

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**NETWORK COMMUNICATIONS SUPERVISOR**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to present and future supervisory positions in the Department of Transportation which function as Network Communications Supervisors. 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 classification 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; license 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 supervise a regional portion of the statewide communication system and supervise subordinate staff involved in the design, development, system integration, installation, diagnosis and repair of complex networks and telecommunications equipment. Positions allocated to this classification must meet the statutory definitions of professional employee 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 do not meet the statutory definitions of professional employee and supervisor, as defined in s. 111.81(15) and (19), as administered and interpreted by the Wisconsin Employment Relations Commission.
2. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is typically by competition.

## **II. DEFINITION**

### **NETWORK COMMUNICATIONS SUPERVISOR**

The positions in this classification are professional supervisory positions which have oversight of a regional portion of the statewide communication system and the supervision of technical staff. Positions in this classification are responsible for supervising employees involved in the design, development, system integration, installation, diagnosis and repair of complex networks and telecommunications equipment used by the Division of State Patrol and including, but not limited to, natural resources, justice, capitol police, and at least 100 other county and local public safety agencies. Positions supervise the advanced design of original and complex equipment, systems, and IT networks for their region and supervises the integration of the new designs into the network. Positions develop bid specifications for major equipment purchases, develop policies and procedures in compliance with federal guidelines and regulations, and develop and implement training of technical staff.

Examples of duties performed include, but are not limited to:

- Determine and establish operational parameters and institute guidelines and procedures for the operation and development of an area communications system
- Supervise the preparation of drawings and schematic diagrams of all the complex electronic and communication networks
- Develop and implement training programs for technical staff and communications equipment users
- Develop technical manuals for all new designs and systems
- Participate in the establishment of bureau goals and objectives
- Develop budget materials for regional area
- Establish and maintain systems records, designs completed, equipment use and replacement components

## **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 Communications Technician. There were no changes in classification concept occurred as a result of this action. The new classification encompasses positions formerly classified as Communications Technician Supervisor which was abolished the same date.