

Effective Date: March 12, 2000
Modified Effective: May 7, 2000
Modified Effective: February 6, 2005
Modified Effective: October 14, 2007
Modified Effective: June 30, 2013
Modified Effective: November 15, 2015
Modified Effective: March 31, 2019

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**CAPITAL PROJECTS SUPERVISOR
(DEPARTMENTS RESPONSIBLE FOR BUILDINGS)**

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under s. ER 2.04, Wis. Adm. Code, for making classification decisions relative to professional architectural or engineering positions that are responsible for supervising architectural or engineering projects for state-owned buildings and property or staff acting on behalf of the State of Wisconsin as the authorities having jurisdiction in the regulatory role of facilities in accordance with Wis. Stats. Chs. 50 and 101. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed 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 supervisory positions performing professional architectural or engineering work related to the design, construction, operation, maintenance, and regulation of buildings, property or structures located within the State of Wisconsin. Positions allocated to this classification supervise professional architectural or engineering positions or a combination of trade and technical bargaining unit employees. Positions allocated to this classification must meet the definitions of professional employee, as defined in Chapter 370 of the Wisconsin Human Resources Handbook, and supervisor, as defined in s. 111.81(119), Wis. Stats., and the qualifications prescribed in Section III.

Specific fields of professional architecture or engineering represented by this supervisory classification are:

- Architecture
- Civil Engineering
- Communications Engineering
- Electrical Engineering
- Electronic Engineering
- Environmental Civil Engineering
- Mechanical Engineering
- Structural Engineering

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that do not meet the definition of professional, as defined in Chapter 370 of the Wisconsin Human Resources Handbook Chapter.
2. Positions that 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.
3. Positions that are located at the Department of Administration and are more appropriately allocated to the Enterprise Capital Projects Supervisor classification.
4. Positions that do not require that the incumbent perform professional architectural or engineering duties and be a professional architect or engineer by background and training in order to perform the duties and responsibilities assigned the position.
5. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is by competition.

II. DEFINITION

CAPITAL PROJECTS SUPERVISOR

This is professional supervisory work in the field of architecture or engineering. Positions allocated to this classification perform professional architectural or engineering work related to the design, construction, operation, and maintenance of state-owned buildings and property or are the authorities having jurisdiction in the regulatory role in accordance with Wis. Stats. Chs. 50 and 101 and conduct facility physical environment surveys, construction plan review, and inspection activities, and directly supervise a work unit of permanently assigned professional architectural or engineering positions or a combination of trade and technical bargaining unit employees who perform work related to the design, construction, operation, and maintenance of state-owned buildings and property. Work is performed under general supervision.

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 experiences which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

Positions included in these series have duties and responsibilities of such a nature that it is required (by federal or state law or by position analysis) that the incumbent have one of the following:

- Registration as a Professional Engineer as determined by the Department of Safety and Professional Services per s. 443.04, Wis. Stats.;
- Registration as an Architect as determined by the Department of Safety and Professional Services per s. 443.03, Wis. Stats.;
- A specific record, issued by the professional engineering section of the Department of Safety and Professional Services, showing 4 years or more of experience in engineering work of a character satisfactory to the professional engineering section and satisfactory completion of the fundamentals of engineering exam;
- Have graduated from a recognized college or university with a degree in architecture or in a related engineering field such as electrical, mechanical, civil or environmental engineering; OR
- Have equivalent professional training and practical experience so as to be deemed an architect or professional engineer as defined in Department of Safety and Professional Services per s. 443.01, Wis. Stats. and also deemed to be qualified to engage in professional architectural/engineering practice as determined by the Department of Safety and Professional Services per s. 443.03, or 443.04, or 443.05, Wis. Stats.

Positions not having duties and responsibilities which require such credentials shall be allocated to a different classification series.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective March 12, 2000, and announced in Bulletin CLR/SC-109, in order to describe positions which perform professional architectural or engineering work, and which supervise professional architectural or engineering positions. This classification replaces the Architect Supervisor 1 and 2, Civil Engineer Supervisor 1 and 2, Communications Engineer Supervisor 1 and 2, Electrical Engineer Supervisor 1 and 2, and Mechanical Engineer Supervisor 1 and 2 classifications which were created effective June 26, 1994, and abolished effective March 12, 2000 (see bulletins CC/SC-22 and CLR/SC-109, respectively). This classification was created as a result of the Department of Employment Relations' expansion of the broadband pay system.

The classification specification was modified effective May 7, 2000, and announced in Bulletin CLR/SC-111, in order to reflect the removal of positions located at the Department of Administration and their subsequent reallocation to the Enterprise Architect/Engineer Supervisor classification, which was also created effective May 7, 2000, and announced in Bulletin CLR/SC-111. This classification was again modified effective February 6, 2005, and announced in Bulletin OSER-0058-MRS/SC in order to include the supervision of employees in the trade and technical bargaining units who perform work related to the design, construction, operation, and maintenance of state-owned buildings and property. This classification was modified effective October 14, 2007 and announced in bulletin OSER-0171-MRS/SC to reflect the removal of Specification Writer that was abolished in 2006.

The classification specification was modified effective June 30, 2013 and announced in Bulletin OSER-0327-MRS/SC to reflect changes to the qualification language that better communicate the minimum qualifications that are required.

This classification specification was modified effective November 15, 2015 and announced in Bulletin DPM-0413-CC/SC to remove an exclusion and to update the language to reflect positions serving in a regulatory role in accordance with Wis. Stats. Chs. 50 and 101.

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

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