

Effective Date: September 13, 1998
Modified: March 12, 2000
Modified: October 6, 2002
Modified: January 7, 2007

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

NATURAL RESOURCES PROGRAM SUPERVISOR

I. INTRODUCTION

A. Purpose and Use 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 positions within the Department of Natural Resources (DNR) responsible for supervising professional administrative functions within a major DNR program bureau or supervising multiple administrative/programmatic functions regionwide. 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

The positions in this classification encompass professional supervisory positions located within the Department of Natural Resources serving as a Section Chief responsible for the administrative functions within a major program bureau or as a region supervisor for multiple administrative and programmatic functions. Positions allocated to this classification must meet the definition of supervisor as defined in Wis. Stats. 111.81(19).

C. Exclusions

Excluded from this classification are the following types of positions:

1. 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.
2. Section Chiefs in a major program bureau responsible for managing a major program function that supervise professional engineering or science staff for the majority of the

time, require the incumbent to have specific engineering/science expertise and which are more appropriately classified as Natural Resources Program Manager.

3. All other positions which are most appropriately identified by other classifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITION

NATURAL RESOURCES PROGRAM SUPERVISOR

Positions within this classification function as a supervisor of professional staff and administrative services for a major program within the Department of Natural Resources. These positions function as: (1) Section Chiefs supervising professional staff and administrative services in a major DNR bureau with responsibility for the program's work planning, budgeting, fiscal and administrative services or for managing a program component, reporting to the Bureau Director; or (2) the supervisor within a DNR region responsible for implementing multiple administrative and/or programmatic functions being implemented regionwide. Positions within this classification function as first line supervisors for a combination of professional, paraprofessional and administrative/technical staff.

Representative Position:

Administrative Section Chief, Science Services: Take the lead role in overseeing the internal operations including work planning, budgeting, grant management, allotments, procurement, and information technology services for all bureau programs and the Office of Energy. Provide divisionwide work planning and budgeting services; serve as counsel to the Administrator on division operational policies; and ensure department and division policies are consistently applied throughout the division; and supervise staff.

Region Outreach and Customer Service Supervisor: Under the supervision of the Regional Leader, administer the region's grant programs (includes clean water fund, lake planning and protection, non-point, snowmobile and all-terrain vehicle trails, recreational boating, dam safety repair) and customer services activities (service center management, licensing and registration). Conduct functional audits for the region's land and recreation outreach programs; provide assistance to customers; and supervise staff.

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 September 13, 1998, and announced in Bulletin CC/SC-91 as a result of the Professional Program Support Personnel Management Survey. Positions within this

classification were previously classified in the Administrative Officer series. This classification was revised effective March 12, 2000, and announced in CLR/SC-109, to reflect current allocations within the DNR, the inclusion of Unit Leader positions and to accommodate implementation of the expansion of the broadband pay structure, also effective on that date. This specification was updated effective October 6, 2002, and announced in Bulletin MRS-SC-143 to remove a representative position and clarify the exclusion statement. This specification was updated effective January 7, 2007, and announced in Bulletin OSER-0156-MRS/SC to reflect current allocation patterns and representative positions within the DNR as well as to include the position previously classified as Natural Resources Southeast Region Business Supervisor.

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