

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

NATURAL RESOURCES STAFF SPECIALIST

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future non-represented professional staff specialist positions within the Department of Natural Resources (DNR). 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 are non-represented professional administrative and management positions in the DNR that are responsible for providing policy analysis, advice and professional level assistance on science program and administrative matters internal and external to the DNR. Positions customarily and regularly exercise discretion and independent judgment in matters of significance to the operations of the Department and have the authority to act on behalf of the Department.

Per Wis. Stats., 111.81 (13), “ Management includes those personnel engaged predominantly in executive and managerial functions, including such officials as division administrators, bureau directors, institutional heads and employes exercising similar functions and responsibilities as determined by the [Wisconsin Employment Relations] commission.” These positions will participate in the formulation, determination, and implementation of management policy and establishment of an original budget or the allocation of funds for differing program purposes.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions, which do not meet the statutory definition of management as, defined in Wis. Stats. 111.81 (13) as administered and interpreted by the Wisconsin Employment Relations Commission.

2. Positions which for a majority of the time perform duties that are more appropriately classified as Natural Resources Administrative Policy Coordinator.
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 STAFF SPECIALIST

Positions within this classification spend the majority of time providing professional administrative and program policy advice and development to the DNR division administrators, department secretary, regional staff, and others internal and external to the Department of Natural Resources. Positions allocated to this classification: (1) serve as the department's principal staff expert for a significant segment of one of the science related programs, with responsibility for developing, implementing, monitoring and evaluating statewide policies and programs; or (2) function as the department expert for a naturalist or education program being implemented statewide, take the lead in implementing multifaceted statewide education programs, and are responsible for developing, implementing, monitoring and evaluating statewide policies and programs. These positions require continually high level and complex contacts regarding highly sensitive and complex issues; have significant policy impact; represent an important aspect of the program; and involve continuing expertise. The work is performed 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 modified effective June 3, 2001 and announced in Bulletin CLR/SC-131. Allocations that were not related to a science program were removed from this classification specification and put in the Natural Resources Administrative Policy Coordinator classification specification.

This classification was created effective March 12, 2000 and announced in Bulletin CLR/SC-109. This classification replaced the Fisheries Biologist-Adv. Mgmt., Forester-Adv.-Mgmt., Natural Resources Educator-Adv.-Mgmt., Park & Recreation Specialist-Adv.-Mgmt., Waste Management Specialist-Adv.-Mgmt. and Wildlife Biologist-Adv.-Mgmt., that were abolished and replaced by this single level classification in order to accommodate implementation of the expansion of the broadband pay structure, also effective on that date.