

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

ARCHITECT/ENGINEER MANAGER

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 professional management positions. Positions allocated to this classification are professionals in the field of architecture or engineering and are executive and managerial with responsibility for program management planning, policy development and implementation; program budget planning, development and implementation and exercises line responsibility for program management as well as employee supervision. 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. Qualifications

Positions included in these series have duties and responsibilities of such a nature that it is required (by federal or state law or by position analysis) that the incumbent have one of the following:

- Registration as a Professional Engineer as determined by the Department of Safety and Professional Services per s. 443.04, Wis. Stats.;
- Registration as an Architect as determined by the Department of Safety and Professional Services per s. 443.03, Wis. Stats.;
- a specific record, issued by the professional engineering section of the Department of Safety and Professional Services, showing 4 years or more of experience in engineering work of a character satisfactory to the professional engineering section and satisfactory completion of the fundamentals of engineering exam;
- have graduated from a recognized college or university with a degree in architecture or in a related engineering field such as electrical, mechanical, civil or environmental engineering; OR
- have equivalent professional training and practical experience so as to be deemed an architect or professional engineer as defined in Department of Safety and Professional Services per s.

443.01, Wis. Stats. and also deemed to be qualified to engage in professional architectural/engineering practice as determined by the Department of Safety and Professional Services per s. 443.03, or 443.04, or 443.05, Wis. Stats.

Positions not having duties and responsibilities which require such credentials shall be allocated to a different classification series.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definitions of supervisor and management as defined in Wis. Stats. 111.81(19) and (13), and as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Employees who are not engaged for the majority of time in "Professional employee" work as defined in s. 111.81(15), Wis. Stats., and as administered and interpreted by the Wisconsin Employment Relations Commission.
3. Positions which do not require that the incumbent perform professional architectural/engineering duties and be a professional architect/engineer by background and training for the successful performance of the tasks assigned to the position.
4. All other positions which are more appropriately identified by other classification specifications

D. Entrance Into This Classification

Employees enter positions within this classification by meeting the qualifications under I.B. and by competitive examination.

II. DEFINITION

ARCHITECT/ENGINEER MANAGER

Positions in this classification function as: (1) State Chief Architect or Engineer; (2) Deputy State Chief Architect or Engineer; (3) Bureau Director of a complex statewide architecture/engineering program; (4) Deputy or Assistant Director to an architect/engineer manager; or (5) Section Chief of a complex statewide architecture/engineering services program.

III. ADMINISTRATIVE INFORMATION

This classification specification was created effective October 12, 1997, as part of the new Senior Manager Program (see Bulletin CC/SC-76); and resulted from the collapsing and abolishment of the Architect/Engineer Manager 1, 2, and 3 classifications which were created effective June 17, 1990 (see Bulletin CC-252) as a result of the Engineering Survey.

The classification specification was modified effective June 30, 2013 and announced in Bulletin OSER-0327-MRS/SC to reflect changes to the qualification language that better communicate the minimum qualifications that are required.

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