

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

BREATH ALCOHOL PROGRAM SPECIALIST

I. INTRODUCTION

A. Purpose of This Classification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future positions located at the Department of Transportation, responsible for the coordination and administration of the state alcohol testing, approval and permit program in assigned geographic areas. 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 class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the 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 series encompasses technical positions responsible for coordination of the breath alcohol testing, approval and permit program in Wisconsin according to s. 343.305, Wis. Stats. The positions are located in the Department of Transportation. The work is in an assigned area involving maintenance and repair of complex electronic equipment; training and certification of law enforcement personnel; provision of training, consultation and expert testimony for attorneys and judges; and public education and information on driving while intoxicated.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions that meet the statutory definition(s) of supervisory and/or management as defined under the provisions of s. 111.81(19) and (13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that for a majority of the time (more than 50%) are engaged in laboratory analysis duties and are more appropriately classified as a Chemist or Toxicologist.

3. All other positions that are more appropriately identified by other classification specifications.

D. Entrance of Progression Through the Series

Employees enter this classification series by competition. Progression to the higher level will typically occur through reclassification as the employee satisfactorily attains the specified training and experience and independently performs the full scope of duties identified at that level.

II. DEFINITIONS

BREATH ALCOHOL PROGRAM SPECIALIST

This is entry level Breath Alcohol Program Specialist work performed under close to limited supervision working in an assigned geographic area. These positions instruct and certify law enforcement personnel throughout the state in the proper operation and use of breath alcohol test instruments and calibrating units; calibrate, repair, maintain and certify alcohol breath testing instruments at law enforcement agencies to ensure accuracy and compliance with statutory requirements; provide limited training, consultation and scientific court testimony regarding the theory and principles of breath alcohol testing; and provide limited public education and information on driving while intoxicated. Positions allocated to this level perform work structured to provide training and experience necessary to progress to the higher level.

BREATH ALCOHOL PROGRAM SPECIALIST ADVANCED

This is objective level Breath Alcohol Program Specialist work performed under general supervision. Positions at this level are responsible for all aspects of the breath test program in an assigned geographic area. These positions develop training; independently instruct and certify law enforcement personnel throughout the state in the proper operation and use of breath alcohol test instruments and calibrating units; calibrate, repair, maintain and certify alcohol breath testing instruments at law enforcement agencies to ensure accuracy and compliance with statutory requirements; independently provide training, consultation and scientific court testimony regarding the theory and principles of breath alcohol testing; and provide public education and information on the prevention of driving while intoxicated. Positions at this level also provide training and assistance to lower level Breath Alcohol Program Specialists

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 6, 2016 and announced in Bulletin DPM-0420-CC/SC as a result of broadbanding expansion. This new series encompasses positions that were formerly classified as Chemical Test Coordinator 1, 2 which was abolished on the same date.

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