

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

NATURAL RESOURCES ADMINISTRATIVE POLICY COORDINATOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future positions in the Department of Natural Resources which perform a combination of professional administrative functions related to budget development, human resources, grant and/or policy coordination. This classification specification is not intended to identify every duty that 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

The positions in this classification are professional administrative and management positions located within the Department of Natural Resources which are involved with the development of program budgets, administrative and program specific policies, the coordination of personnel actions, and/or coordination of grants.

Per Wis. Stats. 111.81 (13), “ Management includes those personnel engaged predominantly in executive and managerial functions, including such officials as division administrators, bureau directors, institutional heads and employees exercising similar functions and responsibilities as determined by the [Wisconsin Employment Relations] commission.” These positions will participate in the formulation, determination, and implementation of management policy and establishment of an original budget or the allocation of funds for differing program purposes.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which meet the statutory definition of supervisor as defined in Wis. Stats. 111.81(19) as administered and interpreted by the Wisconsin Employment Relations Commission.

2. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

## II. DEFINITIONS

### NATURAL RESOURCES ADMINISTRATIVE POLICY COORDINATOR

Positions within this classification spend the majority of time providing professional administrative and program policy advice and development to the DNR division administrators, department secretary, regional staff, and others internal and external to the Department of Natural Resources. Positions allocated to this classification function in one of the following allocations: (1) plan, develop, implement, and direct the mobile radio communications system of the Department; (2) serve as the Federal Aid Coordinator and Federal Liaison Team Leader with responsibility for the administration of federal grants and other financial assistance programs for the fisheries and wildlife programs; (3) develop and manage the EPA Superfund cooperative agreements within the Remediation and Redevelopment Program; (4) prepare, administer, evaluate and audit the Forestry subprogram operations budget, development budget, major building maintenance budget and gift account; (5) function as the department's emergency management officer and homeland security coordinator with responsibility for statewide emergency/security response, recovery, restoration and mitigation and for Homeland Security Grant activities; or (6) function as the Bureau Systems Manager for a major department program with responsibility for program-wide budget preparation and management, federal grant applications and/or management, and workplanning. Duties for Systems Manager positions also include some combination of the following: purchasing, inventory control, human resources related activities, and functioning as a liaison to federal, local, or other state agencies. These positions require continually high level and complex contacts regarding highly sensitive and complex management issues with significant programwide policy impact. The work is performed under general supervision.

## 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 June 3, 2001 and announced in Bulletin CLR/SC-131 to describe positions that provide professional administrative and program policy advice and development at the Department of Natural Resources. This classification series was modified effective April 15, 2007, and announced in Bulletin OSER-0161-MRS/SC to combine multiple allocation patterns into the Bureau Systems Manager allocation pattern and to add the emergency management coordinator allocation.

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