

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

CONSERVATOR

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 positions which perform professional conservator functions. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities that 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 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

This classification encompasses professional conservator positions found at the State Historical Society. Positions allocated to this classification are responsible for the application of theory and techniques in the preservation and restoration of historically and intrinsically valuable paper and photographic documents, records, flat graphics and books; published or printed materials including their chemical properties, components and history; bookbinding; fine arts or applied fine arts maintenance and curation; and library conservation practices and procedures.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which, for a majority of the time (i.e., more than 50%), are responsible for functions such as acquisition, appraisal, arrangement, description, documentation, presentation, records management, and/or reference of archival records and are more appropriately classified as Archivists.
2. Positions which, for a majority of the time (i.e., more than 50%), are responsible for collection acquisition and refinement, development of collection and exhibits policies, research, maintenance, and providing educational and interpretive programs and are more appropriately classified as Curators.

3. Positions which, for a majority of the time (i.e., more than 50%), are responsible for the historic preservation of structures, buildings, and objects and are more appropriately classified as Historic Preservation Specialists.
4. Positions which, for a majority of the time (i.e., more than 50%), perform paraprofessional support for an archeologist and are more appropriately classified as Program Assistants.
5. Positions which meet the statutory definitions of supervisor or management positions as defined in Wis. Stats. 111.81 (19) and (13) as administered and interpreted by the Wisconsin Employment Commission.
6. 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

CONSERVATOR

This is professional conservator work performed in a full service laboratory offering consultation, assessment, policy development, restoration and preservation services at the State Historical Society. Positions may also assist in the development of and offer training to user groups on select collection preservation techniques or methodologies (i.e., book binding, photographs). Positions will be responsible for performing sophisticated and complex treatments on rare or unique materials; performing assessment tests to determine course of treatment and documenting all actions taken by photographs or written logs; designing specialized tools, equipment, or mounting processes; and researching state of the art processes used to identify and incorporate new and revised methods or procedures. Positions allocated to this classification may also have laboratory inventory, equipment, and supplies management as an additional responsibility. Work is performed under general supervision.

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 April 9, 2000, and announced in Bulletin CLR/SC-110 to describe positions which perform professional conservator work at the State Historical Society. The creation of this classification resulted from collapsing Conservator and Conservator-Senior into a single-level classification. Conservator and Conservator-Senior were abolished effective April 9, 2000, and announced in Bulletin CLR/SC-110.

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