

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

WATER REGULATION AND ZONING 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 Science Bargaining Unit positions located within the Department of Natural Resources which administer the Water Regulation and Zoning program. 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 positions in the Professional Science Bargaining Unit, found in the central, region or service center offices of the Department of Natural Resources. The Water Regulation and Zoning program is responsible for the protection of public rights and interests in surface waters through regulation of: proposed alterations of waterways and adjacent uplands and wetland areas; the protection of life, health, and property from the effects of floods and unsafe dams; and the identification and mapping of wetlands.

C. Exclusions

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

1. "Management" and "supervisor" positions as defined in s. 111.81(13) and (19), Wis. Stats., and as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which have some responsibilities identified within this series and whose work activities affect the water regulation and zoning program, but do not perform the work the majority of the time and are better identified in a different program-specific classification.

3. 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 occurs through competition.

II. DEFINITIONS

WATER REGULATION AND ZONING SPECIALIST

Positions work under close progressing to limited 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 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 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 are in contact with outside entities and 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.

WATER REGULATION AND ZONING SPECIALIST-SENIOR

Positions at this level develop and work on major work projects with little or no specific direction or review; assume an independent role in working with consultants, other governmental agencies, and/or department staff; and make decisions independently on complex assignments. These positions function as: (1) a Water Management Specialist responsible for developing, administering and evaluating the water regulation and zoning program in the assigned geographic area; (2) a specialist responsible for developing, administering and evaluating a major portion of the water regulation and zoning 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 that is found at the advanced level.

Representative Position:

Water Regulation and Zoning Specialist - Administers the water regulation and zoning program in the assigned geographic area in order to protect public rights in surface waters and ensure reasonable use of floodplain, shoreland and wetland areas; reviews and approves/denies permits; provides surveillance; assists with investigations and initiates enforcement actions; and provides technical assistance to counties and municipalities in the administration of zoning ordinances.

Floodplain-Shoreland Management Specialist - Coordinates and monitors the drafting, adoption and administration of floodplain-shoreland regulations in the assigned geographic area; coordinates studies designed to provide hydraulic and hydrologic data necessary for administering local regulations; coordinates data collection for current and historic flood events; and trains region personnel, local administrators, and boards of appeal regarding the floodplain-shoreland management programs.

WATER REGULATION AND ZONING SPECIALIST-ADVANCED

Positions at this level are considered the principal staff expert, have extensive authority in decision making and function under very general supervision. Positions at this level function as (1) the department expert for a significant segment of the water regulation and zoning program with responsibility for developing, implementing, monitoring and evaluating statewide policies and programs; or (2) as the Region's Aquatic Habitat Expert with regionwide responsibility as the technical expert ensuring coordination and consistency in water management activities. The areas of responsibility include a significant segment of the program which crosses program boundaries, requires continually high level contacts with a wide variety of government entities, business, industry, and private citizen groups and individuals regarding sensitive and complex water regulation and zoning issues which have critical regulatory and programmatic policy impact.

Representative Positions:

Chief Biologist - Rivers and Regulation - Develops and recommends statutory, code, judicial and guidance strategies that integrate scientific principles into the protection of navigable waters and wetlands; leads or participates in integrated, multi-disciplinary review of very complex projects requiring waterway and wetland protection permits or approvals; develops and directs staff in the use of state-of-the-art scientific evaluation methodologies to assess project impacts and their significance; and provides expertise in jurisdictional determinations including serving as the department's expert in establishing location of wetland boundaries.

Region Aquatic Habitat Expert – Coordinate the regional aquatic habitat protection programs by assisting the supervisors in the development of program goals, objectives, and priorities and working on projects throughout the region which are controversial and complex. Provide regionwide expertise serving as the programmatic consultant to region staff, providing mentoring and training to staff and recommending enforcement actions. In addition ,the position performs field work and coordinates permit reviews with other basin team members.

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 to describe positions which perform professional level water regulation and zoning work at the Department of Natural Resources. 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 Water Regulation & Zoning Specialist classification series (class codes 55801 through 55805) and the Water Regulation & Zoning-Senior and -Advanced Management classifications (class codes 55806 and 55807). This classification series was updated effective September 2, 2007, and announced in Bulletin OSER-0170-MRS/SC to reflect the incorporation of the Region Aquatic Habitat Expert allocation into this classification due to the elimination of the Regional Water Program Expert classification.

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