

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
CHIEF, PECFA SECTION**

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 two professional supervisory positions located at the Department of Commerce which direct either the claims payment or the site review portion of the Petroleum Environmental Cleanup Fund Program.¹ This classification specification is not intended to identify every duty which may be assigned to these 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 two professional supervisory positions located at the Department of Commerce which direct either the claims payment or the site review portion of the Petroleum Environmental Cleanup Fund Program. The positions allocated to this classification must meet the definitions of professional employee and supervisor, as defined in s. 111.81(15) and (19), Wis. Stats., respectively.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of professional employee, as defined in s. 111.81(15), Wis. Stats.
2. Positions which do not meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats.

¹The Petroleum Environmental Cleanup Fund Program was created by 1987 Wisconsin Act 399 in order to implement the Wisconsin Petroleum Environmental Clean Fund Act (PECFA). The Petroleum Environmental Cleanup Fund Program reimburses owners for the cost of cleaning up petroleum which has discharged into the environment.

3. Positions which do not direct claim payment activities for the Petroleum Environmental Cleanup Fund and do not supervise positions allocated to the PECFA Program Specialist classification series.
4. Positions which do not direct the review of petroleum contamination remedial activities or site closure decisions for the Petroleum Environmental Cleanup Fund and do not supervise positions allocated to the Hydrogeologist classification series.
5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is by competitive examination.

II. DEFINITION

CHIEF, PECFA SECTION

This is professional supervisory work related to positions which direct either the claims payment or the site review portion of the Petroleum Environmental Cleanup Fund Program. Work is performed under general supervision:

Chief, Claims Payment Section: This position functions as a section chief and develops claim review policies and procedures to maintain a uniformity of program operations and staff decisions; directs program operations, including determination of eligible costs and creation of schedules of ineligible costs, payments, review processes, and other procedures necessary for the review and payment of claims; serves as the agency's technical expert at appeal hearings on reimbursement claim issues and issues dealing with the denial of claims based upon gross negligence, willful neglect, and criminal fraud; coordinates activities with the Attorney General's Office on fraud investigations; develops operating budgets and legislative proposals; supervises PECFA Program Specialists and other staff; and maintains contacts with other agencies, other states, the petroleum industry, and the Petroleum Storage Environmental Cleanup Council.

Chief, Site Review Section: This position functions as a section chief and performs a key role in developing agency codes, policies, guidance, and procedures dealing with remedial activities to be conducted on petroleum contaminated sites; directing hydrologic staff in implementing agency responsibilities in highly technical reviews of petroleum contamination remedial activities, including determining and approving remedial approaches, evaluating effectiveness of remedial actions, and determining when no further remedial action is necessary at sites contaminated by petroleum; and supervising and directing the performance review of engineered remedial systems and special guidance efforts directed at specific target or high-visibility remediation problems.

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(s) which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective October 8, 2000, and announced in Bulletin CLR/SC-121 in order to describe professional supervisory positions located at the Department of Commerce which direct either the claims payment or the site review portions of the Petroleum Environmental Cleanup Fund Program. This classification replaces the Chief, PECFA Claim Review Section classification which was created effective March 12, 2000, and abolished effective October 8, 2000 (see bulletins CC/SC-109 and CLR/SC-121, respectively).

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