

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

WASTE MANAGEMENT SPECIALIST
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wisconsin Administrative Code, for making classification decisions relative to present and future professional science positions located at the Department of Natural Resources; and other agencies such as the Department of Agriculture, Trade, and Consumer Protection; or the University of Wisconsin System. Positions allocated to this series administer waste management programs in the following areas: solid waste management, hazardous waste management, remediation and re-development, and recycling and mining. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions which 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 classification 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; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This series encompasses professional science positions found in the central, regional, service center, or field offices of the Department of Natural Resources, and other agencies such as the Department of Agriculture, Trade and Consumer Protection, or the University of Wisconsin System.

C. Exclusions

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

1. Positions which meet the statutory definitions of supervisor and management, as defined in 111.81(19) and (13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Series

Employees enter this classification series by competitive examination. Progression to the senior level will occur through reclassification. Progression to the advanced level will typically occur through some form of competitive examination.

II. DEFINITIONS

WASTE MANAGEMENT SPECIALIST

Positions work under close, progressing to general, supervision. Principles and practices have been learned prior to entrance into this classification series. The emphasis is in developing skills in working with and/or understanding the program, state systems, user group(s), and the mechanics of the program; and developing an understanding of and applying the statutes, rules, regulations, administrative code, and standards required in the program area. Initial work assignments are well defined and short term in duration. Over time, the work assignments become either long term or short term, with the employee expected to exercise independent judgment in determining specifics and priorities, as the objectives are progressively less clear. The positions may be in contact with outside entities and may have assignments which cross program lines, depending on where the individual employee's performance level is determined. The supervisor reviews the work to determine the completeness or accuracy and adherence to policy.

WASTE MANAGEMENT SPECIALIST-SENIOR

This is the full performance level for positions which are responsible for performing professional waste management work. Positions in the classification develop and work on major projects with little or no specific direction or review; and assume an independent role in working with consultants, other government agencies, and/or department staff, and make decisions independently on complex assignments. Positions at this level function as (1) a specialist, responsible for developing, administering, and evaluating the waste management/remediation and re-development program in the assigned geographic area; or (2) a region specialist, responsible for developing, administering, and evaluating a major portion of the waste management/remediation and re-development program being implemented regionwide; or (3) as a program specialist, responsible for the implementation of a program which is smaller in scope and complexity and does not have the impact and policy development which is found at the advanced level, e.g., the waste management specialist responsible for significant complex segments of the waste management program at UW System campuses. The work is performed under general supervision.

Representative Positions:

Waste Management Specialist - Perform activities related to the management of solid and hazardous waste in the assigned geographic area, investigate solid and hazardous waste facilities to determine compliance, review proposals and plan submittals for new and existing facilities; document violations and initiate enforcement actions, and provide technical assistance.

Region Recycling Specialist - Perform activities related to the management of the recycling program within the region. Provide technical assistance to municipalities, responsible units, recycling facility operators/owners, businesses, industries, institutions, and the general public; facilitate market development of recycled materials; assist in developing or revising policies and procedures; review and make recommendations on grant applications; and provide technical assistance on the management of waste oil, anti-freeze, lead batteries, appliances, etc.

Mine Reclamation Specialist - Plan, coordinate, and evaluate the reclamation activities at permitted mining sites throughout the State, under the authority of the Metallic Mining Reclamation Act; provide scientific and technical expertise for the rehabilitation of lands disturbed by mining and provide liaison to other programs and staff; coordinate the evaluation of reclamation and re-vegetation portions of metallic mineral mining permit applications to determine their adequacy with respect to site conditions, state standards, and regulations; coordinate and conduct surveillance, inspection, and oversight of all reclamation activities at permitted metallic mineral mining sites throughout the State; coordinate compliance monitoring and enforcement activities for existing and proposed metallic mineral prospecting and mining projects as they relate to reclamation; analyze and evaluate reclamation and re-vegetation information; draft and revise administrative codes and review and comment on related legislation; and coordinate and conduct research, education, and information activities.

WASTE MANAGEMENT SPECIALIST-ADVANCED

This is the advanced level for positions performing waste management work. Positions allocated to this classification level are considered a principal staff expert, with extensive authority in decision making and function under very general supervision. Positions at this level function as a department expert for a significant segment of the Waste Management/Remediation and Re-development Program with dedicated project management duties and specific program management expertise, including the responsibility for developing, implementing, monitoring, and evaluating statewide policies and programs. The area of responsibility includes a significant segment of the waste management/remediation and re-development program; crosses program boundaries, requires continually high level and complex contacts with a wide variety of government entities, businesses, industries, and private citizens regarding highly sensitive and complex waste management/remediation and re-development issues; and have significant regulatory and program-wide policy impact.

Representative Position:

Environmental Repair Program Coordinator – Develop program policy and procedure issues, and represent the department on inter-agency and cross program committees; develop and implement Environmental Repair Program policies and procedures; coordinate project development, implementation, and management; update and coordinate procedures for consultant selection process; and develop and conduct training sessions.

Beneficial Use Coordinator – Provide statewide expertise on the beneficial use of high-volume industrial waste, including code revisions, new codes, policies, and consultation on issues related to waste characterization and high-volume industrial waste reuse; inspect and investigate complaints for non-hazardous industrial waste facilities and solid waste facilities; and perform related, advanced-level waste management activities within the assigned program area/region.

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 series was created effective October 12, 1997, and announced in Bulletin CC/SC-74, in order to describe positions which perform waste management specialist work at the departments of Natural Resources, Agriculture, Trade and Consumer Protection, and Commerce, and the University of Wisconsin System. The creation of this classification series resulted from the Governor's Human Resource Reform Commission recommendation to simplify the classification system. This action resulted in the abolishment of the Waste Management Specialist classification series (class codes 55701 through 55705) and the Waste Management Specialist Senior Management classification (class code 55706). The specification was modified effective March 12, 2000, and announced in Bulletin CLR/SC-109, in order to reflect the elimination of the management designation at the advanced level in this series. Those positions meeting the management designation are now included in the Natural Resources Staff Specialist series, which was created as a result of the expansion of in March, 2000. The specification was modified effective November 20, 2011 and announced in Bulletin OSER-0290-MRS/SC to recognize advanced level positions that function as a department expert for a significant segment of the Waste Management/Remediation and Re-development Program with dedicated project management duties and specific program management expertise.

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