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**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**ENVIRONMENTAL ANALYSIS AND REVIEW SPECIALIST
CLASSIFICATION SERIES**

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 professional environmental science positions that are involved in environmental analysis and review for department programs. 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 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 definitions 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

This series encompasses professional environmental science positions found in an agency’s central office, a region or area field office, or a service center. Positions are primarily involved in implementing and coordinating the environmental analysis and review program for their assigned region/project(s). These reviews identify the impacts of various public and private proposals and evaluate alternatives to avoid or mitigate environmental harm. These reviews encourage the department and other state or federal agencies and local entities to minimize adverse impacts and protect environmental interests.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions which meet the statutory definition of supervisor as defined in Wis. Stats. s. 111.81(19) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which do not meet the statutory definition of professional as defined in Wis. Stats., s. 111.81(15), as administered and interpreted by the Wisconsin Employment Relations Commission.
3. Positions which may draft/write or review portions of an environmental impact statement (EIS) or assessment (EA) where this work is more appropriately classified in another occupational area.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Classification Series

Employees enter positions within this classification series by competition. Reclassification to the advanced level will be permitted only when it can be demonstrated that the change in the duties and responsibilities justifying the class change are a logical and gradual outgrowth of the position's previous duties and responsibilities. Positions with leadworker duties will be filled by competition.

E. Terminology Used in This Classification Specification:

Complexity: The difficulty inherent in performing the work often measured by both the variety of worker activities (number and related or unrelated) and the type (simple, singular, recurring, predictable, non-controversial, etc., vs. intensive, multifaceted, sporadic, unpredictable, controversial, etc.). Complexity is frequently influenced by or interacts with scope.

Impact of work: The extent of the effect of the properly performed work on other functions both internal and external to the work unit.

Scope: A quantifiable job characteristic that ascribes value to a job; the range (number and variety) of job responsibilities. Scope is most often measured by depth and breadth. Scope is frequently influenced by or interacts with complexity.

II. DEFINITIONS

ENVIRONMENTAL ANALYSIS AND REVIEW SPECIALIST

Positions at this level work under close progressing to limited supervision. Principles and practices of the professional environmental science area and its application have been learned prior to entrance into this classification series. Positions perform environmental analysis and review of project plans or assigned program areas related to the biological or physical environment such as natural resources (e.g. fish, wildlife, forests, land, water, etc.), cultural resources, and historic resources. Positions develop skills in working with and/or understanding the program, state systems, user group(s) and the mechanics of the program; and develop an understanding of and apply the statutes, rules, regulations, administrative code and standards required in the program area. Positions work with existing program guidelines as set by the department or by state or national environmental policy acts (WEPA or NEPA) and may assist with revision of program policies and procedures. Positions often assist other experienced staff or a

supervisor. The supervisor typically reviews the work to determine the completeness or accuracy and adherence to policy.

Examples of duties that may be performed at this level include:

- Coordinate the permit/licensing/registration process and review program/project documents.
- Assist the project teams in development, implementation, and documentation of environmental processes under WEPA and NEPA and the department's operational policies, guidelines and procedures.
- Assist in the project scoping phase of project development to identify the possible environmental impacts of a project.
- Work with project teams to identify and correct areas of weakness or inadequacy in the environmental documents.
- Coordinate input from internal and other agency staff to analyze all pertinent data and information to predict impacts and develop alternatives to the proposals.
- Work with the affected and interested public in addressing their concerns about a project.

ENVIRONMENTAL ANALYSIS AND REVIEW SPECIALIST-ADVANCED

Positions at this advanced level include a range of positions that serve as a program resource or expert, may manage an entire program (e.g., statewide, within a region, etc.), or work in a significant program area in conjunction with the area expert. Positions require extensive knowledge of the environmental programs and policies; develop and work on large to very complex and/or major/mega work projects or programs with little or no specific direction or review; assume an independent role in working with consultants, other state, tribal or federal governmental agencies, and all levels of department staff; may provide coordination/guidance on major or controversial projects and issues; have extensive authority to make and implement decisions independently on complex assignments and are considered the principal staff expert in their specialty/program or as an advanced generalist and resource for a region.

Positions which are the most complex within this class level have extremely controversial and sensitive assignments most of the time that require the highest degree of specialized knowledge in dealing with political, legal, technical and policy issues, as well as considerable knowledge of all aspects of environmental principles and practices. Work assignments are performed with the highest level of independent judgment and discretion within prescribed regulations. Positions may lead the work of lower level Environmental Analysis and Review Specialists and others.

Positions fit into one of the following allocations: (1) responsible for, or works with a program area expert on, an entire environmental program specialty for the department, region-wide or statewide; (2) responsible for overall coordination/management of multiple complex projects or a major/mega project with multiple subprojects involving most of the various environmental programs—biological and physical environments; (3) responsible for the highest levels of environmental document approval (EIS) for the majority of the agency/region projects; (4) leadworker over other program staff; or (5) responsible as the PSC WEPA coordinator to ensure all environmental documents presented for Commission utility project approval comply with s.1.11, Wis. Stats.

Positions at this level meet the following scope, impact and complexity definitions below.

The **scope** of positions at this level includes the in-depth responsibility for an entire program area statewide/region-wide or the overall coordination of multiple large to extremely complex and/or major/mega utility, transportation, land, water or other program(s)/project(s) affecting the biological or physical environment in their assigned areas (e.g. statewide, region, etc.). Work frequently includes

overseeing, or working with project managers or subject matter experts on, program or policy assignments to ensure all projects are in compliance with regulations. The most advanced positions will be responsible for program or policy work from initial concepts/identification and planning through to implementation including evaluation of a program or project once implemented.

The **impact** of positions at this level is significant, with the consequence of errors wide-ranging (e.g. agency-wide, statewide, or affecting a broad pool of external customers, etc.). The impact of decisions/errors can affect the Department, program/project managers and may result in the loss of resources (e.g. funding or natural resources). For the most complex positions at this level, errors can result in re-opening consultation with stakeholders (tribes, state/federal government, private), project delays, embarrassment for the department, significant loss of funding or natural resources, and legislative and/or media attention.

The **complexity** of positions at this level either: a) involves the analysis and interpretation of a wide variety of departmental and state/federal codes, policies, or rules to review and analyze environmental impacts and documents and develop alternatives/modifications to promote compliance with the permit and program guidelines; Or: b) is in-depth as a program resource or expert to develop and interpret policy and the program on a regular basis; has very broad responsibility for a very large number of projects including all aspects of the environmental impacts in those and subprojects; or coordinates the entire documentation process through determining if an EIS is necessary and ensuring all requirements are in compliance and ready for final approval of the project.

The objectives of project planning are often not well-defined and may be novel, high-profile, or influenced by conflicting goals of various parties. The information evaluated by the most complex positions is often in conflict and extremely controversial and/or sensitive, typically including agency Head involvement and/or policy implications.

Examples of duties that may be performed at this level include:

- Negotiate with officials and represent the department on high-profile, controversial or significant program matters (e.g. compensatory settlements, etc.).
- Coordinate the preparation, review and approval of EIS and EA documents of all department sponsored activities in the region.
- As a principal staff expert, develop, implement and interpret policy, rules, administrative codes, or statutes for the assigned program area. This may include working with legal staff, agency heads, or legislative staff.
- Serve as major project manager advising agency management on critical policy, legal and technical issues and initiate resolution.
- Review, recommend changes to, and approve the work products of staff performing environmental reviews.

Representative Positions:

DNR Cultural Resource Compliance Specialist – This position manages archaeological sites and historic structures on Department of Natural Resources properties state-wide, and reviews the potential impact of Department actions on cultural resources on non-Department lands. The incumbent is responsible for implementing the programmatic agreement between the DNR and the Wisconsin Historical Society, and serves as Department liaison to the Society, working closely with staff assistants, and managing all phases of research in accordance with professional guidelines, including documentary research, the development of budgets and schedules, survey, testing, mitigation documentation, excavation, laboratory analysis, and the preparation of illustrated technical reports containing appropriate recommendations. This position provides

properties with information and recommendations for the interpretation and management of cultural resources; assists Department personnel in complying with state and federal historic preservation statutes; and gives presentations to promote awareness of policies and procedures, and the results of significant archaeological investigations.

PSC WEPA Coordinator - This position is located at the Public Service Commission and is responsible for ensuring that all Commission decisions comply with the requirements of the Wisconsin Environmental Policy Act (WEPA), s.1.11, Wis. Stats.; reviewing, recommending changes to, and approving the work products of staff performing environmental reviews; providing expert consultation to the Commission for the planning, analysis, and development of environmental policies and programs; leading special projects such as revisions to administrative rules; and preparing environmental documents and analyses for cases and projects. Work is performed under the general direction of an Assistant Administrator.

DOT Mega/Major Projects Environmental Coordinator – This position serves as a Mega Project Environmental Coordinator for a specified Mega Project as well as the coordinator for other region Major environmental studies. This position is the principal Mega/Major Project expert for coordinating all environmental processes and issues including such things as wetland identification and banking, permits, contamination, historical and archaeological processes, Native American resources, environmental justice, noise, agriculture, etc., for the assigned Mega project. This position has extensive authority for decision-making and is responsible for reviewing projects; assigning consultant work; advising and guiding regional staff on environmental policies, rules, regulations and guidelines for all environmental related issues and documents; overseeing Mega/Major Project liaison activities with DOT offices and divisions and DNR; and coordinating compliance and conflict resolution with regard to interagency cooperative agreements. In addition this position will coordinate representation of the Project(s) on environmental committees, forums and groups.

DATCP Agricultural Enterprise Areas and Working Lands Initiative Specialist – This position is the primary staff member charged with statewide leadership for implementation of the Agricultural Enterprise Areas (AEAs), as part of the position's responsibilities to perform environmental analysis and review functions involving land-use programs under chapters 91, 02, and 03, Wis. Stats. This work includes serving as the lead bureau staff in reviewing petitions and developing department orders for designating AEAs; promulgating rules related to AEAs; and assisting with other administrative rules related to the Farmland Preservation Program. This position works with private and public sector partners to support and contribute to farmland preservation and related state land-use programs, including support to ensure effective program evaluation. The position also serves as the lead staff for outreach for the Working Lands Program. As AEAs are designated, the position researches and assesses new economic opportunities for the land areas and organizes forums with various entities to share agricultural economic information and program resources. As part of a bureau team, this position participates in efforts to implement components of the Working Lands Initiative, assuming responsibility for program activities such as farmland preservation planning and zoning. In addition the position provides assistance with agricultural non-point source implementation to ensure environmental requirements are met as they relate to soil and water conservation standards.

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 October 12, 1997 and announced in Bulletin CC/SC-74 to describe positions which perform environmental analysis and review work at the Departments of Natural Resources, Agriculture, Trade and Consumer Protection and Transportation. The creation of this classification resulted from the Governor's Human Resource Reform Commission recommendation to simplify the classification system. This action resulted in the abolishment of the Environmental Analysis & Review Specialist classification series (class codes 55501 through 55505). This classification was modified effective June 21, 1998 and announced in Bulletin CC/SC-89 to add an allocation for the Environmental Coordinator position at the Public Service Commission responsible for ensuring that all PSC decisions comply with the requirements of the Wisconsin Environmental Policy Act (WEPA). This classification was further modified, effective March 14, 1999 with the abolishment of the Environmental Analysis and Review Specialist-Senior Management and Advanced Management as announced in Bulletin CLR/SC-97.

This classification was modified effective June 30, 2013 and announced in Bulletin OSER-0327-MRS/SC to describe positions which perform environmental analysis and review work at the for the State of Wisconsin and to combine the Senior and Advanced levels and the Environmental Analysis & Review Coordinator classification into one Advanced level. This action resulted in the concurrent abolishment of the Environmental Analysis & Review Specialist-Senior level and the Environmental Analysis & Review Coordinator classification.

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