

**EFFECTIVE DATE: JULY 7, 1996**

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**ENGINEERING PROGRAM MANAGEMENT CONSULTANT**

**I. INTRODUCTION**

**A. Purpose of This Classification Specification**

This classification specification is the basic authority [under ER 2.04, Wis. Adm. Code] for making classification decisions relative to positions primarily responsible for providing a specialized expertise for the analysis and development of the policies, procedures, processes, and expenditures that define the business operations of the Division of Safety and Buildings, Department of Commerce. The Bargaining Unit assignment is determined by the Wisconsin Employment Relations Commission per s. 111.825, Wis. Stats. The duties which are described in this specification are managerial in nature as defined under s. 111.81(13), Wis. Stats.

**B. Inclusions**

This classification encompasses specialized engineering positions at the Department of Commerce, Division of Safety and Buildings, Bureau of Program Development, which devote the majority of their time and are primarily responsible for the policies, procedures, processes, and expenditures of the Division's programs.

**C. Qualifications**

Specific qualifications for a position will be determined at the time of recruitment. Positions included in this series are frequently specialized and may require specific knowledge and skills in one of the recognized engineering disciplines such as structural, architectural, civil, environmental, or mechanical.

**D. Exclusions**

1. Positions that are not located within the Department of Commerce, Division of Safety and Buildings, Bureau of Program Development.
2. Employees who are not engaged for a majority of the time in management work as defined in s. 111.81(13), Wis. Stats., and as administered by the Wisconsin Employment Relations Commission.
3. "Supervisory" positions as defined in s. 111.81(19), Wis. Stats., and as administered by the Wisconsin Employment Relations Commission.
4. Positions which spend the majority of their time reviewing building and other related types of plans or spend the majority of their time inspecting buildings, to assure the minimum safety codes are met.
5. All other positions which are more appropriately identified by other classification specifications.

**E. Entrance and Progression Through This Classification Series**

Employees enter this classification by competitive examination. The majority (greater than 50%) of a position's duties and responsibilities must be recognized in the classification definition and programs in order for the position to be assigned to this classification.

## II. DEFINITION

Positions work under the general supervision of the Bureau Director for the Bureau of Program Development. The positions have responsibility for at least five significant BUSINESS OPERATION PROGRAM AREAS. The current significant BUSINESS OPERATION PROGRAM AREAS include the following:

- Amusement Rides & Ski Tows
- Boilers
- Commercial Bldgs.
- Electrical & Lighting Systems
- Elevators
- Explosives & Fireworks
- Fire Protection
- Fire Sprinkler Systems
- HVAC Systems
- Mine Safety Mobile Homes
- Multi-Family Dwellings One & Two Family Dwellings
- Plumbing Systems Privately-Owned
- Wastewater Public Sector Safety & Treatment Systems & Platting Clean
- Indoor Air Public Swimming Pools
- Refrigeration Systems
- Soil Erosion Control & Storm Water Management

For each BUSINESS OPERATION PROGRAM AREA assigned, the positions must have the responsibility to develop, interpret, document, and analyze the policies, procedures, processes, revenues, and expenditures involved in the program area. The positions have responsibility to develop policies that facilitate the development of model codes within the program assignments. They direct and administer the program development processes for designs, devices, products, materials, and constructed environments for their specific program areas. The positions use authority granted by Chs. 1, 101, 145, 160, 167, 227, 236, and 254, Wis. Stats., to prevent detrimental effects on the public health, safety, environment, and water resources of Wisconsin. The positions serve as a member of the Division's and Bureau's management teams and execute the Division's vision, goals, strategies, and priorities; develop and manage critical indicators; and identify and manage process re-engineering projects. They advise the Bureau Director, Deputy Division Administrator, Division Administrator, and/or Secretary's Office on critical issues affecting the Division and help lead the formulation of strategic direction for Division activities. Their contacts include executives, managers, officials, legislators and other local, state, and federal government officials at the regional and national level. They represent the Division with consultants, designers, executives, engineering managers, and representatives of private concerns to deal with highly controversial and sensitive issues, decisions, and other matters having significant impact on the Division. The positions participate in the development, presentation, and evaluation of mandatory and voluntary continuing education programs, education curriculum development, public relations, and publications.

### **III. ADMINISTRATIVE INFORMATION**

These positions were created as a part of the re-engineering of the Division of Safety and Building and the transfer from the Department of Industry, Labor and Human Relations to the Department of Commerce.

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