

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

STORAGE TANK REGULATION CHIEF

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 the Section Chief position located within the Department of Agriculture, Trade & Consumer Protection – Bureau of Weights & Measures, Licensing and Permit Section. Positions allocated to this classification must perform managerial and supervisory work, as those concepts are defined at Sections 111.81(13) and (19), Wis. Stats. This classification specification is not intended to identify every duty which may be assigned to these 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 Section Chief position is responsible for planning, developing and administering programs providing for inspection, investigation, enforcement, licensing and consultation services in the regulation of: weights and measures; flammable, combustible and hazardous liquid storage systems; and the Federal Environmental Protection Agency groundwater protection regulations. The position also administers the Local Program Operator Program, which provides statewide regulatory oversight by public sector agents under contract to the Department of Agriculture, Trade & Consumer Protection.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of “management” and “supervisor,” as defined in Sections 111.81(13) and (19), Wis. Stats.
2. Positions that oversee day-to-day field operations involving weights & measures and petroleum systems that are more appropriately classified as Chief, Weights & Measures Field Operations.

3. Positions which are not located at the Department of Agriculture, Trade, and Consumer Protection.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter the position in this classification by competitive examination.

II. DEFINITIONS

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This Section Chief position is responsible for planning, developing and administering programs providing for inspection, investigation, enforcement licensing and consultation services in the regulation of the following: weights and measures and flammable, combustible and hazardous liquid storage systems and the Federal Environmental Protection Agency groundwater protection regulations. The position also administers the Local Program Operator Program, which provides statewide regulatory oversight by public sector agents under contract to the Department of Agriculture, Trade & Consumer Protection. This position is responsible for supervision of positions involved in plan review, inspection, consultation, regulation, and enforcement activities in these program areas. The position operates under general supervision of the Bureau Director.

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 October 7, 2001 and announced in Bulletin CC/SC-134 to describe the position which supervises the inspection and regulation program activities for the flammable and combustible liquids storage system and hazardous substances in the state. This position was formerly classified as a Fire Protection and Storage Tank Supervisor and changed as the result of a reorganization.

This class specification was modified effective February 9, 2014 and announced in Bulletin OSER-0358-MRS/SC as a result of the transfer of the petroleum program from Department of Safety and Professional Services to DATCP in July 2013.