

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

CHIEF, WEIGHTS & MEASURES FIELD OPERATIONS

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 positions primarily located within the Department of Agriculture, Trade and Consumer Protection which manage the Weights & Measures Field Operations Section in the Bureau of Weights & Measures. Positions allocated to this classification administer statewide programs related to the state regulation of weights and measures, hazardous material storage tanks, fuel quality and vehicle refrigerants, environmental labeling and product safety. This classification specification is not intended to identify every duty which may be assigned to the position, 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

The position allocated in this classification are primarily located within the Department of Agriculture, Trade and Consumer Protection which administer statewide programs related to the regulation of weights and measures, hazardous material storage tanks, fuel quality and vehicle refrigerants, environmental labeling and product safety. The position meets the definition of management and supervisor as defined in Wis. Stats. s.111.81 (13) and 111.81 (19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of management and supervisor as defined in Wis. Stats. 111.81 (13) or (19) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are, for a majority of the time, engaged in case management and coordination of division compliance actions and are best classified in the Regulatory Specialist series.

3. Positions which, for a majority of time, perform daily field inspection duties related to weights & measures and petroleum systems and are best classified in the Weights and Measures Petroleum System Specialist series.
4. Positions which directly supervise field staff and are best classified as Weights & Measures Petroleum System Supervisor.
5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter into the position within this classification by competition.

II. DEFINITIONS

CHIEF, WEIGHTS & MEASURES FIELD OPERATIONS

The position allocated to this classification manages the Weights and Measures Field Operations Section, with responsibility for administering highly diverse and complex statewide inspection programs related to the following: the regulation of weights and measures, hazardous material storage tanks, fuel quality and vehicle refrigerants, environmental labeling and product safety. This position participates in the Bureau of Weights and Measures' management team, supervises staff, develops and monitors the section's annual and operating budgets, and reviews applicable state laws and Department policies. The position provides consultation and informational services to governmental agencies, the regulated industries, and the general public. The position operates under the general supervision of the Weights and Measures Bureau Director. Work is reviewed through administrative conferences and reports.

III. QUALIFICATIONS

The qualifications required for this position 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

The class specification was created effective February 9, 2014, and announced in Bulletin OSER-0358 MRS/SC to describe positions with expanded job scope that administer and manage statewide weights & measures programs, including petroleum program oversight. This expansion in work followed the creation of a new Bureau of Weights and Measures due to the merging of the DSPPS petroleum program into the DATCP weights and measures program area in July 2013. The new class specification encompasses positions that were formerly classified as Chief, Regulation and Safety Section and were abolished on the same date.