

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

OCCUPATIONAL SAFETY CONSULTANT  
PROGRAM SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to a single professional supervisory position located at the Department of Commerce which supervises a statewide program aimed at improving the workplace safety programs of private-sector Wisconsin employers. This classification specification is not intended to identify every duty which may be assigned to this position 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

This classification encompasses a professional supervisory position located at the Department of Commerce which supervises a statewide program aimed at improving the workplace safety programs of private-sector Wisconsin employers. The position allocated to this classification must meet the definitions of professional employe and supervisor, as defined in s. 111.81(15) and (19), Wis. Stats., respectively.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of professional employe, as defined in s. 111.81(15), Wis. Stats.
2. Positions which do not meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats.
3. Positions which do not direct the Department of Commerce’s statewide program of workplace safety improvement and supervise positions allocated to the Occupational Safety Consultant classification.

3. Positions which supervise Occupational Safety Inspectors and are more appropriately classified as Chief, Field Operations Section.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is by competitive examination.

## II. DEFINITION

### OCCUPATIONAL SAFETY CONSULTANT PROGRAM SUPERVISOR

This is professional supervisory work related to the direction of a statewide program to improve the workplace safety programs of private-sector Wisconsin employers. The position allocated to this classification manages the statewide On-Site Safety Consultation Program under 29 CFR Part 1908, Regulations for OSHA<sup>1</sup> Consultation; develops and implements policies and procedures to assist private-sector employers in establishing and/or improving their workplace safety programs and in complying with the applicable laws and regulations governing workplace safety; develops short- and long-range program goals, annual and biennial budget requests, and marketing plans to promote workplace safety on a statewide basis; supervises Occupational Safety Consultants; and regularly consults with regional and national OSHA staff, the Wisconsin Manufacturing Extension Partnership, universities and technical colleges, occupational health staff, and other organizations. Work is performed under general supervision.

## III. QUALIFICATIONS

The qualifications required for the position allocated to this classification 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, in order to describe a professional position which supervises a statewide program to improve the workplace safety programs of private-sector Wisconsin employers. It replaces the Occupational Safety Consultant Supervisor classification which was created in January of 1984 and abolished effective March 12, 2000. This classification was created as a result of the Department of Employment Relations' expansion of the broadband pay system.

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<sup>1</sup>Occupational Safety and Health Administration.