

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

PLAT REVIEW SUPERVISOR

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 the plat review supervisory position at the Department of Administration. 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 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 single professional supervisory position allocated to this classification devotes the majority of the time providing supervision in its assigned area of plat review under the provisions of Wis. Stats. 236.12 (2) and (6) and assessor’s plat review under the provisions of 70.27 (3), for the State of Wisconsin. This position must meet the 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 which do not meet the statutory definition of supervisor as defined in s. 111.81(19), Wis. Stats., 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

The position in this classification will be filled by competition.

II. DEFINITIONS

PLAT REVIEW SUPERVISOR

The single position allocated to this classification administers the Department of Administration's Plat Review program. The responsibilities include coordinating the state-level plat review activities between the various state agencies (Departments of Transportation (DOT), Natural Resources (DNR), etc.) and local units of government; granting variances and waivers to technical mapping requirements for plats and certified survey maps per s. 236.20 (2) (L), Stats. negotiating, with recommendations from DNR, public access waiver dedications to navigable water per s. 236.16 (3), Stats.; determining final state level action certifying no objection or objects on the recordable documents for the department and all other applicable objecting agencies (state agencies and 17 county planning agencies); providing written and oral consultation to local officials, attorneys, elected officials, subdividers, surveyors, and the public; initiating and developing legislative revisions to Chapters 236, 70, 703, and 157, Wis. Stats.; providing technical assistance to state agencies and legislative staff developing proposed amendments to platting statutes and administrative rules and to local units of government enacting or revising subdivision control and zoning ordinances; pursuing platting violations by filing formal complaints with the Department of Regulation and Licensing and working with local District Attorneys and department legal counsel on court actions; serving as an expert witness in court; and managing the program, developing and monitoring the budget preparing the annual workplan and supervising staff.

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 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-73 to describe the single position which performs engineering specialist supervisory work at the Department of Administration. The creation of this classification series resulted from the Governor's Human Resource Reform Commission recommendation to simplify the classification system. This action resulted in the abolishment of the Engineering Specialist Supervisor classification series (class codes 25021 through 25027).

This classification was modified to update the inclusions 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.