

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

SAFETY AND BUILDINGS BUREAU DIRECTOR

I. INTRODUCTION

A. Purpose of this Classification Specification

This classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to three positions performing duties and responsibilities as a Bureau Director for Safety and Buildings Bureaus, Division of Safety and Buildings.* This classification encompasses the Directors for the Bureau of Field Operations, the Bureau of Integrated Services, and the Bureau of Program Development. The positions must meet the statutory definition of management as defined in s. 111.81 (13), Wis. Stats.

B. 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 Wis. Stats., 111.81(13) and (19).
2. Positions that do not function as either the Field Operations Bureau Director, the Integrated Services Bureau Director or the Program Development Bureau Director in the Safety and Buildings Division.
3. The Bureau of Petroleum Inspection Bureau Director in the Safety and Buildings Division.
4. All other positions that are more appropriately identified by other classification specifications.

C. Entrance Into Classification

Employees typically enter Safety and Buildings Bureau Director positions by competitive examination.

II. DEFINITIONS

This is responsible administrative and managerial work in the Division of Safety and Buildings. The three positions in this classification are responsible for a majority of the time for program and policy development or are responsible for a majority of the time for the implementation of program policies. The programs

* The Division of Safety and Buildings is currently located within the Department of Industry, Labor and Human Relations. Effective July 1, 1996, the Division will be located within the new Department of Commerce. It is the intent that this specification represents the duties for the positions described here presently located at the Department of Industry, Labor and Human Relations and then at the Department of Commerce after July 1, 1996, even if the name of the Division or Bureau would change after that date.

involve complex engineering-related and technical functions for the Safety and Buildings Division's regulation of a variety of structural systems and environments, including, but not limited to, buildings, residential properties, plumbing and private sewage systems, electrical and mechanical systems, amusement and recreational facilities, boilers, elevators, mining and blasting sites, and commercial work sites. In addition, these three positions are responsible for providing leadership and direction for their respective Bureaus, managing their Bureau budgets and finances, implementing legislative mandates, and directing technical consultation.

Positions allocated to this class serve as either the: (1) Director of the Bureau of Field Operations, which is responsible for the inspection of the various systems and environments described; (2) Director of the Bureau of Integrated Services, which is responsible for the review of plans for the various systems and environments described; or (3) Director of the Bureau of Program Development, which is responsible for assuring uniform development and application of the policies and procedures derived for the Division.

All positions allocated to this classification must also function as a "true" employe supervisor with responsibility for effectively recommending the hiring, transfer, suspension, layoff recall, promotion, discharge, assignment, evaluation, discipline and adjustment of grievances of at least two (2) FTE permanently assigned subordinates.

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.

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