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STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

PARKS AND RECREATION SPECIALIST
PARKS AND RECREATION SPECIALIST - MANAGEMENT
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wisconsin Administrative Code, for making classification decisions relative to present and future Professional Science Bargaining Unit and non-represented management positions located within central or regional offices of the Department of Natural Resources' Parks and Recreation Program which are involved in the management of state parks and recreation areas and recreation-related natural resources. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions which 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 classification 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; license 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 and non-represented management positions found in the central or regional offices of the Department of Natural Resources. The purpose of these positions relates to the program goals to manage, protect, conserve, study, and wisely use the State's parks and recreation areas and recreation-related natural resources.

Per s. 111.81(13), Wis. Stats., "Management" includes those personnel engaged predominantly in executive and managerial functions, including such officials as division administrators, bureau directors, institutional heads and employees exercising similar functions and responsibilities as determined by the [Wisconsin Employment Relations] commission." 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 series are the following types of positions:

1. Positions which, for a majority of the time, perform work similar to parks and recreation management programs of a non-scientific or non-professional nature, and which are located in the Blue Collar, Technical, Security and Public Safety, Research, or Engineering Bargaining Units.
2. Supervisory positions, as defined in s. 111.81 (19), Wis. Stats., and as administered and interpreted by the Wisconsin Employment Relations Commission.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Series

Employees typically enter this classification series by competitive examination. Progression to the senior level will occur through reclassification. Progression to the advanced level will typically occur through some form of competitive examination.

II. DEFINITIONS

PARKS AND RECREATION SPECIALIST

Positions work under close, progressing to general, supervision. Principles and practices have been learned prior to entrance into this classification series. The emphasis is on 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 may be in contact with outside entities and may 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.

PARKS AND RECREATION SPECIALIST-SENIOR

This is the full performance level for positions performing professional parks and recreation work. These positions function as: (1) a regional parks and recreation specialist, responsible for administering and evaluating a major portion of the parks and recreation program being implemented regionwide; or (2) a central office specialist, responsible for the implementation of a program which is smaller in scope and complexity and does not have the interaction and policy development which is found at the advanced level. 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. The work is performed under general supervision.

Representative Positions:

Parks and Recreation Electronics Specialist: Plan, design, develop, implement, and maintain data base and analysis systems to support the statewide Parks and Recreation Management Program, and coordinate park and recreation data needs with other DNR programs; direct and recommend policy for the statewide parks and recreation computer data collection, reporting analysis, and electronic communication systems; and perform specialized parks and recreation management duties, as assigned.

Trails Coordinator: Serve as the Regional Trails Coordinator, with responsibility for establishing regional goals and objectives; evaluating existing trails for possible link-up or inclusion in the state trail system. Serve as the Ice Age Trail Coordinator. Serve as trail manager on assigned region trails, with responsibility for public contact, visitor protection, interpretative programs, maintenance of facilities and grounds, and implementation of a public relations program.

PARKS AND RECREATION SPECIALIST-ADVANCED

This is advanced professional parks and recreation specialist work. Positions at this level serve as a department expert for a significant segment of the parks and recreation program which devote the majority of their time and are responsible for developing, implementing, monitoring, and evaluating statewide policies, procedures, and programs, and which function under general supervision, work independently, and are considered to be the statewide expert in their assigned program area. These positions require continually high level and complex contacts regarding highly sensitive and complex park and recreation issues, have significant policy impact, represent an important aspect of the program, and involve continuing expertise.

Representative Positions:

Camping Program Manager: Ensure consistent development, implementation, monitoring, and evaluation of camping policies throughout Wisconsin State Parks; manage contracts with private vendors who provide campground management information systems and reservation services to customers and field staff; and develop and direct special projects to advance camping program and department goals.

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, in order to describe positions which perform professional level park and recreation 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 Park & Recreation Specialist classification series (class codes 56301 through 56304) and Park & Recreation Specialist Entry-Management and Objective-Management classes (class codes 56311 and 56312).

The specification was modified effective March 12, 2000, and announced in Bulletin CLR/SC-109, as a result of the expansion of broadbanding and reflected the removal of the Park and Recreation Specialist-Advanced-Management classification from the series and its subsequent placement in the Natural Resources Staff Specialist series.

The specification was modified effective May 5, 2002, and announced in Bulletin MRS-SC-138 as a result of a reorganization within the Department of Natural Resources

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