

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

ENVIRONMENTAL HEALTH MANAGER

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 non-represented management positions located primarily at the Department of Industry, Labor, and Human Relations; the Department of Health and Social Services; the Department of Agriculture, Trade, and Consumer Protection; the University of Wisconsin System and campuses; and the Department of Natural Resources. Positions allocated to this classification supervise professional science employees performing work that is designed to assess, preserve, and protect the health and safety of State employees in the workplace, the public, and others, and may also be involved in related research and teaching activities. 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.

B. Inclusions

This classification encompasses non-represented management positions found primarily in the central office, a designated laboratory, or a district, region, or area of the following: the University of Wisconsin System and campuses; the Bureau of Technical and Safety Services in the Division of Safety and Buildings, and the Industrial Hygiene Unit in the Public Safety Section of the Department of Industry, Labor and Human Relations; the Department of Natural Resources; the Bureau of Public Health within the Department of Health and Social Services' Division of Health; and in the Department of Agriculture, Trade, and Consumer Protection.

Positions generally have responsibility for managing environmental health and industrial hygiene programs throughout the State of Wisconsin. Positions allocated to this classification administer and implement programs dealing with complex work hazards that require innovative and difficult evaluation, strategic planning, and management, and solution. Various standards are used for environmental health evaluation, including OSHA, and ANSI standards, and related State laws and administrative codes.

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.

Positions allocated to this classification are distinguished from engineering-related management positions in that they have primary responsibility for administering programs responsible for **evaluating and diagnosing workplace health and related hazards**, whereas engineering supervisors/managers have primary responsibility for administering programs with a primary responsibility for **designing and implementing systems to remediate such hazards**.

C. Exclusions

While the focus of positions allocated to this classification is supervisory, all positions in this classification require significant background and expertise in one or more of the environmental health areas or programs outlined in Sections I.A. and I.B. Supervisory positions not requiring this type of background are **not** allocated to this classification.

Other types of positions which are not allocated to this classification include positions spending a majority of their time as follows:

1. Positions supervising/managing in the areas of industrial hygiene or environmental health which are not considered to be primarily supervisory in 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 industrial hygiene and/or environmental health principles and which are better identified within a different classification or series;
2. Positions with primary responsibilities as the administrator or manager of a laboratory;
3. Positions which are better or specifically identified by other classification series; and
4. Non-supervisory or non-managerial positions.

D. Entrance Into This Classification

Employees typically enter positions in this classification by 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 employe to work effectively in a limited range of work situations. (3) Considerable

Knowledge - implies enough knowledge of work situations to enable the employe 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 employes 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 employe 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 employe 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 employe 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. DEFINITIONS**

### **ENVIRONMENTAL HEALTH MANAGER**

This is responsible professional managerial work in the field of Environmental Health/Industrial Hygiene. Positions allocated to this level manage environmental health or industrial hygiene programs, and are distinguished from positions at the Environmental Health Supervisor level by the following: responsibility for administering the Environmental Health/Industrial Hygiene program; the level of professional environmental health staff and supervisors allocated to the work 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 employe supervision. Positions allocated to this level must also utilize scientific environmental health/industrial hygiene principles and expertise on a regular and recurring basis in the performance of their assigned duties.

## **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.

JLB  
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