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Modified Effective: December 12, 2004
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Modified Effective: August 6, 2006

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

NATURAL RESOURCES LIAISON SPECIALIST

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 present and future liaison positions within the Department of Natural Resources. Positions allocated to this classification function as the primary liaison for specific external program elements in addition to providing administrative support. 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 the Natural Resources Liaison Specialist classification are professional positions located within the Fiscal and Staff Services Bargaining Unit which perform liaison activities on behalf of the Department of Natural Resources (DNR) and various external customers and organizations.

C. Exclusions

Excluded from these classifications 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) or 111.81(13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are, for a majority of the time, engaged in providing staff support activities and function as an assistant liaison specialist which are more appropriately classified in the Operations Program Associate classification series, or other classification series represented by the Administrative Support Unit (i.e., clerical and related bargaining unit) or the nonrepresented counterpart classifications.

3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competition.

II. DEFINITION

NATURAL RESOURCES LIAISON SPECIALIST

Positions provide a wide range of external and internal liaison services for the Department of Natural Resources and function in one of the following capacities: (1) Assistant Legislative Liaison/External Partners Liaison; (2) Citizen Involvement Specialist/Liaison; (3) Statewide Hmong Liaison; (4) Conservation Congress Liaison; or (5) Citizen-Based Monitoring Liaison.

Representative Positions:

Assistant Legislative Liaison/External Partners Liaison - Under general direction, this position provides legislative analysis and review, develops the Department's position on legislation, makes effective recommendations to the Executive Assistant and Secretary, and functions as the Department's spokesperson as needed. Serves as the primary contact for external groups, partners and organizations for the Secretary and Policy Initiatives Advisor and assists in developing policy with these groups. Serves as a policy advisor to the Secretary on Wisconsin Business issues, DNR programs and new initiatives, and provides strategic direction and advice on their impacts. Serves as the point of contact for all Secretary's speeches and events, and assesses the results of the speeches/events.

Citizen Involvement Specialist - Under the general supervision of the Communication and Education Director, this position directs the department's citizen and community involvement program and serves as an advisor to the Secretary's Office on citizen involvement.

Statewide Hmong Liaison - Under general supervision, this position directs the Department Southeast Asian outreach program and acts as principal advisor to the Secretary's staff on agency outreach to Southeast Asian communities. Acts as the Department representative to Wisconsin Southeast Asian communities and to the community assistance organizations, media, and other state agencies offering specialized services to those communities. Formulates, recommends, and directs procedural and technological improvements to encourage greater coordination and cooperation with other programs, agencies, and public groups.

Conservation Congress Liaison - This position serves as the department's liaison to the Conservation Congress and develops and implements a liaison and communications program between the department and all local Conservation Clubs in Wisconsin; develops procedural or staffing changes as needed to improve the efficiency and effectiveness of Conservation Congress advisory process and the liaison program; provides advice and counsel to department management in the development of policy relative to the Conservation Congress and gives advice and consultation to the department secretary.

Citizen-Based Monitoring Liaison - This position serves as the Department's liaison to the Wisconsin Citizen-based Monitoring Network and the Citizen-based Monitoring Advisory Council, and represent the Department's policies in promoting cooperative efforts with these and other conservation groups and agencies. Continually expand the citizen-based monitoring program through partnerships with citizen,

academic, governmental, and conservation groups. Utilize citizen-collected data in natural resources decision making, review monitoring programs, protocols, and data analysis to identify and recommend procedural and/or technological improvements. Develop and implement training programs to ensure citizen-based consistency with accepted standards or Department policy, and develop an outreach program to create interest among the public, and to promote DNR monitoring programs, protocols, tools and methods.

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

These classifications were created effective September 13, 1998, as a result of the Professional Program Support Survey and announced in Bulletin CC/SC-91 to describe positions which provide professional liaison activities within the Department of Natural Resources. The positions were previously classified as Administrative Assistant or Administrative Assistant-Management. The classification of Natural Resources Liaison Specialist was modified effective December 12, 2004, and announced in Bulletin OSER-0057-MRS-SC, to change the description of the allocation of the "Business Liaison and Assistant Legislative Liaison" to "Assistant Legislative Liaison/External Partners Liaison" due to a restructuring of duties within the DNR. The classification was again modified effective June 12, 2005, and announced in bulletin OSER-0065-MRS-SC, to add an allocation for the Statewide Hmong Liaison. This specification was modified on August 6, 2006 and announced in bulletin OSER-0129-MRS/SC to remove the NR Liaison Specialist-Management designation and to add an allocation for the Citizen Based Monitoring Liaison.

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