

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

AIR MANAGEMENT SPECIALIST
CLASSIFICATION SERIES

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 Science Bargaining Unit positions located in the Department of Natural Resources. Positions allocated to this series administer air management programs involving air quality monitoring, the analysis of air quality problems, and other related areas. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed 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

This series encompasses positions in the Professional Science Bargaining Unit found in the central, region or service center offices of the Department of Natural Resources which are responsible for managing the quality of Wisconsin's air resource to protect public health, welfare, and the environment and for monitoring air quality and emissions into the air.

C. 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. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Series

Employees typically enter this classification series by competitive examination. Progression to the senior level will occur through reclassification. Progression to the advanced level will typically occur through some form of competitive examination.

II. DEFINITIONS

AIR MANAGEMENT SPECIALIST

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.

AIR MANAGEMENT SPECIALIST-SENIOR

This is the full performance level for positions in this classification title. Positions in this classification develop and work on major work projects with little or no specific direction or review; assume an Independent role in working with consultants, other governmental agencies, and/or department staff; and make decisions independently on complex assignments. These positions function as: 1) an Air Management Specialist responsible for developing, administering and evaluating the air management program in an assigned geographic area; (2) a region air management specialist responsible for developing, administering and evaluating a major portion of the air management program being implemented regionwide; (3) or as a program specialist responsible for the implementation of a program which is smaller in scope and complexity and does not have the interaction and policy development that is found at the advanced level. The work is performed under general supervision.

Representative Positions :

Region Air Management Specialist - Perform inspections and develop necessary information to determine source compliance with department rules, state statutes, permit provisions and court orders concerning air pollution. Process air pollution permit applications for existing sources in accordance with established procedures. Coordinate and implement the asbestos control program for renovation/demolition projects within the region. Initiate and participate in enforcement activities. Investigate citizen complaints regarding air pollution. Conduct investigations to determine sources of violations of air quality standards.

Environmental Monitoring Liaison Specialist - Establish and maintain operation for the department's environmental monitoring operations (includes air, water, and atmospheric deposition monitoring) within the assigned geographic area. Provide environmental monitoring services for department programs to ensure continuous monitoring networks. Coordinate site establishment, routine operation, and reporting for a

statewide network of atmospheric deposition monitoring stations. Complete performance and systems audits of industrial and DNR monitoring stations.

Air Quality Data Systems Manager - Provides work leadership for the monitoring section by defining goals, objectives, and key result areas, overseeing work performance and providing guidance to staff; maintain and enhance central software components of the central office and Southeast Region's Air Monitoring Section's automatic data acquisition system; provide systems management expertise for the U.S. EPA National Aerometric Information and Retrieval Systems; provide systems analysis, recommendations and implementation of auxiliary air data systems; or provide technical liaison with outside agencies concerning ambient air data matters.

AIR MANAGEMENT SPECIALIST-ADVANCED

This is the advanced level for positions performing air management work. Positions at this level are considered the principal staff expert, have extensive authority in decision-making and function under very general supervision. Positions at this level function as the department expert for a significant segment of the air management program and have responsibility for developing, implementing, monitoring and evaluation statewide policies and programs. The area of responsibility includes a significant segment of the air management program, crosses program boundaries, requires continually high level and complex contacts with a wide variety of government entities, business, industry, and private citizens regarding highly sensitive and complex air management issues and have significant regulatory and programwide policy impact.

Representative Positions:

Policy Analyst/Greenhouse Emissions - Develop and recommend policy and reduction options related to Wisconsin's greenhouse gas emissions. Provide technical support to the Department's Energy Team and Combustion Process Focus Sections. Coordinate and complete statewide special studies of hazardous air pollutants, criteria air pollutants, greenhouse gases and electric utility power plant emissions and combustion technologies. Develop and present information and education materials and programs on hazardous air contaminants, acid rain, global climate change and environmental impacts associated with the energy sector. Coordinate with staff from other agencies and non-profit entities involved in environmental effects of energy production.

Air Quality Analyst/Great Lakes Protection Initiatives - Evaluate department and federal policy for the control of hazardous air pollutants listed in permitting agreements of the grant lakes; participate in interstate/international studies of air borne toxic deposition into the Great Lakes; evaluate other program efforts affecting air to support consistency across programs and media; complete detailed air quality computer modeling analyses to ensure ambient air quality standards are met for air pollution sources and determine inhalation risk through screening procedures; Oversee the updating of tracking procedures and databases for Great Lakes hazardous air pollutants and other hazardous air pollutants within specified studies; and provide expertise in the area of non-traditional approaches to pollution control.

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 air management work at the Department of Natural Resources. 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 Air Management Specialist classification series (class codes 55301 through 55305) and the Air Management Specialist-Senior and -Advanced Management classifications (class codes 55306 and 55307).

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