

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

CHEMICAL TEST COORDINATOR

I. INTRODUCTION

A. Purpose of This Classification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future positions located at the Department of Transportation, responsible for coordination and administration of the state alcohol-testing program in assigned geographic areas. 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 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

This series encompasses technical positions responsible for coordination of the breath alcohol-testing program in Wisconsin according to s. 343.305, Wis. Stats. The positions are located in the Department of Transportation. The work is in an assigned area involving maintenance and repair of complex electronic equipment; training and certification of law enforcement personnel; provision of training, consultation and expert testimony for attorneys and judges; and public education and information on driving while intoxicated.

C. Exclusions

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

1. Positions that meet the statutory definition(s) of supervisory and/or management as defined under the provisions of s. 111.81(19) and (13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that for a majority of the time (more than 50%) are engaged in chemical analysis duties and are more appropriately classified as a Chemist.

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

D. Entrance of Progression Through the Series

Entrance into this classification by competitive examination. Progression to the higher level will typically occur through reclassification as the employee satisfactorily attains the specified training, education and experience and performs the full scope of duties identified at that level.

## **DEFINITIONS**

### **CHEMICAL TEST COORDINATOR 1**

This is entry level chemical test coordinator work performed under close to limited supervision working in an assigned geographic area. These positions repair and maintain breath-testing equipment; train and certify state and local law enforcement personnel; provide limited training, consultation and court testimony; and provide limited public education and information on driving while intoxicated. Positions allocated to this level perform work structured to provide training and experience necessary to progress to the higher level.

### **CHEMICAL TEST COORDINATOR 2**

This is objective level coordinator work performed under general supervision. Positions at this level are responsible for all aspects of program coordination in an assigned geographic area. Duties include repair and maintenance of breath testing equipment; development of training materials; training and certification of state and local law enforcement personnel; provision of training, consultation and expert court testimony for attorneys and judges; and provision of public education and information on driving while intoxicated. Positions at this level also provide training and assistance to lower level coordinators.

## **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.

## **II. ADMINISTRATIVE INFORMATION**

This classification was created effective May 18, 2003 and announced in Bulletin MRS-SC-156 as a result of moving this classification from the Law Enforcement bargaining unit to the Technical bargaining unit.

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