

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

NATURAL RESOURCES REGION PROGRAM 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 professional supervisory positions within the Department of Natural Resources (DNR) which function as the manager of a major program function being implemented within a region. This classification specification is not intended to identify every duty that 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 are professional supervisory and managerial positions located in the regional offices of the Department of Natural Resources. Positions allocated to this classification are responsible for the regionwide management of all aspects of a major DNR program being implemented regionwide. These major programs are: Environmental Analysis and Review; Drinking Water and Groundwater, Fisheries Management, Park and Recreation, Remediation and Redevelopment, Waste Management, and Wildlife Management. Positions in this classification must meet the statutory definitions of supervisor and management as defined in Wis. Stats. 111.81 (19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definitions of supervisor and management as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Supervisory positions that do not have regionwide responsibility for the implementation and management of all activities within a major Natural Resources Program and are more

appropriately classified as a Natural Resources Region Team Supervisor or Natural Resources Program Supervisor.

3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITION

NATURAL RESOURCES REGION PROGRAM MANAGER

This is responsible managerial and supervisory work in the Department of Natural Resources' Region Offices. Positions allocated to this classification have regionwide responsibility for the management and supervision of all activities of a major DNR program. These major programs are: Environmental Analysis and Review; Drinking Water and Groundwater, Fisheries Management, Park and Recreation, Remediation and Redevelopment, Waste Management, and Wildlife Management. These positions have delegated responsibility for the implementation of program activities ensuring consistency throughout the region and statewide. These positions administer programs, staff, facilities, and budget overseeing regional work plan development and implementation. In addition, they serve as members of the statewide management team; and coordinate and promote relationships with external partner groups. The work is performed under the general supervision of a Regional Program Leader or Regional Director.

Representative Positions:

Region Parks and Recreation Program Supervisor: This position is responsible for the supervision and administration of all aspects of the parks and trails (and southern forests in SER) programs within the region. The position ensures integration of park and recreation activities with endangered resources, facilities and lands, wildlife management, and other department programs as a member of the Regional Land Team and the Park Management Team.

Region Drinking Water and Groundwater Program Supervisor: This position is responsible for the management and supervision of all aspects of the drinking water and groundwater program within the region. The position ensures integration of the drinking water and groundwater program with the watershed management and fisheries management programs, and other Division and Department programs as a member of the Regional Water Management Team. The position plays a key role in developing and implementing statewide policy, ensuring public health protection of drinking water consumers and protecting water resources.

Environmental Analysis Supervisor: Under the general direction and supervision of the Regional Director, this position is responsible for the supervision and management of the regionwide Environmental Analysis Program assisting with establishing statewide consistency and policy for environmental analysis work. The position supervises regional Environmental Analysis and Review Specialists and serves on the Environmental Analysis Management Team; represents the Department in the review of Department of Transportation projects; and manages the review of a diverse variety of department and non-department proposed actions to determine potential environmental consequences and significance, to create opportunities for public input and assure decisions reflect wise use and /or protection of environmental resources.

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 March 12, 2000, and announced in Bulletin CLR/SC-109. This classification replaced the Environmental Analysis and Enforcement Supervisor, Hydrogeologist Supervisor 2, Waste Supervisor 2, and Natural Resources Land Services Supervisor classifications that were abolished and replaced by this single level classification in order to accommodate the implementation of the expansion of the broad band pay structure, also effective on that date. This classification was modified effective May 5, 2002, and announced in Bulletin MRS-SC-138. This classification was modified to add allocation patterns for the parks and recreation program and wildlife management program created as a result of a reorganization with the Department of Natural Resources. This classification was modified effective August 5, 2007, and announced in Bulletin OSER-0166-MRS/SC to reflect the reorganization of the water division and environmental analysis program and to simplify the specification language.

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