

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

ENVIRONMENTAL SPECIALIST  
CLASSIFICATION SERIES

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 positions primarily responsible for providing a specialized technical engineering expertise in support of environmental engineering programs.

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 definitions 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

This series encompasses specialized technical engineering positions at the Department of Agriculture, Trade and Consumer Protection (DATCP), and the Department of Natural Resources, (DNR) which devote the majority of their time and are primarily responsible for providing duties in support of professional engineers. Positions included in this series must meet the Qualifications prescribed under Section III.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions that require a Bachelor of Science degree in engineering or equivalent and require a professional engineer responsibility;
2. Positions that do not spend the majority of their time performing technical engineering duties in support of a large environmental engineer program; OR
3. All other positions which are more appropriately identified by other classification series.

D. Entrance Into and Progression Through This Series

Employees enter this classification series by competition. Progression to the senior level will occur through reclassification. Progression to the advanced levels will typically occur through

competition. On a rare, case-by-case basis, movement to the advanced level may be by reclassification.

## II. DEFINITIONS

### ENVIRONMENTAL SPECIALIST

Work is performed under close progressing to limited supervision. Positions at this level receive work assignments which have clearly defined objectives, have specific guidelines and instructions available, may involve complex projects from start to finish, and exercise limited discretion in decision making. The level of involvement in any work assignment is based on an assessment of the employee's work by the immediate supervisor.

### ENVIRONMENTAL SPECIALIST - SENIOR

Department of Agriculture, Trade and Consumer Protection - Water Quality Program - This is the objective level for positions which work under general supervision and are responsible for the direct technical authority over county land conservation department staff in the design, review, and approval of conservation practices for soil and water conservation and animal waste management. Work with county land conservation departments within an assigned area by providing oversight of all engineering activities for the Nonpoint Source Water Pollution Abatement Program, the NR 243 Animal Waste Management Program, and other soil and water resource management programs and projects. The position will be an expert in applying technical principles, but will be working under the direction of a licensed engineer.

### ENVIRONMENTAL SPECIALIST - ADVANCED 1

**NOTE:** The ENVIRONMENTAL SPECIALIST - SENIOR levels have not been identified for ENVIRONMENTAL SPECIALIST - ADVANCED 1 objective level positions. The positions at the ENVIRONMENTAL SPECIALIST - SENIOR levels will either perform less than the full range of ENVIRONMENTAL SPECIALIST - ADVANCED 1 duties and/or will work under limited supervision.

Department of Agriculture, Trade and Consumer Protect - Field Services - This is the objective level for positions which work under general supervision and are responsible for the direct technical authority over county land conservation department (LCD) staff in the planning, design, review and approval, and construction certification of practices for soil and water conservation and animal waste management. Oversee the work of up to twelve county LCD's for all engineering activities for the Nonpoint Source Waste Pollution Abatement and the NR 243 Animal Waste Management Programs, and other soil and water resource management programs and projects. Take broad administrative responsibilities for the management of State contracts within codes (e.g., ATCP, NR codes) pertaining to soil and water resource management programs. Manage records and field files. Serve as the area expert on the design and installation of conservation engineering practices.

### ENVIRONMENTAL SPECIALIST - ADVANCED 2

**NOTE:** The ENVIRONMENTAL SPECIALIST - SENIOR and ENVIRONMENTAL SPECIALIST - ADVANCED 1 levels have not been identified for ENVIRONMENTAL SPECIALIST - ADVANCED 2 objective level positions. The positions at the ENVIRONMENTAL SPECIALIST - SENIOR, and ENVIRONMENTAL SPECIALIST - ADVANCED 1 levels will either perform less than the full range of ENVIRONMENTAL SPECIALIST ADVANCED 2 level duties and/or work under limited supervision.

Department of Natural Resources - Stack Testing Specialist - This is the objective level for the position which works under general supervision and is responsible for managing the Department's statewide compliance emission testing program, including developing procedures, approving procedures, training staff, assigning test review activities, and performing quality assuring reviews of others in the Unit. Serve as the Department's technical expert on compliance emission test methods and procedures. Witness (i.e., oversee) stack tests performed by others for particulate and gaseous pollutants. Review and approve compliance emission test plans and reports. Review and approve installation and engineering plans for continuous emission monitors. Approve the certification of installed continuous emission monitor systems. Lead the Department's stack test team in the performance of limited gaseous pollutant testing.

### **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.

Education required may include a two-year degree in engineering technology or a related field and/or two years of relevant work experience in a related field. Licensure requirements may include specific types of inspector licenses. The amount of knowledge, education, work experience or specific licensure requirements will be based on an analysis of the goals and worker activities of each position.

### **IV. ADMINISTRATIVE INFORMATION**

This classification series was created effective October 12, 1997, and announced in Bulletin CC/SC-74 to describe positions which perform Environmental Engineering Specialist work. 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 Environmental Engineering Specialist classification series (class codes 26901 through 26906).

This classification was modified effective April 1, 2018, and announced in bulletin DPM-0465-CC/SC, to update the qualification section, the entrance and progression language, and make minor updates to the definition language and the DATCP representative position, remove references to the Public Service Commission, and to retitle the classification following the passage of Wisconsin 2017 Act 111 which restricted the use of "engineer" in classified titles.

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