

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
NATURAL RESOURCES 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 natural resource manager positions within the Department of Natural Resources or the Department of Agriculture, Trade and Consumer Protection. Positions allocated to this classification function as the manager of a specific region, bureau, or region program. 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 classification 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; license 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 encompass professional managerial positions located within the Department of Natural Resources or the Department of Agriculture, Trade and Consumer Protection which are responsible for managing a specific region, bureau, or regional program. Positions allocated to this classification must meet the 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 in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which, for a majority of the time, function as program managers responsible for a segment of a major department program/function and are better identified within the Natural Resources Program Manager or Natural Resources Region Program Manager classification.

3. All other positions which are more appropriately identified by other classifications.

D. Entrance Into This Classification

Employees typically enter positions within this classification by competitive examination.

II. DEFINITION

NATURAL RESOURCES MANAGER

Positions in this classification function as: (1) Regional Directors; (2) Deputy Division Administrators; (3) Bureau Directors; (4) Regional Program Managers [Air and Waste, Customer Assistance and Employee Services, Enforcement and Science, Land, Forestry, or Water]; or (5) Deputy Bureau Directors with responsibility for administering a significant portion of the total bureau program and which have an influential role in the policy development of all bureau programs as well as functioning with full authority in the absence of the Bureau Director. These positions have responsibility for planning, organizing, and directing professional, administrative, and technical activities and staff and for evaluating the effectiveness and making modifications in the assigned program area.

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

The Natural Resources Manager 2 classification was created effective October 12, 1997, as a result of modifications to the Senior Manager program and was announced in Bulletin CC/SC-76. This classification was abolished and recreated as Natural Resources Manager effective March 12, 2000, and announced in Bulletin CLR/SC-109 to accommodate implementation of the expansion of the broadband pay structure, also effective on that date.

The Natural Resources Manager 2 classification was modified effective May 5, 2002, as a result of a reorganization in the Department of Natural Resources and announced in MRS-SC-138 to accommodate implementation of the reorganization. The specification was modified effective May 13, 2007, to update allocations and encompass positions located in the Department of Agriculture, Trade and Consumer Protection.

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