

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

**BREATH ALCOHOL PROGRAM SUPERVISOR**

**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 professional supervisory positions which administer and oversee the statewide Breath Alcohol Testing program within the Department of Transportation. 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 definition 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 encompasses professional positions located at the Department of Transportation, Division of State Patrol, which administer and oversee the statewide Breath Alcohol Testing program within the Department of Transportation. Positions are responsible for supervising Breath Alcohol Program Specialists, as well as other program staff, directly providing or monitoring staff as they provide scientific court testimony, and directing the development and presentation of training and certification programs for law enforcement agents involved with breath alcohol testing. Positions allocated to this classification must meet the statutory definition of professional and supervisor as defined in s. 111.81(15) and (19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which are not located in the Department of Transportation.
2. Positions which do not meet the statutory definitions of professional and supervisor as defined in Wis. Stats. 111.81(15) and (19) as administered and interpreted by the Wisconsin Employment Relations Commission.

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

D. Entrance Into This Classification

Employees enter positions within this classification through competition.

## II. DEFINITION

The positions in this classification are professional supervisory positions which administer and oversee the statewide Breath Alcohol Testing Program for the Department of Transportation. Positions allocated to this classification are responsible for providing supervision to Breath Alcohol Program Specialist, as well as other program staff. Positions are responsible for the planning, development and presentation of the statewide breath alcohol test training/certification program for law enforcement officers. Positions maintain the inventory of equipment and supplies, conduct analyses and provide technical expertise on breath alcohol test issues and challenges, directly provides or monitors staff as they provide expert scientific and technical testimony in court or monitor, provides interpretation of complex laws, administrative rules and breath alcohol test program policies to employees, governmental agencies, legal representatives and law enforcement officers.

## 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 was created effective March 6, 2016, and announced in Bulletin DPM-0420 CC/SC as a result of the classification title change of Chemical Test Coordinator 1 and 2. There were no changes in classification concept occurred as a result of this action. The new classification encompasses positions formerly classified as Chemical Test Supervisors which was abolished the same date.

MEA/BAP/DM  
64130