

Effective Date: October 12, 1997

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

CHEMIST 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 chemist positions located at the University of Wisconsin, Department of Agriculture, Trade and Consumer Protection, and the Department of Natural Resources. Positions allocated to this classification perform professional level chemical analyses and related functions. 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 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

The positions in this classification series are professional positions located within the Professional Science Bargaining Unit and found primarily in either the central office, a designated laboratory, an evaluation unit, region or area office of the following: the University of Wisconsin's State Laboratory of Hygiene, Facilities Planning and Management, and other UW institutions; the Management Services Division's Bureau of Laboratory Services and the Animal Health Division's Animal Health Laboratories in the Department of Agriculture, Trade, and Consumer Protection, and in the Department of Natural Resources.

C. Exclusions

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

1. Positions which meet the statutory definition(s) of supervisor or management as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are, for a majority of the time, engaged in laboratory technician duties and responsibilities.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance and Progression Through This Series

Employees typically enter positions within this classification series by competitive examination. Progression to the senior level is typically through reclassification as the employee satisfactorily attains the specified training, education, or experience. Progression to the advanced level will typically occur through some form of competitive examination.

II. DEFINITIONS

CHEMIST

Positions work under close progressing to limited supervision. Principles and practices have been learned prior to entrance into this classification series. The emphasis is in developing skills in working with and/or understanding the program, state systems, user group(s) and the mechanics of the program; and developing an understanding and applying the statutes, rules, regulations, administrative code and standards required in the program area. Initial work assignments are well defined and short term in duration. Over time the work assignments become long term or short term with the employee expected to exercise independent judgment in determining specifics and priorities, as the objectives are progressively less clear. The positions may be in contact with outside entities and may have assignments which cross program lines depending on where the individual employee's performance level is determined. The supervisor reviews the work to determine the completeness or accuracy and adherence to policy.

CHEMIST-SENIOR

This is the full performance level for positions performing chemist work. Work assignments the employee is expected to complete include the full range and scope of their specific specialty area. The majority of the assignments are complex and varied. 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 complex analyses and requires participation in and directing of method implementation and validation. The work is performed under general supervision.

Positions allocated to this level include chemists in the following specialty and related areas: Analytical, (e.g., Food, Agrichemical, and Chemical Residue Chemistry); Organic; Inorganic; Inorganic-Metals Specialists; Environmental-Water Chemistry; Hazardous Waste Chemistry; Environmental-Air Chemistry; Laboratory Certification; Clinical; Toxicology; Newborn Screening; Occupational Health; Asbestos; and Radiation Protection.

CHEMIST-ADVANCED

Positions allocated to this level (1) function as the laboratory scientific expert in a specialized area of chemistry, including methods development and training of technical staff; or (2) act as a team leader in one or more specialized areas; or (3) function in a public relations capacity as liaison with other state agencies or industry and/or representing the laboratory at professional meetings. Employees in this classification have demonstrated an ability to acquire new technical knowledge and transfer this knowledge to others; perform the most complex and advanced chemist work which includes multi- and cross specialty area issues and which often include policy making responsibilities. The responsibilities require continual high level contacts with public and private agencies and consultants on highly technical and complex method development and research projects. Positions at this level are also expected to be called upon to give expert testimony in court. The work is performed under policy direction.

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.

IV. ADMINISTRATIVE INFORMATION

This classification series was created effective October 12, 1997 and announced in Bulletin CC/SC-74 to describe positions which perform professional level chemistry work at the Departments of Natural Resources, Agriculture, Trade and Consumer Protection, and the University of Wisconsin. 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 Chemist classification series (class codes 41501 through 41505).

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