

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

NATURAL RESOURCES PROGRAM MANAGER

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 present and future Section Chief positions within the Department of Natural Resources (DNR) or the Department of Agriculture, Trade and Consumer Protection (DATCP) which function as the manager of specific program function within a program bureau supervising professional science and/or engineering staff. 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 professional managerial positions located in the Department of Natural Resources or the Department of Agriculture, Trade and Consumer Protection responsible for managing a specific program function within a Bureau supervising professional science and/or engineering staff. Positions 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 by Wis. Stats. 111.81(19) and (13) and as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Section Chiefs in a major program bureau which do not require specific science background and/or supervise general professional and non-professional staff without

major policy responsibilities and are more appropriately classified as Natural Resources Program Supervisor.

3. Positions which function as DNR Section Chiefs which devote the majority of their time to supervising non-professional, operations or field functions and do not have the policy development and statewide oversight, and are more appropriately classified in a program specific supervisory series such as Budget and Policy Supervisor-Advanced, Information Systems Supervisor or Payroll and Benefits Supervisor.
4. 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 PROGRAM MANAGER

This is responsible administrative, management and supervisory work in the Department of Natural Resources or the Department of Agriculture, Trade and Consumer Protection. Positions allocated to this classification are responsible for developing rules, policies and guidelines; ensuring statewide consistency; managing budgets; planning, coordinating, and guiding professional, technical and administrative personnel; maintaining liaisons with region and central office staff to ensure that the assigned programs are carried out in a uniform manner and meet the standards and goals of the program statewide; and recommending improvements in the program. The programs administered by positions in this classification are statewide in nature, have a direct impact on various groups outside of state government and affect the natural resources/environmental protection of the state. The work is performed under the general direction of a Bureau Director.

Representative Positions:

Section Chief, Wildlife and Landscape Ecology, DNR: Responsible for the supervision and management of the section responsible for population and habitat management for all Wisconsin game species. Supervise statewide experts in the development of strategic and long-range species, community management, and outreach plans and policies. Assure goals and objectives are met and liaison with other land management programs at the department, state and federal levels.

Section Chief, Bureau of Community Financial Assistance, DNR: Responsible for the administration and management of Land and Recreation Financial Assistance Section. Develop and implement policies and procedures for the general administration of the land and recreation financial assistance programs. Coordinate Section activities with other bureau sections, divisions, regional CAES Leaders, regional land and recreation grants specialists and customer service centers. Provide land and recreation financial consultation to department programs. Investigate other monetary and non-monetary incentives for bureau and section customers.

Chief, Wastewater Permits Section, DNR: Directs and coordinates the development and issuance of specific and specialized WPDES permits for discharges to surface waters and to land application (groundwater) systems. Direct and manage the overall implementation of the statewide pretreatment program. Direct the development of administrative rules and guidance for the wastewater permitting and

pretreatment programs across the Department. Oversee the development and coordination of engineering and technical requirements for specific discharge permits and for the program overall. Issue determinations on whether treatment technologies or management processes are capable of achieving permit standards.

Section Chief, Pesticide, Feed and Fertilizer, DATCP: This position develops policy for and directs statewide department programs for the regulation of pesticides, including the protection of worker's and endangered species, fertilizers, and feeds. The position also administers programs for competency testing of pesticide users, implementing integrated pest management programs in schools, and collection and disposal of waste pesticides and other agrichemicals. Administers cooperative funding agreements with federal agencies, provides technical consultation, and directs program planning and evaluation for the section. Manages the section budget, represents the department on national/regional/state committees, and supervises professional and administrative support staff.

Section Chief, Conservation Management, DATCP: This position serves as the Assistant Bureau Director as well as directs the statewide farmland preservation program, conservation reserve enhancement program (CREP), and portions of the soil and water resource management program. Work includes developing policy, recommending certification by the Land and Water Conservation Board of agricultural preservation plans and exclusive zoning ordinances developed by local governments for farmland preservation; developing resource plans, recommending approval of CREP agreements and perpetual conservation easements, and developing implementation strategies for county land and water resource management plans. Developing program budgets, recommending grants, evaluating programs, and coordinating agency program policies with other government agencies. The position guides the implementation of technical and financial assistance to county land conservation departments for purposes of efficiently and effectively protecting or improving Wisconsin's soil resources and water quality.

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. The series replaced the Natural Resources Manager 1 and Natural Resources Financial Assistance Supervisor classifications 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. This specification was modified effective October 6, 2002 and announced in Bulletin MRS-SC-143 to update representative positions and clarify the inclusion/exclusion language. The specification was modified effective May 13, 2007, and announced in Bulletin OSER-0164-MRS/SC to indicate that these positions are also located at DATCP and to add allocations for the DATCP positions.

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