

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

CHIEF, INDUSTRY SERVICES SECTION

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority ER 2.04, Wis. Admin. Code, for making classification decisions relative to positions located within the Department of Safety and Professional Services (DSPS), within the Bureau of Field Services and the Bureau of Technical Services, which supervise and direct the work of staff whom review plans or conduct inspections on a variety of structural systems and environments. 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 classification concepts and definitions of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work to facilitate the assignment of positions to the appropriate classification 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.

B. Inclusions

This classification encompasses positions in the Department of Safety and Professional Services (DSPS), within the Bureaus of Field Services and Technical Services from the Division of Industry Services, which direct and supervise staff performing plan review and/or inspections. Positions allocated to this classification must meet the statutory definition of supervisor as defined in s. 111.81(19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that do not meet the statutory definition of management and supervisor as defined in s. 111.81(13) and (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which do not work in the Bureaus of Field Services or Technical Services, within the Division of Industry Services at DSPS.

3. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into Classification

Employees enter positions in this classification through competition.

## II. DEFINITIONS

Positions allocated to this classification are responsible for supervising and directing the work activities of a diverse group of engineering and/or technical staff in the Bureau of Field Services or Bureau of Technical Services. The staff are primarily responsible for the review of plans and/or for the inspection of a variety of structural systems and environments for which the Department has regulatory authority. The plan review programs and the inspection programs include, but are not necessarily limited to buildings, residential properties, plumbing and private sewage systems, electrical and mechanical systems, elevators, and amusement and recreational facilities. In addition, these positions implement policies and procedures related to the monitoring and regulating and the application and examination of the credentialing programs for various local trades professions.

These positions supervise and direct staff activities, monitor and evaluate program performance, develop performance standards and provide leadership in developing and supervising technical program policies and procedures. These positions also develop and implement the section's strategic plans, control the section's budget, oversee the implementation of statutory mandates and administrative policies and rules, and serve as a technical consultant for at least one specialized area for which the Department has regulatory authority. These positions may, for less than the majority of the time, review recommendations on petitions for Variance to the Administrative Rules; assess a variety of technical issues and inquiries; and/or formulate recommendations and communicate them to representatives of other Bureaus within the Division, as well as to other organizations, the legislature, and the general public.

## 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 specification is created effective April 14, 1996 (see bulletin CC/SC-51). This classification is created because of a reorganization in the Division of Building and Safety at the Department of Industry, Labor and Human Relations, which has changed the reporting relationships of the relevant supervisory positions. This classification series was modified effective July 17, 2011 and announced in Bulletin OSER-0281-MRS/SC to reflect the movement of positions from the Department of Commerce to the Department of Safety and Professional Services (formerly Department of Regulation and Licensing) as a result of the 2011 Wis. Act 7.

The classification specification was modified effective DATE, in bulletin DPM-0601-CC/SC to make general updates to the classification specification by updating the purpose section, adding an inclusion section, and making updates to the exclusions and the definitions. Further, this classification was retitled to Chief, Industry Services Section (the previous title was Chief, Field Operations Section) and positions that were in the Chief, Integrated Services Section classification (abolished on the same date) were reallocated to this, now retitled and, revised classification specification.

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