

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION  
RAILROAD SAFETY ANALYST  
CLASSIFICATION SERIES**

**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 present and future railroad safety positions at the Public Service Commission located within the Office of the Commissioner of Railroads. 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

The positions in this classification series are positions located at the Public Service Commission within the Office of the Commissioner of Railroads. Positions are involved in the analysis and evaluation of railroad safety matters around the state and the preparation of orders based upon the findings. Railroad regulation matters assigned to these positions include public safety at railroad-highway crossings, railroad employee safety, and various other railroad liabilities and responsibilities.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions, which meet the statutory definition 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, for a majority of the time (i.e., more than 50%), engage in investigations involving civil, criminal or administrative code violations and identified by the Consumer Protection Investigator classification series.

3. Positions not located at the Public Service Commission.
4. All other positions, which are more appropriately, identified by other classification specifications.

D. Entrance and Progression Through This Series

Employees typically enter positions within this classification series by competitive examination. Movement to the Senior level is by reclassification based on achievement of training, education or experience and satisfactory performance. Movement to the Principal level (for those positions where this is the full performance level) is by reclassification on the same basis as movement to the Senior Level.

## II. DEFINITIONS

### **RAILROAD SAFETY ANALYST**

Positions in this classification level perform work similar to that described at the Senior or Principal level except that the work is limited in scope and complexity and performed under close progressing to limited supervision.

### **RAILROAD SAFETY ANALYST - SENIOR**

Positions at this level perform either: (1) full performance work under general supervision where the majority of work assignments are professional in nature, but are more limited in scope or complexity than found at the Principal level; positions at this level are **not** experts in their fields and do **not independently** perform the railroad safety analyses with the greatest impact; or (2) developmental level work where the work is of a nature which leads to full performance at the Principal level. Supervision for positions in a developmental capacity ranges from general for the more routine aspects of the work to limited for the more complex aspects. [Note: The Senior level may also be used as an advance entry point for those individuals who possess training or experience beyond that normally required at the entry level.]

### **RAILROAD SAFETY ANALYST - PRINCIPAL**

This is the full performance level for most positions in this series. Positions classified at this level are considered experts in their field, function under general supervision, and independently perform the full range of railroad safety analyses. Positions allocated to this level are primarily responsible for analyzing railroad safety matters including testifying as a witness in formal hearings and preparing proposed written orders. Positions at this level also resolve informal cases. Positions at this level may serve as the chief expert in a specialized field such as railroad signals and circuitry, railroad bridges and trestles, or railroad track and structure.

### **Representative Position:**

**SIGNAL SPECIALIST:** Under general supervision, this position analyzes railroad safety matters which may include the following: determining the adequacy of warning devices at railroad crossings; establishing new crossings; determining alterations in crossings, adequacy of waterway drainage at railroads, exemptions

from rail track clearance laws, adequacy of railroad fences, and other railroad issues before the Office of the Commissioner of Railroads; and providing staff expertise in the review of railroad crossing signal circuit design plans. Positions also estimate the cost of new signal installations, investigate and resolve informal cases and perform special projects such as industry-wide safety initiatives and railroad corridor safety reviews.

### **III. QUALIFICATIONS**

The qualifications required for these positions would 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 May 21, 2000 and announced in Bulletin CLR/SC-112 to describe positions which perform professional railroad safety regulation work at the Public Service Commission within the Office of the Commissioner of Railroads. This action is the result of the Regulation Compliance Investigator Survey. Positions in this classification were formerly classified within the Regulation Compliance Investigator classification series, which was abolished effective May 21, 2000 and announced in Bulletin CLR/SC-112.

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