

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

CHEMICAL TEST SUPERVISOR

I. INTRODUCTION

This classification specification reflects the results of the Chemical Test Coordinator Survey using whole job comparison survey process and standard classification factors. This specification is the basic authority for classifying the Chemical Test Coordinator Supervisor positions.

II. DEFINITION

This is responsible supervisory work in the statewide Chemical Test Program for the Wisconsin Department of Transportation. Positions allocated to this classification are responsible for providing supervision to chemical test coordinators, as well as other program staff. Positions at this level, in addition to supervisory responsibility may also be responsible for development and coordination of the statewide chemical test training/certification program and overseeing the inventory of equipment and supplies.

Examples of Work Performed

- Supervise subordinate staff of Chemical Test Coordinators and staff specialists; recruit, hire, evaluate and discipline as appropriate.
- Interpret and communicate department policy, procedures and pertinent information to field staff.
- Interpret and communicate program policy, procedures and general information to law enforcement agencies and other concerned parties.
- Plan, develop, coordinate and present training programs to meet ongoing needs of state and local law enforcement agencies.
- Direct and monitor staff in provision of prosecutorial support and court testimony.
- Develop examination to determine adequacy of knowledge of all law enforcement personnel for certification purpose.
- Maintain liaison with enforcement agencies to determine training and equipment needs.
- Coordinate inventory of breath testing as well as related spare parts and determine needs.
- Perform administrative duties related to effective operation of program.

III. QUALIFICATIONS

The qualifications required for positions identified in this classification will be determined on a position-by-position basis at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and/or identification of the education, training, work or other life experiences which would provide reasonable assurance that the skills required to perform the tasks and the knowledge required upon appointment have been acquired.

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