

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
CAPITAL PROJECTS MANAGER

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 present and future professional management positions. Positions allocated to this classification are professionals in the field of architecture or engineering and are executive and managerial in nature. 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

Positions allocated to this classification are professionals in the field of architecture or engineering and are executive and managerial with responsibility for program management planning, policy development and implementation; program budget planning, development and implementation and exercises line responsibility for program management as well as employee supervision. Positions allocated to this classification must meet the definitions of professional employee, as defined in Chapter 370 of the Wisconsin Human Resources Handbook, management and supervisor, as defined in s. 111.81(19) and (13), Wis. Stats., respectively, and the qualifications prescribed in Section III.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definitions of management and as defined in Wis. Stats. 111.81(13) and (19), and as administered and interpreted by the Wisconsin Employment Relations Commission.

2. Positions which do not meet the definition of professional, as defined in Chapter 370 of the Wisconsin Human Resources Handbook.
3. Positions which do not require that the incumbent perform professional architectural/engineering duties and be a professional architect/engineer by background and training for the successful performance of the tasks assigned to the position.
4. All other positions which are more appropriately identified by other classification specifications

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

II. DEFINITION

CAPITAL PROJECTS MANAGER

Positions in this classification function as: (1) State Chief Architect or Engineer; (2) Deputy State Chief Architect or Engineer; (3) Bureau Director of a complex statewide architecture/engineering program; or (4) Section Chief of a complex statewide architecture/engineering services program.

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 specification was created effective October 12, 1997, as part of the new Senior Manager Program (see Bulletin CC/SC-76); and resulted from the collapsing and abolishment of the Architect/Engineer Manager 1, 2, and 3 classifications which were created effective June 17, 1990 (see Bulletin CC-252) as a result of the Engineering Survey.

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 as modified effective March 31, 2019, and announced in bulletin DPM-0492-CC/SC to add an inclusion section, clarify qualifications, remove an unused allocation from the definition language, update 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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