

STATE OF WISCONSIN
MULTI-CLASSIFICATION SPECIFICATION

FOR ARCHITECTS/ENGINEERS -
DIVISION OF SAFETY AND BUILDINGS - CODE DEVELOPMENT
SPECIFIC CLASSIFICATIONS LISTED IN INCLUSION STATEMENT

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 professional architectural/engineering positions responsible for developing codes for public buildings. Positions allocated to these classifications perform duties that are professional in nature as defined in s. 111.81(15), Wis. Stats.

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 classification specification encompasses positions providing professional architectural/engineering duties and expertise for the Department of Safety and Professional Services, Division of Safety and Buildings. The positions develop codes for public buildings. These positions devote the majority of their time and are primarily responsible for providing a full range of professional engineering expertise for code development work within the classifications of:

1. ArchitectPage 4
2. Civil EngineerPage 4
3. Mechanical EngineerPage 5

Positions included in these series must meet the Qualifications prescribed under Section I.C.

C. Qualifications

Positions included in this series have duties and responsibilities of such a nature that it is required (by federal or state law or by position analysis) that the incumbent have one of the following:

- Registration as a Professional Engineer as determined by the Department of Safety and Professional Services per s. 443.04, Wis. Stats.;
- Registration as an Architect as determined by the Department of Safety and Professional Services per s. 443.03, Wis. Stats.;

- a specific record, issued by the professional engineering section of the Department of Safety and Professional Services, showing 4 years or more of experience in engineering work of a character satisfactory to the professional engineering section and satisfactory completion of the fundamentals of engineering exam;
- have graduated from a recognized college or university with a degree in architecture or in a related engineering field such as electrical, mechanical, civil or environmental engineering; OR
- have equivalent professional training and practical experience so as to be deemed an architect or professional engineer as defined in Department of Safety and Professional Services per s. 443.01, Wis. Stats. and also deemed to be qualified to engage in architectural or professional engineering practice as determined by the Department of Safety and Professional Services per s. 443.03, or 443.04, or 443.05, Wis. Stats.

Positions not having duties and responsibilities which require such credentials shall be allocated to a different classification series.

D. Exclusions

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

1. "Management" and "Supervisor" positions as defined in s. 111.81(13) and (19), Wis. Stats., and as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Employees who are not engaged for the majority of time in "Professional employee" work as defined in s. 111.81(15), Wis. Stats., and as administered and interpreted by the Wisconsin Employment Relations Commission.
3. Positions which do not require that the incumbent perform professional architectural/engineering duties and be a professional architect/engineer by background and training for the successful performance of the tasks assigned to the position.
4. Positions that are not located at the Department of Safety and Professional Services, Division of Safety and Buildings.
5. Positions which spend the majority of their time reviewing building plans and/or inspecting buildings to assure the minimum safety codes are met.
6. All other positions which are more appropriately identified by other classification specifications.

E. Entrance Into And Progression Through This Series

Employees enter positions within this classification series by meeting the qualifications under I.C. and by competitive examination. Progression to the senior level will occur through reclassification. Progression to the advanced level will typically occur through some form of competitive examination.

II. DEFINITIONS

Section A, Levels, describes the appropriate placement of an employee based upon the specific level of skills, knowledge, and abilities required of the position and the amount of supervision received for the majority of time within the specific professional engineer program area.

Section B, Classification Series and Functional Work Activities, describes the full range of duties performed at the objective level (i.e., senior level). [Senior Level is the level an employee can reasonably expect to obtain if he/she performs the full range of functional work activities.]

Employees may also perform the following types of duties, but they are usually performed at the Senior or Advanced levels:

1. **Lead Worker:** An employee who trains, assigns the work and reviews the work of other professional employees and which may also include technical employees.
2. **Program Leader:** An employee who is the technical expert for a specific area(s) and who may have some oversight to assure uniformity within a specific engineering program area(s).
3. **Project Leader:** An employee who has the responsibility for coordinating the work of another professional architect(s)/engineer(s) when a project requires two or more engineers for completion and which may also include other technical and professional employees. This function would last only as long as the project takes. An employee can be a project leader and a team member for another project simultaneously. **OR** A project leader can be an employee who has the responsibility of oversight of nonpermanent, nonstate, or contract engineers and related staff.

A. Levels

ENGINEER

Positions work under close progressing to limited supervision. Engineering principles and practices have been learned prior to entrance to this series. The primary emphasis is in developing skills in working with and/or understanding the program, state systems, user group(s), and the mechanics of the program. Positions receive specific guidelines and instructions on work assignments and the supervisor determines the priorities and provides clearly defined objectives. Work assignments are established by the supervisor on a short or long term basis as the employee progresses. Positions initially exercise little discretion in decision-making. Overtime positions at this level make higher level contacts without the supervisors' direction and make decisions on items of a narrower scope and impact.

SENIOR

Positions work under general supervision. The work assignments the employee is expected to complete include the full range and scope of their specific program duties. The majority of the assignments are complex. Positions at this level have extensive authority in carrying out their assigned responsibilities involving independently implementing the assigned responsibilities. The work at this level requires a high degree of interpretation and creativity in evaluating engineering aspects of new technologies. Positions at this level make decisions independent of supervisory oversight, with the work being reviewed after the decisions have been made.

ADVANCED

This is the objective level for positions under general policy review which provide advanced professional architectural/engineering expertise in their assigned program. Positions at this level function as the primary architect/engineer for a specific aspect of a department program or function as a program architect/engineer within an assigned geographic area. Architect/engineer positions at this level perform the most complex, difficult, and advanced architectural/ engineering work which includes multi- and cross-program issues and which often include policy-making responsibilities. Employees at this level have architectural/engineering responsibilities which require continually high

level contacts with public and private officials and architect/engineer consultants on highly sensitive and complex architectural/engineering reviews. The architectural/engineering knowledge at this level includes a broader combination than found at the Senior level. Assignments are broad in scope and continually require the incumbent to use independent judgment in making professional architectural/engineering decisions. Positions at this level make independent decisions and perform work in response to program needs as interpreted by the employee with the work being reviewed after the decisions have been made.

B. Classification Series and Functional Work Activities

1. ARCHITECT

Code Development Architectural Program: Develop and promulgate as administrative rules technical, building, plumbing, safety, and health codes and standards as well as other related construction standards involving architectural and engineering principles, techniques, and practices. Provide technical consultation to the staff within the Division, other state agencies, and private consulting firms. Manage citizen advisory committees and councils in code and standard development. Execute pre-hearing rule-making procedures including notices for hearing. Serve as hearing examiner and conduct public hearings for the department. Perform post-hearing rule-making steps. Evaluate and analyze Petitions for Variance, and/or New Materials Requests, and/or new code development requests.

2. CIVIL ENGINEER

Code Development Engineering Program: Develop and promulgate as administrative rules technical, building, plumbing, safety, and health codes and standards as well as other related construction standards involving engineering principles, techniques, and practices. Provide technical consultation to the staff within the Division, other state agencies, and private consulting firms. Manage citizen advisory committees and councils in code and standard development. Execute pre-hearing rule-making procedures including notices for hearing. Serve as hearing examiner and conduct public hearings for the department. Perform post-hearing rule-making steps. Evaluate and analyze Petitions for Variance, and/or New Materials Requests, and/or new code development requests.

3. MECHANICAL ENGINEER

Code Development Engineering Program: Develop and promulgate as administrative rules technical, building, plumbing, safety, and health codes and standards as well as other related construction standards involving engineering principles, techniques, and practices. Provide technical consultation to the staff within the Division, other state agencies, and private consulting firms. Manage citizen advisory committees and councils in code and standard development. Execute pre-hearing rule-making procedures including notices for hearing. Serve as hearing examiner and conduct public hearings for the department. Perform post-hearing rule-making steps. Evaluate and analyze Petitions for Variance, and/or New Materials Requests, and/or new code development requests.

IV. ADMINISTRATIVE INFORMATION

These classification series were created effective October 12, 1997 and announced in Bulletin CC/SC-74 to describe positions which perform various types of engineering work for state agencies. The creation of these classification series resulted from the Governors Human Resource Commission recommendation to simplify the classification system. This action resulted in the abolishment of the following classification series

(Architect class codes 26201 through 26205, Civil Engineer class codes 26501 through 26505, and Mechanical Engineer class codes 29801 through 29805).

The classification specification series was modified effective June 30, 2013 and announced in Bulletin OSER-0327-MRS/SC to reflect changes to the qualification language that better communicate the minimum qualifications that are required for positions in this series.

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26271; 26561; 29861
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