

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

NATURAL RESOURCES PROGRAM COORDINATOR

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 the present and future professional science positions located within the Department of Natural Resources. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as the framework for classification decision-making in this occupational area.

B. Inclusions

This classification encompasses professional positions located within the Department of Natural Resources. Positions allocated to this classification function as the coordinator of the work performed by multi-disciplinary teams which have responsibility for program and policy development while having significant science related responsibilities in areas such as watershed management. Positions in this classification are responsible for participating in and recommending program planning, policy and procedure input and budget development within their respective program area as well as providing advanced scientific expertise.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Supervisory and management positions as defined in s. 111.81(13) and (19), Wis. Stats.,
2. Positions which are properly identified by a classification which identifies positions that spend a majority of the time performing science specific program activities and are found in classification titles such as Wastewater Management Specialist.
3. Positions classified as program coordinators where scientific expertise is not required.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification through competitive examination.

II. DEFINITION

NATURAL RESOURCES PROGRAM COORDINATOR

This classification identifies positions in the Department of Natural Resources which are responsible for coordinating the work of a multi-disciplinary team involved in science program related activities, in addition to performing science duties identified at the advanced level of a science specific classification. Activities performed include: involving external customers in determining program approaches; developing work plans for team initiatives; setting goals, objectives and strategies for a program in cooperation with team members and Management Teams; and functioning as a regional or department expert providing specific program knowledge in areas such as watershed management, etc. The work is performed under the general supervision of a Section Chief.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience(s), which provide reasonable assurance that the knowledge and skills required upon appointment, have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective September 14, 1996, at the request of the Department of Natural Resources to identify positions which function as a coordinator of the work product of a multi-disciplinary team. This action was made necessary by a departmentwide reorganization which created new job concepts. Announcement of this classification creation appeared in Bulletin CC/SC-58.

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