

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

NATURAL RESOURCES PROGRAM SPECIALIST 1, 2

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 professional positions located in the Department of Natural Resources with responsibilities for natural resource programs of boating safety, owner's financial responsibility, waterworks operator certification, wastewater plant operator certification, septage business licensing, environmental assistance outreach coordination, functioning as the Wisconsin Natural Resources Magazine circulation manager, the provision of customer and community education services to Wisconsin residents, local officials, etc.; and the provision of budget support activities to program bureaus. 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 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 professional positions located within the Department of Natural Resources which function as program specialists within program related bureaus. Positions in this classification are responsible for budget development and monitoring; coordination of planning for research activities; administering the state Endangered and Threatened Species Permit system and Seals and Certificates Program; meeting the informational needs of a variety of general and targeted audiences concerning recycling and waste reduction; planning, organizing, coordinating and analyzing the statewide boating safety and education program; administering the waterworks certification, wastewater plant operator certification and septage business licensing programs; and administering the Owner Financial Responsibility program.

C. Exclusions

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

1. Positions which do not perform budget support work at the bureau level.
2. Positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification Series

Employees enter positions within this classification series by some form of competitive examination. Movement to the higher level will occur only through some form of competitive examination.

II. DEFINITION

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Positions allocated to this classification level provide professional level administrative support to regulatory programs administered by the Department of Natural Resources. Positions develop, administer and maintain statewide programs such as hazardous water and boating safety; develop educational materials related to the specific program responsibility; assist in the development of and in some instances develop administrative rules; act as the coordinator between the program user and the department; and analyze data collected to develop recommendations regarding programmatic changes. Work is performed under general supervision.

Representative Positions :

Boating Safety Program Specialist located in the Bureau of Law Enforcement performs job duties which include: overseeing the statewide uniform waterway marking system; providing direction to personnel of local units of government and department employees on procedures for the review and placement of buoys; and working with federal agencies, adjoining states, local units of government and DNR Bureaus in matters regarding placement, removal, or diversion of buoys in state waters. This position reviews local boating, mooring, and designated mooring area ordinances and acts as a liaison with local municipalities in drafting local boating ordinances. This position is also responsible for managing accident investigations and reporting programs including gathering and analyzing accident data for hunting, boating, snowmobiling, and ATV safety programs, and assisting in administering statewide education programs for boating, snowmobiling, and ATV operations.

Owner Financial Responsibility Program Specialist located in the Bureau of Waste Management performs job duties which include: developing, administering, and maintaining the owner financial responsibility program by evaluating proof mechanisms; conducting detailed record reviews; providing recommendations and interpretations of enforcement options and remedies available; conducting reviews of inspection documentation; developing and maintaining a tracking system; and interpreting federal guidelines and rules. This position is also responsible for preparing workplans for EPA grants and cooperative agreements for the Resource Conservation and Recovery Act Hazardous Waste Management Program, and administering and maintaining the Household Hazardous Waste Grant program. This position drafts administrative rules for hazardous waste management programs.

Coordinator of the Waterworks and Wastewater Operator Certification and Septage Business Licensing located in the Bureau of Integrated Science Services performs job duties which include:

lead worker responsibilities for three statewide programs; developing procedures that adhere to statutory and administrative code requirements; reviewing and analyzing operating procedures to evaluate the programs; and initiating improvements for NR113 for the licensing of all commercial septage servicing business and NR114 for the certification of all waterworks operators and wastewater treatment plant operators. The position is also responsible for implementing activities related to operator certification and septage business licensing; providing liaison with other DNR programs and the district coordinators; and acting as the DNR representative, spokesperson and focal points for the programs.

Environmental Assistance Outreach Coordinator located in the Bureau of Cooperative Environmental Assistance performs duties related to providing non-technical customer education services including serving as an information clearinghouse providing information directly and/or referring to appropriate staff; working with education, public affairs and policy staff on the development and distribution of printed and audio-visual materials for general and targeted audiences; coordinating the recycling and waste reduction recognition programs coordinating outreach to senior citizens and volunteers advocating or implementing community recycling and obtaining customer feedback on the effectiveness of materials.

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Positions allocated to this classification level function as professional staff assistants at the bureau level. Positions at this level are differentiated from those at the lower level based on the scope and impact of their programmatic responsibilities and decisions made, the independent judgment and discretion used in decision making, and the nature and type of personal contacts made. Positions develop and manage the bureau capital operating budget; coordinate the planning for research activities; develop and manage the department's land acquisition budget; and administer the state Endangered and Threatened Species Permit System and Seals and Certificates Program and associated records.

Representative Positions :

Budget Specialist/Endangered and Threatened Species Permit Specialist located in the Bureau of Endangered Resources with responsibility for facilitating the development and implementation of annual and biennial budgets; developing and managing annual allotments and reviewing expenditures. This position also administers the Wisconsin Endangered and Threatened Species Permit System and the Endangered/Threatened Species Seals and Certificates Program and is the statewide liaison for both.

Budget and Planning Manager located in the Bureau of Administrative and Field Services with responsibility for the development of the bureau budget; implementation of the Department's Consistency Initiative by defining a consistency implementation plan and developing and communicating updated program related policy and procedures; leading and facilitating the development and implementation of the Administrative and Field Services subprogram biennial work plan; and serving as the Bureau's liaison to the Communication and Education division-level team.

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 originally created effective April 13, 1997, and announced in Bulletin CC/SC-65 as a result of the Professional Program Support Survey. The Natural Resources Program Specialist classification was abolished and the Natural Resources Program Specialist 1 and 2 classifications were created effective November 8, 1998, and announced in Bulletin CC/SC-94 to identify additional DNR positions and levels in the Professional Program Support Survey.

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