

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

CONSULTANT - HVAC SYSTEMS
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to positions primarily responsible for providing a specialized expertise for the heating, ventilation, and air conditioning (HVAC) program for the Department of Safety and Professional Services.

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 definitions 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 series encompasses specialized engineering positions at the Department of Safety and Professional Services, which devote the majority of the time and are primarily responsible for consulting on HVAC installation and codes and coordinating and implementing the certification program. Positions included in this series must meet the Qualifications prescribed under Section III.

C. Exclusions

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

1. Positions that are not located within the Department of Safety and Professional Services.
2. Positions that do not spend the majority of their time in the HVAC consultant/certification program.
3. Other positions which are more appropriately identified by other classification series.

D. Entrance Into and Progression Through This Series

Employees enter this classification series by competition. Progression to the senior level will occur through reclassification. Progression to the advanced will typically occur through some form of competition.

II. DEFINITIONS

CONSULTANT - HVAC SYSTEMS

Work is performed under close progressing to limited supervision. Positions at this level receive work assignments which have clearly defined objectives; have specific guidelines and instructions available; may involve complex projects from start to finish; and exercise limited discretion in decision making. The level of involvement in any work assignment is based on an assessment of the employees work by the immediate supervisor.

CONSULTANT - HVAC SYSTEMS - SENIOR

This is the objective level for positions which work under general supervision and are responsible for spending the majority of time consulting on HVAC design and construction practices and developing and implementing the certification program. Provide HVAC code interpretation services to contractors, engineers, architects, designers, utilities, manufacturers, other state agencies, owners, employers and the public. Provide code and policy interpretations, mechanical training, enforcement, and investigation assistance to Division field consultants and other Division staff. Issue statewide interpretation bulletins. Develop materials for and participate in statewide HVAC code seminars and training programs. Prepare and present speeches. Develop and update written mechanical examinations for certification. Perform detailed question analysis of written examinations to ensure and maintain validity of exam questions and examinations. Conduct written examination reviews with applicants who have failed and/or challenge the results. Evaluate all applicant criteria, including training and experience, to determine acceptability of applicants for contractor certification. Develop procedures for coordinating with municipal licensing programs. Review municipal ordinances for compliance with DILHR codes. Assist lead worker in investigations, appeals, petitions and other administrative functions. Serve as principal back-up and assistant to the lead worker.

CONSULTANT - HVAC SYSTEMS - ADVANCED

This is the advanced level for positions which work under general supervision and act as the program expert, are responsible for performing a variety of administrative functions related to the implementation and operation of the HVAC Contractor Certification Program, and which may serve as the lead worker. Develop program rules. Represent the Department's interests at national and regional program meetings. Approve and deny certification requests. Develop and implement certification training programs and materials. Oversee enforcement of rules for certification of HVAC contractors and for the design and installation of HVAC systems in public buildings and residences. Establish uniform policies and procedures for the application and enforcement of rules. Monitor municipal HVAC certification programs. Recommend program fees. Review appeals and refer to hearing or prosecution. Direct investigation of complaints. Initiate disciplinary action against non-compliant contractors. Monitor all program activities. Prepare budget estimates and fiscal notes regarding legislation. Coordinate and schedule all activities performed by staff. Procure necessary equipment to meet staff needs. Train new

staff. Positions at this level perform these functions and in addition may perform those duties described at the Senior level.

III. QUALIFICATIONS

Specific qualifications for a position 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 October 12, 1997, and announced in Bulletin CC/SC-74 to describe positions which perform engineering consultation work as it relates to HVAC systems for the Department of Commerce. The creation of this classification resulted from the Governor's Human Resource Reform Commission recommendation to simplify the classification system. This action resulted in the abolishment of the Engineering Consultant -HVAC Systems classification series (class codes 24801 through 24805). 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.

This classification was modified effective April 1, 2018, and announced in bulletin DPM-0465-CC/SC to update the qualification section and to retitle the classification following the passage of Wisconsin 2017 Act 111 which restricted the use of "engineer" in classified titles.

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