

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
CENTRAL FLEET 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 professional supervisory positions which function as Central Fleet Supervisors. This classification specification is not intended to identify every duty which may be assigned to positions allocated to this classification 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 positions which supervise a central fleet operation. Positions allocated to this classification must meet the statutory definitions of professional employee and supervisor, as defined in s. 111.81(15) and (19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definitions of professional employee and supervisor, as defined in s. 111.81(15) and (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which do not supervise a central fleet operation for a majority of the time.
3. A position located at the Department of Administration which administers the enterprise* fleet program for a majority of the time and is more appropriately classified as Enterprise Program Section Chief.

* Enterprise: The entire State of Wisconsin governmental organization addressed as a single corporate entity.

4. Positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is typically by competitive examination.

II. DEFINITION

This is professional supervisory work related to the provision of central fleet services. Positions allocated to this classification: (1) supervise the provision of state-wide central fleet services through the Department of Administration's agency services program, **OR** (2) supervise the provision of central fleet services for a major agency or educational institution. Duties and responsibilities include any combination of the following: supervise the provision of automobiles at the least cost to agencies which have employees who travel as part of their job responsibilities; maintain an inventory system for state vehicles; process invoices associated with central fleet operations; develop or assist with the development of the fleet budget, policies, procedures, and goals; acquire and dispose of fleet vehicles; work with state agencies to consolidate small, existing fleets into a central, state-wide fleet system; represent the central fleet program at meetings; and supervise employees who maintain and service central fleet vehicles, and associated administrative support staff. Work is performed under general supervision.

III. QUALIFICATIONS

The qualifications required for this position will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities to be performed, and by an identification of the education, training, work, or other life experiences 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 22, 1997, and announced in Bulletin CC/SC-67, in order to describe a professional position located at the Department of Administration which supervises the provision of central fleet services to state agencies. The specification was modified effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to incorporate the Central Fleet Supervisor-UW-Madison classification into the Central Fleet Supervisor classification. The classification was modified in order to simplify the classification system and to expand the broadband pay system to non-represented classifications.

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