

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
ELECTRONICS SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future technical supervisory positions which are responsible for the day-to-day operation and/or maintenance of electronic equipment and/or systems. 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 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 this classification are technical supervisory positions which are responsible for the day-to-day operation and/or maintenance of electronic equipment and/or systems. Positions in this classification meet the statutory definition of supervisor as defined in s. 111.81(19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor as defined in s. 111.81(19), Wis. Stats., and as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are responsible for the day-to-day operation and maintenance of telecommunication systems and are more appropriately classified as Media Supervisor and Media Supervisor - Advanced.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITION

Positions in this classification are technical supervisors responsible for the day-to-day operation and/or maintenance of electronic equipment and/or systems. Subordinate employees perform technical duties and are classified as Electronic Technicians, Instrument Makers, and other related technical positions. The supervisory positions spend the majority of time (more than 50%) responsible for any combination of the following activities: designing, fabricating, and repairing complex electronic equipment for teaching and research and/or installing, maintaining, calibrating, testing and repairing complex electronic equipment and/or systems. The supervisory positions are also responsible for consulting with users on design, equipment availability and cost, preparing or overseeing the preparation of schematics and layout drawings, maintaining an inventory of electronic equipment, and ordering electronic and related equipment. The supervisory positions are responsible for the hiring, training, discipline, suspension, layoff, and evaluation of subordinate staff; developing or maintaining a budget; and maintaining records.

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

This classification was created effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to describe technical supervisory positions which are responsible for the day-to-day operation and/or maintenance of electronic equipment and/or systems. This classification replaces the Electronics Supervisor 1-5 classification series. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented classifications.

JAB
93120