

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

AGRICULTURAL ENGINEER
CLASSIFICATION SERIES

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 present and future professional engineering positions within the Department of Agriculture, Trade and Consumer Protection. Positions allocated to this classification perform duties that are professional in nature as defined in s. 111.81(15), Wis. Stats.

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 classification specification encompasses positions providing professional engineering duties and expertise for agricultural engineer programs. The positions advise and provide analysis to individuals or groups in order to assist local, state and federal agencies in their environmental protection work relating to agricultural practices on Wisconsin farms and agricultural chemical storage and handling facilities; provide engineering analysis on investigations and remedial actions involving water quality problems or other environmental contamination related to agriculture; provide determinations as to the acceptability of specific plans and specifications for agricultural structures and practices; prepare recommendations on cost/benefit analyses related to proposed structures or practices; and provide staffing on special assignments. Positions included in this series must meet the Qualifications prescribed under I.C.

C. Qualifications

Positions included in this 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.;
- 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 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 a professional engineer as defined by the Department of Safety and Professional Services per s. 443.01, Wis. Stats. and also deemed to be qualified to engage in professional engineering practice as determined by the Department of Safety and Professional Services per s. 443.04 or 443.05, Wis. Stats.

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

D. Exclusions

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

1. "Management" and "supervisor" positions as defined in s. 111.81(13) and (19), Wis. Stats., and as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Employees who are not engaged for the majority of the time in "Professional employee" work as defined in s. 111.81(15), Wis. Stats., and as administered and interpreted by the Wisconsin Employment Relations Commission.
3. Positions which do not require that the incumbent perform professional engineering duties which require the incumbent to possess background and training as a professional engineer for the successful performance of the tasks assigned to the position.
4. Positions which are not located at the Department of Agriculture, Trade and Consumer Protection.
5. Positions which spend the majority of their time reviewing building plans and/or inspecting buildings to assure the minimum safety codes are met.
6. All other positions which are more appropriately identified by other classification specifications.

E. Entrance Into and Progression Through This Series

Employees enter positions within this classification series by meeting the qualifications under I.C. and by competitive examination. Progression to the senior level will occur through reclassification. Progression to the Advanced level will typically occur through a form of competitive examination.

II. DEFINITIONS

Section A, Levels, describes the appropriate placement of an employee based upon the specific level of skills, knowledge, and abilities required of the position and the amount of supervision received for the majority of time within the specific professional engineer program area.

Section B, Functional Work Activities, describes the full range of duties performed at the objective level. [Senior Level is the “objective level” an employee can reasonably expect to obtain if he/she performs the full range of functional work activities.]

Employees may also perform the following types of duties, but they are usually performed at the Senior or Advanced levels:

1. Lead Worker: An employee who trains, assigns the work and reviews the work of other professional employees and which may also include technical employees.
2. Program Leader: An employee who is the technical expert for a specific area(s) and who may have some oversight to assure uniformity within a specific engineering program area(s).
3. Project Leader: An employee who has the responsibility for coordinating the work of another professional engineer(s) when a project requires two or more engineers for completion and which may also include other technical and professional employees. This function would last only as long as the project takes. An employee can be a project leader and a team member for another project simultaneously. **OR** A project leader can be an employee who has the responsibility of oversight of non-permanent, non-state, or contract engineers and related staff.

A. Levels

AGRICULTURAL ENGINEER

Positions work under close progressing to limited supervision. Agricultural engineering principles and practices have been learned prior to entrance to this series. The primary emphasis is in developing skills in working with and/or understanding the program, state systems, user group(s), and the mechanics of the program. Positions receive specific guidelines and instructions on work assignments and the supervisor determines the priorities and provides clearly defined objectives. Work assignments are established by the supervisor on a short or long term basis as the employee progresses. Positions initially exercise little discretion in decision-making. Over time positions at this level make higher level contacts without the supervisors' direction and make decisions on items of a narrower scope and impact.

AGRICULTURAL ENGINEER-SENIOR

Positions work under general supervision. The work assignments the employee is expected to complete include the full range and scope of their specific program duties. The majority of the assignments are complex. Positions at this level have extensive authority in carrying out their assigned responsibilities involving independently implementing the assigned responsibilities. The work at this level requires a high degree of interpretation and creativity in evaluating engineering aspects of new technologies. Positions at this level make decisions independent of supervisory oversight, with the work being reviewed after the decisions have been made.

AGRICULTURAL ENGINEER-ADVANCED

Positions at this level function as the primary engineer for a specific aspect of a department program or function as a program engineer within an assigned geographic area. Engineer positions at this level perform the most complex, difficult, and advanced engineering work which includes multi- and cross-program issues and which often include policy-making responsibilities. Employees at this level have engineering responsibilities which require continually high level contacts with public and

private officials and engineers/engineering consultants on highly sensitive and complex engineering reviews. The engineering knowledge at this level includes a broader combination than found at the Senior level. Assignments are broad in scope and continually require the incumbent to use independent judgment in making professional engineering decisions. Positions at this level make independent decisions and perform work in response to program needs as interpreted by the employee with the work being reviewed after the decisions have been made.

B. Functional Work Activities

Agricultural Chemical Cleanup Program: Organize, plan, direct, and coordinate agricultural chemical contamination remedial action program activities requiring the appropriate agricultural and environmental engineering knowledge. Conduct and coordinate agrichemical contamination investigations. Review investigative findings to assess remedial options. Develop, review and approve remedial action plans. Evaluate technical options and develop program policies. Advise engineering and hydrogeologic consultants and state and federal policy makers on investigative and remedial design activities for agricultural chemical contamination incidents. Provide technical and policy related training to department staff, the agricultural chemical industry, and environmental consultants.

Best Management Practices - Water Quality Program: Provide professional engineer consultation to county land conservation department (LCD) staff, and other conservation professionals, in the development and evaluation of Best Management Practices and standards. Develop cost-containment policies and procedures for engineering practices. Evaluate implementation projects for the Nonpoint Source Water Pollution Abatement (NPS) Program. Provide professional engineer consultation to the NR 243 Animal Waste Management Program, the Shoreland Management Program, and other soil and water resource management programs. Administer Soil and Water Resource Management implementation projects.

Drainage Program: Assist in the development, administration and coordination of drainage district management plans under the provisions of s. 88.11, Wis. Stats. Coordinate drainage activities with the Department of Natural Resources. Provide technical assistance to drainage boards, professional engineers, and other state and federal agencies. Conduct informational programs.

Pesticide and Fertilizer Containment Programs: Organize, plan, direct, and coordinate statewide programs to prevent impacts on human health, property, and the environment from fertilizer and pesticide storage and handling practices. Programs include the bulk pesticide and fertilizer containment program, pesticide mixing and loading site containment program, chemigation program, and nonbulk pesticide storage program, requiring the appropriate technical agricultural engineering knowledge. Develop containment and contamination prevention programs and regulations. Maintain and coordinate inspections and records for facilities. Provide technical training to inspection staff. Review inspections. Review and approve facility designs and modifications. Coordinate containment compliance actions.

IV. ADMINISTRATIVE INFORMATION

This classification series was created effective October 12, 1997 and announced in Bulletin CC/SC-74 to describe positions which perform engineering work at the Department of Agriculture, Trade and Consumer Protection. 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 Agriculture Engineer classification series (class codes 28301 through 28305).

The classification specification series was modified effective xxx, 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 for positions in this series.

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