

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

ENVIRONMENTAL PROGRAM SUPERVISOR

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 supervisory positions located in a state agency at the unit level which maintains a variety of environmental program areas. Positions allocated to this classification provide scientific and supervisory expertise in at least one environmental program area, including but not limited to: enforcement, clean sweep, pest survey and control, plant inspection & regulation, and/or related program areas. 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; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification specification encompasses professional supervisory positions found in a state agency at a unit level. that are responsible for implementation and supervision of complex and highly technical environmental programs such as enforcement, clean sweep, pest survey & control, plant inspection & regulation, and/or related program areas.

- The DATCP Environmental Enforcement Program includes investigations and compliance for the pesticide, toxic response, and animal feed and fertilizer programs. Enforcement options available to the DATCP Environmental Enforcement staff include administrative, civil, and criminal provisions of the State, as well as Federal enforcement provisions available in the pesticide and feed program areas.
- The DATCP Pest Survey & Control Section and Plant Protection Section, include programs related to pest survey of agricultural crops, gypsy moth, control programs for new and emerging pests (e.g., Emerald Ash Borer), plant nursery inspection, and related regulatory functions.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which supervise employees specializing in policy analysis, program planning, facility or regional planning, land use, program evaluation, purchasing or budgeting activities which do not require the ongoing application of professional scientific environmental knowledge and related principles and which are better identified within a different classification series;
2. Positions which do not meet the statutory definition of supervisor as defined in Wis. Stats. 111.81(19) as administered and interpreted by the Wisconsin Employment Relations Commission; and,
3. All other positions which are more appropriately identified through other classification specifications.

D. Entrance Into this Classification

Employees enter positions in this classification by competition.

II. DEFINITIONS

ENVIRONMENTAL PROGRAM SUPERVISOR

Positions are responsible for traditional staff supervision activities (e.g., hiring, layoff, discharge, employee discipline, grievances, staff training/orientation, etc.) and will direct and review the work of professional environmental/science staff such as: enforcement specialists, water resources management specialists, environmental analysis and review specialists, plant pest & disease specialists, and others to assure conformance with established policy, procedures, and standards. Additional program management responsibilities include; the development of program standards, establishing annual program and staff goals, assessing program funds/budget in conjunction with position needs, and maintaining effective communication with both internal staff and external parties. Positions direct the preparation of materials for presentation to the appropriate department, state, or local personnel for further follow-up, analysis or remedial action; analyze environmental programs, recommending and/or implementing improved environmental analyses, evaluation, and regulatory techniques and procedures; and recommend needed changes to applicable laws, rules, regulations, policies, and procedures to higher level supervisors and program administrators.

The positions participate in or are responsible for the performance of special project activities relating to the development of new environmental program regulations and/or the revisions of existing ones; give expert testimony in court; maintain liaison and working contacts with federal, state, and local natural resources, environmental and/or other environmental enforcement and related agencies, other regulatory agencies, and other pertinent persons and/or organizations. The position often coordinates joint environmental enforcement investigations or related activities with other entities; and conducts informational activities relative to the interpretation and application of the objectives and requirements of environmental programs.

Positions may be assigned a complement of field assignments to assist with seasonal work load, high-profile or sensitive program activities, or overall program growth.

Representative Positions:

Environmental Enforcement Supervisor; Investigation & Compliance Section. - Implements and supervises highly diverse and complex enforcement programs related to DATCP's groundwater, pesticide registration and use, pesticide applicator certification, bulk pesticide and fertilizer storage, feed, fertilizer, seed, and soil and plant additive programs and related agricultural management practices. Develop and implement work plans and program evaluation; provide technical enforcement consultation; and supervise field investigators.

Pest Control Supervisor; Pest Survey & Control Section – Plan and direct a variety of statewide pest control programs (e.g., Gypsy Moth; New and Emerging Pests such as Emerald Ash Borer; etc.) and supervise, evaluate, and mentor professional environmental and administrative support staff. Establish and maintain program policy and procedure, ensuring uniformity in state program and staff training. Serve as a technical pest expert, attend committee meetings, and convene public hearings regarding program or policy changes. Oversee program budget activities and perform field work as needed assigned to assist with program efficiencies during peak periods, times of staff turnover, or high-profile pest identification in Wisconsin. The position works under general supervision.

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 April 19, 1992 and announced in Bulletin CC-329 as part of the Professional Science Survey. The classification specification was modified effective August 15, 1999, (Bulletin CLR/SC-102) to expand the classification definition to include positions which coordinate clean sweep programs at the Department of Agriculture, Trade and Consumer Protection and to remove references to Department of Natural Resources environmental enforcement supervisory positions since that agency no longer uses this classification.

This classification was modified effective December 10, 2006 and announced in Bulletin OSER-0154-MRS/SC to expand its use to additional positions in the Department of Agriculture, Trade & Consumer Protection as well as to allow future use by other state agencies that maintain central office environmental supervisor positions.

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