

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**WATER SUPPLY 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 within the Department of Natural Resources which administer the Water Supply Program involving water quality monitoring and evaluation, assessment of contaminants in drinking water, and evaluation of systems supplying water to the public. 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. These positions are responsible for the administration of the Water Supply program in order to protect the health and welfare of water users from the hazards of impure water supplies; protect the quality of groundwater and surface water resources; and to ensure the availability for critical uses of the highest quality of water practically available.

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 having as their primary function, work of an epidemiological or public health sanitarian nature which do not have the range of water supply program implementation responsibilities as defined within this series and whose positions are better identified within those series.
3. Positions which have some responsibilities identified within this series and whose work activities affect the water supply program; but do not perform the work the majority of the time and whose positions are better identified in a different program-specific classification.
4. 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

WATER SUPPLY 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.

WATER SUPPLY SPECIALIST-SENIOR

This is the full performance level for positions in this classification series. 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) a water supply specialist responsible for developing, administering and evaluating the water supply program in the assigned geographic management unit(s); (2) a region water supply specialist responsible for developing, administering and evaluating a major portion of the water supply program being implemented regionwide; or (3) 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.

WATER SUPPLY SPECIALIST-ADVANCED

This the advanced level for positions performing water supply specialist 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 water supply program and have responsibility for developing, implementing, monitoring and evaluating statewide policies and programs. The area of responsibly includes a significant segment of the water supply 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 water supply issues and have significant regulatory and programwide policy impact.

Representative Position:

Non-Community Water Supply Specialist - Directs the non-community water system portion of the State Safe Drinking Water Program; establishes program objectives and long range program plans; implements scheduled work plans and budgets; coordinates with other units of government; reviews program implementation and coordinates with regions and other sections on code interpretations and requirements or system compliance; interprets federal regulations and translates federal rules into state codes; develops statewide guidance and directs implementation of the non-community program in counties which have accepted delegation of the well program; and coordinates activities with the Environmental Protection Agency.

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 water supply 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 Water Supply Specialist classification series (class codes 55861 through 55865) and the Water Supply Specialist Senior-Management and Advanced-Management classifications (class codes 55866 and 55867).

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