory and management positions located at the Department of Natural Resources which function as Park Managers. This classification specification is not intended to identify every duty that 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 classification 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 superintendent and assistant superintendent positions of state parks, forests, and/or recreational areas located at the Department of Natural Resources. Positions allocated to this classification must meet the statutory definitions of supervisor and/or management, as defined in s. 111.81(19) and (13), Wis. Stats.

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 s. 111.81(19) and (13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are responsible for the managing Class A or Class B park or state forest, and/or supervising a multi-functioning basin, or portion of a basin or unit responsible for multiple program aspects for a majority of the time, and are more appropriately classified as Natural Resources Basin Supervisor, Natural Resources Basin Team Supervisor, Natural Resources Region Team Supervisor, or Natural Resources Property Supervisor.
3. All other positions which are more appropriately identified by other classifications.

D. Entrance Into This Classification

Entrance into this classification is typically by competitive examination.

E. Application of Terms

The following are standard definitions of Class A through Class C parks. These properties are identified within the Park Manager or Natural Resources Property Supervisor series based on the workload analysis of the park 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 agency. Based on evaluation of the workload analysis involving staff supervision, complexity of programs administered, and facilities managed.

Class B Park: Medium-sized park and recreational properties.

Class C Park: Smallest park and recreational properties. Defined based on the size and complexity of the property, the number of programs administered, and the staff supervised.

## II. DEFINITION

### **PARK MANAGER**

This is responsible supervisory work related to the preservation, protection, interpretation, and enhancement of the State's scenic and cultural resources, and the provision of compatible outdoor recreational and educational opportunities through the management, coordination, development, and operation of state parks forests, and/or recreational areas. Positions allocated to this classification function as: (1) the Superintendent of a Class C park, (2) a work unit manager over Class C properties, **OR** (3) the Assistant Superintendent of a Class B property. Duties include planning, coordinating, and implementing grounds maintenance, building maintenance, equipment maintenance, park development, law enforcement, recreational programs, training, and interacting with the public. Work is performed under the general supervision of a Natural Resources Property Supervisor or Natural Resources Team/Basin Supervisor.

#### **Representative Positions :**

Park Superintendent, Buckhorn State Park - Supervise employees in all facets of park operations; ensure maintenance, public contact, and law enforcement programs at Buckhorn, Roche-a-Cri, and associated wildlife and natural areas; develop project requests; coordinate use agreements; plan and direct long-range park plans and management objectives; coordinate buildings and grounds maintenance program; supervise and participate in public contact, public relations, and educational programs; and provide for visitor safety and security.

Park Superintendent, Whitefish Dunes State Park - Supervise and administer activities pertaining to the management and development of the Whitefish Dunes State Park; supervise employees; implement administrative systems (control expenditures, ensure remittances, complete reports, and purchase supplies

and services); direct visitor protection and maintenance activities; develop recreational facilities; implement a public relations program; and manage park lands.

### **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 May 20, 2001, and announced in Bulletin CLR/SC-130, in order to describe positions which function as Park Managers for the Department of Natural Resources. This classification replaces the Park Manager 1 and 2 classifications. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented classifications.

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