

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

**CAPITAL PROJECTS SPECIALIST - MANAGEMENT  
(DEPARTMENTS RESPONSIBLE FOR BUILDINGS)**

**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 professional positions which are responsible for managing engineering projects for state-owned buildings and property. 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 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 professional engineering specialist positions which are responsible for managing projects related to the design, construction, operation, and maintenance of state-owned buildings. Positions must meet the definitions of professional employee, as defined in Chapter 370 of the Wisconsin Human Resources Handbook, and management, as defined in s. 111.81(13), Wis. Stats.

Specific engineering specialties which may be represented by this classification are:

- Hazardous Materials Abatement
- HVAC/Mechanical
- Plumbing and Fire Protection
- Comparable Specialty Area

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of professional, as defined in Chapter 370 of the Wisconsin Human Resources Handbook.

2. Positions which do not meet the statutory definition of management, as defined in s. 111.81(13), Wis. Stats.
3. Positions which spend the majority of their time overseeing a building plan review and/or building inspection function to ensure that minimum safety codes are met.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is by competition.

## II. DEFINITION

### CAPITAL PROJECTS SPECIALIST - MANAGEMENT

This is professional management work related to an engineering specialty. Positions allocated to this classification manage projects related to the design, construction, operation, and maintenance of state-owned buildings and property. Duties and responsibilities include, but are not limited to, providing professional engineering expertise in the assigned program area; functioning as the primary engineering specialist for a specific aspect of a departmental program; maintaining continual, high-level contacts with public and private officials and architectural or engineer consultants on highly sensitive and complex engineering reviews; directing and supervising consultants and contractors; making independent decisions on a continual basis; and managing project budgets and approving the disbursement of funds. Work is performed under general supervision.

## 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.

Positions included in this classification are specialized and require specific knowledge and skills in one of the recognized engineering specialty disciplines.

## IV. ADMINISTRATIVE INFORMATION

This classification was created effective November 5, 2000, and announced in Bulletin CLR/SC-122, in order to describe positions which perform professional engineering specialist project management work related to the design, construction, operation, and maintenance of state-owned buildings and property.

This classification was modified to update the inclusions, exclusions, qualifications, and the classification was retitled effective March 31, 2019, and announced in bulletin DPM-0492-CC/SC following the passage of Wisconsin 2017 Act 111 which restricted the use of “engineer” in classified titles.

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