

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

NATURAL RESOURCES AREA SUPERVISOR

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 forestry and wildlife supervisory positions at the Department of Natural Resources. 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

This classification encompasses supervisory positions found in the wildlife and forestry programs at the Department of Natural Resources. These positions are responsible for the supervision and administration of all aspects of the forestry and wildlife programs within an assigned geographic area. Positions allocated to this classification must meet the definition of supervisor as defined in Wis. Stats. 111.81(19) as administered and interpreted by the Wisconsin Employment Relations Commission.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that 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. 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 AREA SUPERVISOR

Positions allocated to this classification are responsible for the supervision of all aspects of a DNR program within an assigned geographic area of the region. The positions within this series function as: (1) a forestry area leader responsible for planning, coordinating, and implementing all forestry programs in an assigned geographic area; or (2) a wildlife area supervisor responsible for planning, coordinating, and implementing wildlife and land management programs in a designated geographic area. The work is performed under the general directions of a regional leader or a program supervisor.

Representative Positions:

Area Forestry Leader: This position is responsible for planning, coordinating and supervising subordinate professional, paraprofessional, technical and support positions in the administration of all forestry programs within a designated area of a DNR region. Responsibilities include: implementing an area public relations program; administering all county and state lands forest management; directing private forestry and fire programs; and administering forest tax law programs.

Area Wildlife Leader: This position is responsible for planning, coordinating, and supervising subordinate professional, paraprofessional, and technical positions in the implementation of all wildlife programs in a designated portion of a DNR region. This position plans and implements the wildlife development and maintenance projects on public lands and wildlife properties. Responsibilities include: promoting and coordinating an effective public relations and information and education program; coordinating land acquisition and sharecropping negotiations; and implementing a wildlife damage control program

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 May 5, 2002, and announced in Bulletin MRS-SC-138, as a result of a reorganization within the Department of Natural Resources.