

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

WASTEWATER 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 at the Department of Natural Resources and the University of Wisconsin System. Positions allocated to this series are responsible for protecting, maintaining, and improving the chemical, physical, bacterial, and biological quality of state waters by managing all present and potential point sources and, in some situations, non-point sources along with sludge. 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 classification 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; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This series encompasses Professional Science Bargaining Unit positions located in central, district, or field offices of the Department of Natural Resources, and at the University of Wisconsin System.

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 have some responsibilities identified within this series and whose work activities affect the wastewater management program, but do not perform the work the majority of the time and whose positions are better identified in a different program-specific classification.

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

D. Entrance Into and Progression Through This Series

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

II. DEFINITIONS

WASTEWATER 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 are in contact with outside entities and 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.

WASTEWATER SPECIALIST- SENIOR

Positions at this level 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. Positions at this level function as: (1) an area/region wastewater management specialist responsible for developing, administering, and evaluating the wastewater management program in the assigned geographic area; (2) a wastewater specialist responsible for developing, administering, and evaluating a major portion of the wastewater program being implemented regionwide; (3) a central office wastewater specialist responsible for serving as the assistant to a higher-level wastewater specialist/supervisor having responsibilities for a major aspect of the program; or (4) a wastewater 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 higher levels (e.g., a wastewater specialist responsible for the wastewater program on the doctoral UW campuses). Positions at this level have extensive authority in carrying out their assigned responsibilities. This involves independently implementing the assigned duties and having developed an expertise in the field. The work performed at this level requires a high degree of interpretation and creativity in exercising independent scientific judgment. The specialist at this level may be considered an expert in a segment of the program or the entire program. In order to be designated at this level, positions must be differentiated from the Wastewater Specialist level by their depth and extent of program involvement, the number and complexity of the program(s) managed, and the complexity and uniqueness of the program in the assigned area.

Representative Positions:

Stormwater Specialist: Within the assigned area, designate municipalities for stormwater permitting; preapplication coordination and review of ordinances; legal opinions, intermunicipal agreements, urban stormwater planning maps, designation petitions and fiscal resource information; municipal permit application review; permit issuance, review for compliance with permit and program requirements; customer assistance; developing goals and objectives for watershed management activities; developing administrative code revisions, policies and procedures. Additionally, the position has project management responsibilities for selected urban elements of the priority watershed program. Inspect permits associated

with industrial activities, answer citizen compliance, and assist permittees with permit-required submittals of pollution prevention plans, runoff monitoring, and site assessments.

WASTEWATER SPECIALIST-ADVANCED

Positions serve in one of the following capacities: (1) department expert for a significant segment of the wastewater management program, or (2) the wastewater program specialist having responsibilities for a multi-regulatory wastewater program state- or UW-Systemwide. Positions at this level differ from those at the lower levels by the area of responsibility which crosses program boundaries; continual high-level and complex contacts with a wide variety of government entities, businesses, industries, and private citizens regarding highly sensitive and complex wastewater management issues; and significant programwide policy impact. The area of expertise represents an important aspect of the program, involves a significant portion of the position's time, and requires continuing expertise. The knowledge required at this level includes a broader combination than that found at the Wastewater Specialist-Senior level. Positions at this level develop and follow broadly defined work objectives, with the review of work being limited to broad administrative review. Positions have extensive authority to deal with top officials, both within and outside the department, especially on highly sensitive and complex statewide, interstate, and/or national issues. Positions are responsible for developing, implementing, monitoring, and evaluating statewide policies and programs, and function under general supervision, work independently, and are considered to be the statewide expert in their assigned program area. In order to be allocated to this level, the position must be easily distinguishable from positions at the Wastewater Specialist-Senior level by the scope and complexity of the responsibilities.

Representative Position:

Stormwater Program Specialist - Develops the stormwater pollutant abatement program, meeting the requirements of the Clean Water Act and state laws and policies; determines appropriate stormwater treatment technologies and site management and pollution prevention practices for reducing pollutants; coordinates the permit program on an inter-bureau level with department district and central office staff; determines permit effluent limitations; and develops and implements a permit program for municipal, large-scale land disposal systems which utilize drain fields that assures compliance with administrative code.

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, in order to describe positions which perform wastewater specialist work at the departments of Natural Resources and Commerce and the University of Wisconsin System. 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 Wastewater Specialist classification series (class codes 55761 through 55765) and the Wastewater Specialist Senior-Management and Advanced-Management classifications (class codes 55766 and 55767). The classification series was modified effective November 7, 1999, and announced in Bulletin CLR/SC-105, in order to reflect the removal of the Department of Commerce allocation. This specification was updated effective September 2, 2007, and announced in Bulletin OSER-0170-MRS/SC to reflect current organization structure and positions within DNR.

