

**2012-2013 OSER LABOR MARKET INFORMATION SURVEY
JOB DESCRIPTIONS WORKSHEET**

07.500 ACCOUNTANT - SENIOR

This is the senior level for professional positions performing complex accounting duties which require the knowledge and application of professional accounting theories and principles. Positions at this level interpret and analyze financial data; develop and maintain automated financial systems; establish and maintain financial journals, accounts, ledgers and records within an automated financial system; allocate revenues and expenses among funds; reconcile agency accounts on a periodic basis to the Department of Administration and other accounting systems; maintain and reconcile fixed assets and inventory records; develop and apply cost allocation methodologies; and may lead the work of lower level Accountants.

11.800 ADVANCED PRACTICE NURSE – PRESCRIBER

An advanced practice nurse prescriber (APNP) is an advanced practice nurse who has been granted a certificate to independently issue prescription orders under s. 441.16(2), Wis. Stats. An APN may not independently prescribe unless he or she holds a current APNP certificate granted by the Board of Nursing. Positions in this classification meet the definition of Advance Practice Nurse as defined under N 8.02 (2), Wis. Adm. Code.

EXAMPLE: NURSE PRACTICIONER

Position manages the direct and indirect care of patients in collaboration with other disciplines practicing at the institution; plan, organize, implement, evaluate and coordinate institution-wide health care through established protocols and the application of current nursing theory to assess and resolve health care problems of patients; plan, develop, implement and evaluate care and education programs and protocols used by health care staff to meet the needs of individuals exhibiting complex medical and/or psychiatric conditions; organize and coordinate specialty clinics at the institution, e.g., seizure management, hypertension, diabetes, etc., in conjunction with medical staff; develop and apply medical/nursing practice standards to institution health care delivery; and lead and direct nursing staff in the design, conduct and evaluate research to improve clinical practice and delivery of health care for patients. This position operates under the general administrative supervision of the Health Services Unit Manager and the professional direction of the unit physician.

09.100 ATTORNEY

Positions in this classification perform the following illustrative examples of work. Advises state agency officials and/or the general public on the interpretation of laws and rules. Counsels state agencies and others on the establishment of agency policies and procedures. Acts as a legal expert and performs specialized legal services relating to one or more areas of law. Assists in the preparation, trial and argument of cases in the various courts. May conduct litigation in state and federal courts, both trial and appellate. Prepares pleadings, briefs and allied court papers, legal options, administrative rules, orders and all types of legal documents and memorandums. Prepares findings of fact and conclusions of law, and issue orders. Analyzes proposed legislative bills, interprets impact, suggests alternatives and may appear before the Legislature to clarify content. Administers oaths, examines witnesses, and issues subpoenas requiring appearance of witnesses and the production of documents. Presides at and conducts formal and informal hearings of varied complexity in connection with the administration of state laws and regulations. Appraises and analyzes facts, evidence and precedents in developing legal issues and in applying legal principles. Advises authors of legislative bills of statutory implications, drafts bills and amendments, resolutions and petitions. Drafts proposed revisions to administrative rules. Confers with agencies on the preparation and revision of administrative rules.

07.550 AUDITOR - SENIOR

This is the senior level for professional positions performing complex auditing duties which require the knowledge and application of professional accounting and auditing theories and principles. Positions at this level plan, conduct and/or lead lower level Auditors in financial, compliance, operational, rate analysis and setting, or investigative audits of organizations either internal or external to state service; develop audit programs and procedures; conduct office or field audits; prepare working papers; assign, train and review the work of lower level Auditors and/or Financial Specialists or other positions; review and/or prepare schedules, tables, graphs and other exhibits for interim and final audit reports; monitor progress of other Auditors, including reviewing and approving audit work papers; conduct entrance and exit meetings with audited entities; conduct investigations; advise management on methods to improve accounting or other operational procedures; and prepare exhibits and other documents and provide oral testimony in the prosecution of audited entities. Positions at this level differ from those at the lower Auditor levels in that these positions require and apply knowledge of many varied or specialized program areas; analyze, interpret and apply rules, contracts, and agreements with internal or external implications; and evaluate the adequacy and make recommendations on accounting policies and procedures. Positions at this level must have knowledge of several types of highly specialized governmental or industry

03.301 AUTOMOTIVE/EQUIPMENT TECHNICIAN – SENIOR

Positions at this level perform skilled automotive, light truck, heavy-duty truck, and equipment repairs, including all the duties of a Developmental-level Technician. Diagnose, trouble-shoot, and repair all external parts and accessories, and perform skilled internal repairs to engines, both gas and diesel; manual and automatic transmissions and drivelines, including transfer cases and front and rear differentials; and hydraulic systems. Perform welding and general fabrication and repair of equipment. Positions in one-person shops maintain the inventory, work orders and other records. Positions at this level may be required to have a Commercial Driver's License (CDL) to road test the type of vehicles described at this level. Also, positions which spend the majority of time working on small engine powered equipment are found at this level. These positions diagnose, repair and overhaul small engine powered equipment, including lawn mowers, garden tractors, outboard motors, chainsaws, snowmobiles, pumps, generators, etc.

03.302 AUTOMOTIVE/EQUIPMENT TECHNICIAN – MASTER

Positions at this level perform all the duties of an Automotive/Equipment Technician - Senior, and, in addition, spend the majority of their time performing highly-skilled repairs on both gasoline- and diesel- powered automotive equipment. Such equipment includes automobiles; light and heavy-duty trucks, including one-ton four-wheel-drive fire prevention trucks, three-ton fire prevention trucks, dump trucks, aerial bucket trucks, sign trucks, and rubbish trucks; off-road equipment, such as dozers, end loaders, graders, and backhoes; large passenger vans and buses; pavement markers; mounted augers; and fork lifts. Perform highly-skilled road testing, trouble-shooting and diagnosis of complex electronic, electrical, hydraulic and mechanical systems. This would include computer controlled engines, transmissions, steering systems, suspensions, braking and driveline systems, including hydrostatic drive and four-wheel-drive systems. Perform complete maintenance, diagnosis, repair and overhaul of vehicle power train components. Perform skilled welding, fabrication and repair of general and special use equipment. Positions at this level are required to have a Commercial Driver's License (CDL) to road test the type of vehicles described at this level.

07.211 COMMUNICATIONS SPECIALIST - SENIOR

Positions allocated to this classification perform all of the duties identified at the Objective level and in addition, function in one of the following capacities: (1) direct significant segments of a department's communications program; (2) direct a department's communications program which is broader in scope and impact than those positions identified at the Objective level; (3) direct a large communications program segment, within a large or major department; (4) direct the development and production of a division's multi-program communications materials and activities within a large or major department; (5) direct the comprehensive communications program of a department which generates a large number and variety of publications, advertising campaigns, audiovisual productions, and media information kits; or (6) direct a large multi-divisional communications program segment, within a medium-sized department. A comprehensive communications program is defined as one which covers a wide variety of complex professional programs within the department; requires the development of a wide variety and number of publications with distribution to large audiences which represent a significant portion of the state's population; includes the development of print and audiovisual materials; and requires significant interaction with the news media and the general public in providing information relating to the department's programs and activities.

05.300 CONSERVATION WARDEN

Plan, direct and control a comprehensive law enforcement program within the assigned geographic area including enforcement authority of wildlife, fish, boating, snowmobile, all-terrain vehicle, environmental, water regulation and zoning, and forestry laws. Conduct investigations. Investigate complaints. Interview witnesses and suspects. Conduct interrogations. Develop reports. Obtain and execute arrest/search warrants. Make arrests with or without warrant. Seize equipment with or without warrant. Seize illegal fish and game. Preserve evidence and prosecute individuals, municipalities and corporations through the judicial system. Enforce snowmobile, boat, all-terrain vehicle and hunter safety regulations and perform and promote safety practices education. Investigate hunting, boating snowmobile and all-terrain vehicle accidents and make detailed reports. Investigate and enforce laws pertaining to the protection of public health, safety and water supplies. Enforce pollution, poisons, pesticides, explosives, oil, toxic, and other hazardous violations. Direct emergency, rescue or disaster operations. Act as lead worker and monitor use of special conservation wardens in assigned territory. Function as court officer by processing DNR cases through court. Perform spill control activities including identifying, locating, monitoring, containing, removing, and disposing of discharged substances. Maintain an effective communications and public relations program. Exercise full police powers on state lands and expanded authority throughout the state.

14.020 CONSTRUCTION REPRESENTATIVE

Work is performed under general supervision. Positions at this level are responsible for technically "supervising and administering" complex multiple projects at various locations. Oversee the performance of contractors and subcontractors who are constructing, renovating, or demolishing state buildings. Provide direction to correct areas where the contractors or subcontractors performance is not in accordance with project's plans and specifications or where construction schedules are not met. Evaluate the performance of the contractors and professional consultants.

05.602 CONSUMER PROTECTION INVESTIGATOR

These positions perform investigation and inspection work independently for routine and complex cases in a wide range of fields including but not limited to fraudulent, deceptive and unfair business practices, identity theft, various white-collar crimes, state and federal regulatory violations, and safety and security compliance. Work is performed in an office and/or via field investigations. Investigators use the full range of investigative tools and case management concepts. Positions independently determine which statutes; rules, regulations, administrative codes and/or standards are in violation and develop recommendations for the appropriate course of action such as referral for prosecution or recommendations for resolution of the case. Positions may also draft legal documents, prepare and/or present evidence and/or witnesses at pre-trials, criminal and/or civil trials, pre-hearing conferences and/or administrative adjudication hearings. Investigators may testify in court or hearings as an expert witness. Many position require national certifications related to areas of expertise.

05.610 CONSUMER SPECIALIST

This is objective or lead level consumer complaint work in a consumer protection program. Positions at this objective level spend a majority of their time in the analysis and resolution of consumer complaints. Lead work positions at this level lead the work of lower level consumer specialist positions which spend a majority of their time in the complaint intake process. Work is performed under general supervision.

05.055 CORRECTIONAL OFFICER

Positions provide security for inmates, residents, staff, and the public within an adult correctional institution and perform work overseeing inmates or residents within a unit, work, or recreation area of a correctional facility through the establishment and maintenance of effective working relationships with the inmates or residents. Responsibilities include: orientation of new inmates to the regulations, procedures, standards and expectations of the unit or institution; referral of observed medical, behavioral, and other problems of inmates to appropriate professional staff; administration of first-aid to prepare for professional medical treatment; administration of medications as prescribed by the medical staff; observation, recording and reporting behavior of inmates participation as a team member in assessment, staffing, problem resolution and program planning for inmates; referral of inmate complaints, questions and comments to professional programming staff; performance of inmate; transport of inmates; maintenance of restraint and emergency equipment; preparation of disciplinary reports and participation in disciplinary committee hearings to describe inmate behavior; inspection of food, eating utensils, packages, mail, etc., for contraband; search of property and person as necessary; monitor of visiting areas and visitors; escort and maintain restraint and physical control of inmates as necessary, including quelling disturbances and apprehending escapees

07.402 CRIMINAL ANALYST - SENIOR

This is the objective/senior level for positions that work under general supervision. For a majority of the time positions at this level will perform a wide variety of the following duties: independently provide complex criminal investigation support to special agents and local law enforcement; manage and use complex specialized forensic software packages; train and lead other analysts in the use of these systems; provide advanced technical analysis; facilitate and manage intercepts; develop and recommend guidelines and relevant policies and procedures; perform technical troubleshooting; write reports; and testify in court.

02.811 CRIMINAL HISTORY RECORDS - SENIOR

This is the objective level and full performance position performing a full range of activities relating to the creation and provision of Criminal History Record information for a majority of the time. Positions at this level are expected to evaluate and process all types of criminal history records, including those with missing, inaccurate or unclear information. This work requires a moderate degree of independence and decision making.

03.401 CUSTODIAN

This is manual work performing a variety of custodial tasks, including mopping floors or halls; scrubbing bathroom sinks, toilets, fixtures, floors and walls; operating household and industrial vacuum cleaners and rub shampoos; washing walls, inside windows and ceilings; performing limited grounds functions such as trash pickup and removal.

10.300 DENTIST

This is professional dentistry work. Employees in this class practice dentistry and direct the dental health program in a penal institution or state hospital. Duties include planning, establishing, and administering an effective oral dental program. Dentists at this level perform regular operative and surgical dental duties and all other technical functions befitting the dental profession. Qualifications for this position include graduation from an accredited school of dentistry and possession of a valid license to practice dentistry.

05.060 DETENTION FACILITIES SPECIALIST

The professional positions allocated to this classification routinely exercise professional discretion in the implementation of Department programs to meet the goals (i.e. strategic business plan, and other Department initiatives) within their geographical area of responsibility. Employees in this position issue directives for corrective action up to and including Department orders which county jails, Huber facilities, houses of correction, juvenile detention facilities and municipal lockups are expected to follow; and are responsible for investigating and issuing findings related to minor and major incidents including suicides, deaths, and escapes and sexual assault. Employees exercise discretion in negotiating resolution and directing corrective action; professional judgment is exercised in determining priority and level of response to multiple situations. Work is performed independently under the general policy direction of the Director of the Office of Detention Facilities, in the Office of the Secretary.

02.050 DOCUMENT PRODUCTION ASSISTANT (WORD PROCESSING OPERATOR)

This is full performance level clerical work of moderate difficulty typing in a Word Processing Center or comparable office setting using personal computer equipment on a production basis. Positions operate word processing equipment in the completion of typing assignments from a variety of sources, including dictation equipment, handwritten copy or printed material, in accordance with established instructions. Positions may also type assignments involving complex legal or medical terminology on a regular basis; work directly with users to develop special reports or other comparable items.

12.023 EMPLOYMENT & TRAINING COUNSELOR

Positions allocated to this classification specification provide counseling and assessment work in state Job Center offices. Employees in this class provide comprehensive employability development services including vocational counseling and advanced placement strategies, rendering services in the areas of assessment, testing, test interpretation, job matching, job analysis, exploration services, and labor market data interpretation to clients. Positions coordinate with other agencies and are responsible for individual and group counseling and guidance activities. Employees work under general supervision.

14.030 ENGINEER - AGRICULTURAL

Positions work under general supervision. The work assignments the employee is expected to complete include the full range and scope of their specific program duties. The majority of the assignments are complex. Positions at this level have extensive authority in carrying out their assigned responsibilities involving independently implementing the assigned responsibilities. The work at this level requires a high degree of interpretation and creativity in evaluating engineering aspects of new technologies. Positions at this level make decisions independent of supervisory oversight, with the work being reviewed after the decisions have been made.

14.103 ENGINEER - CIVIL

Responsibilities include providing troubleshooting and evaluation services in the assigned civil engineering specialty; providing consulting services; developing and implementing design requirements and required levels of quality for new construction as well as remodeling/renovation (including design development, bidding, project management and construction supervision on construction projects designed in-house); and budgetary control and contract administration of construction projects including review and approval of payment requests and change orders. Responsibilities may also include conducting on-site surveys of hospitals, long-term care facilities; community based residential facilities and other health care facilities.

14.701 ENGINEER - CIVIL TRANSPORTATION - SENIOR

This classification encompasses positions providing professional engineering duties and expertise for multi-modal transportation programs. The positions perform engineering work in such areas as technical services, planning, design, construction, operation and maintenance of transportation facilities, including but not limited to, highways and local roadways, bridges, airports, roadside facilities, etc. Positions included in this series have duties and responsibilities of such a nature that it is required (by federal or state law or by position review and analysis) that the incumbent have a PE (Registration as a Professional Engineer), EIT (Certification as an Engineer-in-Training), have graduated from a recognized college or university with a degree 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 a professional engineer as defined per 443.01, Wis. Stats.

14.042 ENGINEER - ELECTRICAL

This electrical engineering position which provides services relating to design, construction, operation and maintenance of facilities. Responsibilities include provision of troubleshooting and evaluation services as the technical expert in the assigned engineering specialty; providing consulting services for the proper design and construction of electrical systems; development and implementation of electrical design requirements and required levels of quality for new construction as well as remodeling/renovation (including design development, bidding, project management and construction supervision on construction projects designed in-house; budgetary control and contract administration of construction projects, including review and approval of payment requests and change orders).

14.502 ENGINEER - ELECTRONIC

Responsibilities include provision of troubleshooting and evaluating services as the technical expert in the assigned engineering specialty; providing consulting services for the proper design and construction of electronics systems; development and implementation of electronic design requirements and required levels of quality for new construction as well as remodeling/ renovation (including design development, bidding, project management and construction supervision on construction projects designed in-house; budgetary control and contract administration of construction projects, including review and approval of payment requests and change orders), or other kinds of electronic engineering functions such as designing electronic security systems.

14.202 ENGINEER - MECHANICAL

Responsibilities include troubleshooting and evaluation services as the technical expert in the assigned mechanical engineering specialty. Provide professional engineering consulting services for the proper design and construction of mechanical systems controls. Develop and implement mechanical design requirements and required levels of quality for new construction as well as remodeling/renovation (including design development, bidding, project management and construction supervision on construction projects designed in-house); and budgetary control and contract administration of construction projects, including review and approval of payment requests and change orders.

15.701 ENVIRONMENTAL ANALYSIS & REVIEW SENIOR

Positions at this level develop and work on major work projects with little or no specific direction or review; assume an independent role in working with consultants, other governmental agencies, and/or department staff; and make decisions independently on complex assignments. These positions function as (1) an Environmental Analysis and Review Specialist within a region with responsibility for planning, coordinating and implementing significant segments of the region's environmental analysis and review program; or (2) an Environmental Analysis and Review Specialist in the central office responsible for planning, coordinating, and implementing specific aspects of the program or managing complex projects.

03.101 FACILITIES MAINTENANCE SPECIALIST

This is general building/grounds mechanical maintenance and repair work of a routine and relatively non-complex nature. These positions perform a variety of tasks of a semiskilled nature (below the Journeyman level) in the mechanical and building trades requiring the manual use of tools and some mechanical aptitude. Positions spend the majority of their time inspecting, maintaining and repairing *specialized* equipment (e.g., food service, swimming pools, water softeners, mailing machines, eye wash stations, fire prevention equipment, door closers, fans, custodial equipment). Work is directed by higher level maintenance personnel. Work is performed under general supervision.

03.102 FACILITIES MAINTENANCE SPECIALIST – ADVANCED

This is advanced level mechanical/facilities maintenance and repair work. Positions in this class operate, maintain and make repairs on structural, electrical, plumbing, heating, refrigeration, air conditioning and other mechanical systems and apparatus commonly used in office and institutional buildings/grounds complexes. Work is performed under general supervision.

03.151 FACILITIES REPAIR WORKER

This is general maintenance and repair work to facilities, grounds and equipment of a semi-skilled nature. The tasks are routine and non-complex. Positions in this class spend the majority of their time on the following activities: inspecting, maintaining and repairing floors, roofs, ceilings, walls, windows and screens. Employees in this class may also inspect, maintain and repair grounds, including parking lots and sidewalks. Positions may also function as helpers to craftsmen or assistants to Locksmith or Facilities Maintenance Specialist positions. Work is typically performed under the direction of higher level maintenance personnel.

03.152 FACILITIES REPAIR WORKER – ADVANCED

This is responsible level facilities repair and maintenance work. Positions perform a variety of tasks of a semi-skilled nature. Positions in this class occasionally direct and coordinate the work of other facilities repair workers, prison inmates, students or temporary employees on projects, but are not considered a lead worker. Positions at this level may perform limited trades work below the journeyman level, including: repairing/replacing existing structures or equipment (that does not alter or affect performance); making decorative and cosmetic changes within a building; and performing preventative maintenance to driveways, sidewalks and fences. Work is more varied and complex in nature than tasks performed by the Facilities Repair Workers. Work is performed under the general supervision of higher level maintenance personnel or supervisor.

02.303 FINANCIAL SPECIALIST 2

This is the objective level for positions which process or preaudit invoices, travel and contingent vouchers, or other standard financial transactions; and/or maintain accounts payable and accounts receivable or other financial transaction records on automated systems for an agency's programs and operations in accordance with the financial rules and regulations for a limited combination of General Program Revenue (GPR), Program Revenue (PRO - program revenue generated from the sale of services or goods), Segregated (SEG - generated from fees for services) or Federal (FED) funding sources. Positions at this level may have the authority to perform the preceding duties on a delegated basis. Positions at this level require demonstrated knowledge of the financial regulations for some funding sources, such as GPR, PRO, SEG or FED funding sources; require knowledge of some simple cost distribution patterns; reference a larger number of preaudit programs; and are responsible for some cost centers or the processing of fiscal transactions which have been decentralized within the agency to its divisions, institutions, or campuses. Positions at this level typically function in a centralized environment with a small number of stable appropriations and/or program funding sources. Positions at this level gather information for reporting purposes and apply rules and regulations to routine financial transactions. Work is focused on processing or auditing transactions. Work is performed under general supervision.

02.304 FINANCIAL SPECIALIST 3

This is the objective level for positions which process or preaudit invoices, travel and contingent vouchers, participate in the development and maintenance of automated or manual records for all financial data for a specialized program(s) area(s), prepare and process grant and contract expenditure reports and records, and also perform accounting, bookkeeping and auditing duties of limited complexity or difficulty which do not require knowledge of professional accounting or auditing theory. Positions at this level may train and provide advice, interpretation and information on rules, regulations, policies and guidelines of varying complexity to lower level Financial Specialists. Positions that have been granted preaudit delegated authority for the above transactions would also be included at this level. Delegated authority mandates that the individual is ultimately responsible and accountable for proper controls and the accuracy of each transaction. These audited transactions are authorized to be entered directly into the system without additional review by others. As opposed to Financial Specialist 2 positions, work may not only focus on transaction processing, but also on reporting, preparing reports/schedules and maintaining system integrity that may be done by statistically sampling fiscal transactions.

05.620 FOOD SAFETY INSPECTOR - OBJECTIVE

Under general supervision, these positions perform inspection work in an assigned area, involving the promotion, enforcement, and compliance with State and Federal food safety laws, rules, regulations, and standards governing sanitation, labeling, advertising and trade practices in dairy farms, dairy plants, retail food stores, food processors, warehouses and other related food handling operations under the jurisdiction of the Department of Agriculture, Trade and Consumer Protection. Positions at this level differ from those at the lower level in that the employee has assumed and demonstrated his/her ability to successfully carry out all responsibilities outlined under the Food Inspector-Entry level and has successfully completed all required on-the-job training, formal training and certification requirements. In addition, these positions independently conduct special investigations of deceptive food labeling practices and train and assist lower level Food Safety Inspectors.

81.100 HUMAN SERVICES SUPERVISOR

Positions allocated to this classification are responsible for managing programs that provide specialized and multi-faceted services to children, the elderly, persons who are blind or visually impaired, deaf or hard of hearing, or with physical disabilities by overseeing and supervising staff in the central office and in the various regions throughout the State. The positions in this classification are also responsible for program planning, policy and procedure input and development, budget development, and supervision of staff within the respective program area.

03.201 HVAC REFRIGERATION SPECIALIST

This is general level HVAC/Refrigeration maintenance and repair work. These positions inspect, maintain, repair, perform preventive maintenance, and perform minor installations on HVAC/Refrigeration equipment. This may include performing technical maintenance a portion of the time and operating all computerized building systems to help identify mechanical malfunctions. Work is performed under the general direction of an advanced level HVAC/Refrigeration Specialist or a Buildings & Grounds Supervisor/Superintendent position.

03.202 HVAC REFRIGERATION SPECIALIST – ADVANCED

This is advanced level HVAC and/or refrigeration work performed under minimal supervision. Incumbents troubleshoot, repair, adjust, modify and remodel sophisticated HVAC and/or refrigeration control systems (pneumatic, electric and electronic) used to balance elements such as outside vs. inside temperature, and humidity and air velocity, taking into account factors such as time of day usage, system capabilities and energy efficiency. In addition, these employees may be responsible for the design, development, operation and ongoing maintenance of a computerized energy management system used to monitor and control heating and air conditioning systems and report and make recommendations on energy conservation procedures, controls and activities. These positions may be required to maintain the refrigeration reclaim certification and keep refrigerant use records to comply with Environmental Protection Agency (EPA) requirements.

03.951 INDUSTRIES SPECIALIST

Positions are responsible for the on-site training and direction of skilled, semi-skilled and/or unskilled offenders in the performance of activities of an industry program, at this level focusing on the manufacture of singular products and the use of repetitive production methods (e.g., data entry, laundry, mattress/textile, metal stamping, minor furniture repair and installation, signs/screen printing, systems furniture installation, trucking/distribution, upholstery and yard/recreation fabrication). These positions instruct offenders in the proper use and care of hand and power tools and equipment; plan and schedule work; maintain order and standards of order and cleanliness; train and evaluate offender employees in the performance of job assignments; maintain operating standards of quality and quantity production; maintain records of production and inventory; and implement health and safety policies. Work is performed under general supervision.

81.121 INDUSTRIES SUPERVISOR

This is responsible work related to the management of an industry program and supervision of Industries Specialist positions which train and direct the work of offenders in an industry program. Positions perform the following activities: establish and ensure compliance with production schedules and/or delivery dates; expedite delivery and installation of products; monitor operating budget; maintain production facility and equipment; develop new techniques and designs for production; maintain liaison with the institution for security of the operation; order equipment and supplies including capital purchases; maintain inventory; prepare simplified and sealed bids; supervise civil service staff; direct the interviewing, selection, compensation, and evaluation of offender employees; manage industry training programs for permanent and offender employees including training in Materials Requirement Planning (MRP) computer system; develop and maintain industry records and reports; maintain industry operating standards of quality, quantity production, order, and cleanliness; and implement shop health and safety policies. Work is performed under general supervision.

07.105 INFORMATION SYSTEMS NETWORK SERVICES SENIOR

Positions in this classification perform professional IS work related to software, hardware and connectivity which supports the functions of computers in network configurations. Networking considerations addressed by positions in this classification may include assisting Network Administrators with projects for network design and maintenance, problem/change management and definitions, installation and maintenance of network and/or server software. Positions in this classification support networks and/or servers for a majority of the time. Positions are responsible for supporting established, operational Local Area Networks (LAN) and/or Wide Area Network/s (WAN) or assigned aspects of established, operational mainframe networks. Positions may also be responsible for designing and installing LAN's or WAN's; may install, diagnose and resolve problems related to applications and systems software and/or hardware (may include gateways, hubs, routers, switches, servers and bridges) and communications between connected computer platforms; and monitor operation of the networks and oversee installation of network software and maintenance by vendor as assigned. Mainframe positions also monitor and control production systems and support equipment, activities, and performance for mainframe networks as well as perform problem determination for the network.

07.102 INFORMATION SYSTEMS BUSINESS AUTOMATION SENIOR

Positions in this classification perform professional program area liaison, business process, and data steward or data custodian work. Positions in this classification series represent a specific program/business area with distinctive IS applications, needs, and requirements to the agency/campus principal IS shop for the purposes of developing, implementing, enhancing, and maintaining distinctive information systems for the support of the program's business. Positions work under general policy direction and are primarily responsible for coordinating all aspects of the planning, systems approval and monitoring of complex information systems/ applications which are used for the administration of a program division's unique business. At this level a position will provide recommendations and guidance to the division's and agency's management as well as other state and federal managers concerning the specific information systems which support the unique program/business area and may direct the work of IS Professionals in identifying and analyzing information systems requirements and in reviewing systems products and changes made to systems by the agency/campus principal IS shop for compliance with systems requirements and agreements. Work performed will include analyzing the use of new technology in the delivery of new or enhanced systems services; reviewing and interpreting proposed statutes and rules for impact on systems software and hardware support and services to the systems customers and negotiation of any changes in timeline for systems implementation or enhancements with affected state and federal officials and/or the agency/campus principal IS shop. As related to information systems, a position coordinates and facilitates the development of business requirements with the agency/campus principal IS shop as well as coordinates problem resolution with program managers and the agency principal IS shop. Positions at this level are the primary division contact for IS purposes in the specific program area.

07.106 INFORMATION SYSTEMS COMPREHENSIVE SERVICES SPECIALIST

Positions at this advanced level work under general review with objectives and priorities established by overall work unit directives. There is little review of technical recommendations and solutions by a supervisor. Positions at this level will assist Information Systems Consultants/Administrators and management by implementing technical policies, standards and procedures which impact on agency/campus IS functions. The employee possesses and applies comprehensive knowledge of agency wide/campus wide IS architectures as well as IS concepts, principles and practices in the specialized functional area. The position independently resolves conflicts and problems through the skilled application of theoretical and practical knowledge of the specialized area as well as the application of general policies and agency wide/campus wide IS policies and standards. Work assignments are difficult and complex and focus on IS. Positions perform any combination of IS Specialist work from the Data, Networking, Systems Development and Technical Services classifications such that no one classification describes the majority of work. Positions in this classification may be found in any agency.

07.103 INFORMATION SYSTEMS DATA SERVICES SPECIALIST

Positions in this classification perform advanced professional IS work for the majority of the time related to the management of data as a resource, data analysis and development of data models, the management of databases and use of database management software across multiple platforms and operating systems. Positions coordinate the development of data models across data integration projects and ensure that data entities and data relationships developed by agency/campus data professionals are consistent with agency/campus models and data policies; may lead the implementation of data policies and procedures for an agency or campus; and may train IS staff in data analysis and modeling tools and techniques. As assigned, these positions provide direction and support to agency/campus customers on data concepts including entities.

07.104 INFORMATION SYSTEMS DATA SERVICES SENIOR

Positions in this classification perform professional IS work, for the majority of the time, related to the analysis and development of logical data relationships and/or the development and management of databases which support data collection, retention, retrieval and access. Data services provided cover a variety of data, including Geographic Information System (GIS) and Image. Positions analyze customers' data needs, identify data entities and data relationships in support of data management services, develop logical data models, and define data elements in data dictionaries in support of applications and systems development.

07.107 INFORMATION SYSTEMS ENTERPRISE NETWORK SERVICES CONSULTANT

Positions in this classification develop and administer the technical policies, standards and procedures which impact on all networks, network hardware, software and protocols for the enterprise. Work ensures internal and external network designs, requirements, and protocols are established and maintained. Positions in this classification ensure through planning that network capacity and flexibility support all enterprise requirements. Lead enterprise network projects and coordinate support through IS specialists or other IS consultants. Positions are the principal technical authority for the enterprise network and associated voice, data and video communications hardware and software, and are the key contact for resolution of questions and problems related to this environment. Positions plan, design, and implement all aspects of the network required to support the state's enterprise network; monitor and evaluate network performance and capacity; develop long range plans and objectives which must incorporate all connected agency's needs, plan for future expansion, for network hardware and software; and lead enterprise network projects and coordinate support through IS specialists or other IS consultants.

07.108 INFORMATION SYSTEMS ENTERPRISE SYSTEMS DEVELOPMENT SERVICES

Positions in this classification perform advanced, professional IS work which supports the development of enterprise information systems. For a majority of the time positions in this classification perform work related to the analysis and design of applications. Positions in this classification adapt and use various techniques, and system development tools and methodologies to perform tasks in the normal course of their job duties. The incumbent must possess detailed knowledge of at least one project management software package and be able to use project management tools to design, manage and monitor projects through all phases of the system development life cycle. Individuals in this classification must use a variety of information engineering tools and techniques to optimize and measure performance of technical teams engaged in completion of technical tasks relating to enterprise IS projects. Work performed supports more than one phase in the Systems Development Life Cycle. Positions ensure systems tools and methodologies are consistent with enterprise technical policies and standards; provide training in appropriate systems development techniques and methodologies to IS Specialists and other IS staff as needed; and coordinate the development for IS customers on an enterprise-wide basis.

07.109 INFORMATION SYSTEMS ENTERPRISE TECHNICAL SERVICES SPECIALIST

Positions in this classification perform advanced professional IS work supporting enterprise hardware and operating systems and applications support software. For a majority of time, positions in this classification perform work related to the installation, maintenance and problem resolution of computer platforms, operating systems software and applications support software across multiple platforms and multiple agencies. Positions perform advanced IS work on major administrative applications (e.g. State Accounting, State Personnel/Payroll, State Procurement), with highly complex subsystems, with immediate impact or potential impact on all state agencies, boards, institutions, and campuses; coordinate the delivery of statewide application services to customer agencies; lead development and delivery of training programs and application support programs for customer agencies; lead the development of accurate, comprehensive technical and end-user documentation for large and major statewide administrative systems; and provide technical direction on use of statewide applications systems and supporting systems software across multiple platforms.

06.001 INFORMATION SYSTEMS NETWORK SUPPORT TECHNICIAN

Positions at this level work under general supervision. This is the full performance level and positions at this level may also participate in planning, coordinating, and implementing new or modified systems, and/or training new employees. Positions in this job group perform IS technical-related work for a majority of the time providing routine support for a distributed, non-agency wide local or wide area network (LAN/WAN) environment and/or microcomputer hardware and peripheral equipment. Positions install, upgrade, and reconfigure network and workstation hardware and peripherals, such as monitors, keyboards, printers and disk drives; load and verify operating systems and software packages which may include word processing, spreadsheet, electronic mail and scheduling; perform routine file server backups to disk or tape; monitor file directories and security equivalencies; ensure pre-installation maintenance and wiring has been completed prior to new hardware installation or hardware reconfiguration; schedule periodic preventive maintenance to ensure proper computer hardware functionality, software upgrades, and operating system fixes. Positions may also define new network users and workstations, modify network user profiles, reset passwords, and ensure network documentation is maintained in accordance with state standards.

06.002 INFORMATION SYSTEMS OPERATIONS SUPPORT TECHNICIAN

Positions at this level work under general supervision. This is the full performance level and positions at this level may also participate in planning, coordinating, and implementing new or modified systems, and/or training new employees. Positions in this group perform IS technical-related work for a majority of the time monitoring, operating, interpreting, observing, and reviewing computer equipment operation, including master control panels, signal reception hardware, online terminals, storage devices, error lights, messages, and printouts. Research error messages, manipulate controls and re-sequence job recovery following system malfunction, distinguish between computer hardware or software failures, determine severity, notify proper personnel, and provide downtime/maintenance coordination. Perform startup, shutdown and recovery procedures on computer and peripheral equipment and maintain data processing tape inventory. Operate, monitor and control peripheral and diagnostic equipment such as image scanners for mainframe computer input, bursters, collators, and network-connected printers or download and archive data to videotape and cartridge storage, assuring the security of stored programs and permanent files.

06.003 INFORMATION SYSTEMS RESOURCES SUPPORT TECHNICIAN

Positions at this level work under general supervision. This is the full performance level and positions in this group perform IS technical-related work for a majority of the time which may include any of the following duties: training customers in the use of application components, operation, and features; performing routine technical-level computer programming, coding, testing and debugging; developing complex macros using word processing, spreadsheet, database, or specialized software; coding, indexing, scanning and archiving imaged documents; providing web content services, including page formatting, text conversion and internet publishing; providing first level network security; or maintaining complex inventories of information system vendors, products, supplies, software licenses, documentation and resource materials.

70.001 INFORMATION SYSTEMS SUPERVISOR (2)

Positions at this level fall into two allocation patterns: (1) Positions supervise at least one employee at the Professional, Senior, Specialist, Consultant, or Supervisory level in the Information Systems classifications in one or more of the following functional areas: Comprehensive Services, Data Services, Network Services, Systems Development Services, and Technical Services; or (2) Positions supervise employees who perform any of the following activities a majority of the time: operating and monitoring a computer and/or teleprocessing network; routine computer programming and debugging; controlling data by coordinating and executing computerized system production runs; operating peripheral equipment; installing, maintaining, repairing and servicing computer hardware; installing software and upgrades and assisting with troubleshooting software and hardware problems; providing routine technical assistance; performing technical related work in the day-to-day maintenance of the LAN or WAN; completing data processing production for major, complex, integrated systems; or providing first level technical problem determination and resolution, and related job duties; AND the IS Supervisor performs advanced level work similar to an Information Systems Specialist, Consultant, or Administrator, applying comprehensive knowledge of agency wide/campus wide IS architectures and extensive theoretical and practical IS knowledge's to independently resolve problems and implement technical policies, standards and procedures which impact on agency/campus IS functions

07.101 INFORMATION SYSTEMS TECHNICAL SERVICES SENIOR

Positions in this classification perform professional IS work related to the support and coordination of the hardware and systems and applications software. For a majority of time positions in this classification perform work related to the installation, maintenance and problem resolution of computer platforms, systems (including operating systems) software and applications software. Positions in this classification primarily provide technical support on any platform to operations and application development management and staff on applications and/or systems software. These positions assist applications staff in the use of development software tools and/or perform training for applications staff in the use of development software tools and methodologies or other aspects of the application development architecture as it relates to the overall technology environment. These positions may perform diagnostics and troubleshooting to fix applications software problems; may assist in implementing software including assessment of customer needs, developing work processes, and writing procedures; or may work on complex and automated systems.

02.100 LEGAL ASSOCIATE

This is full performance work providing assistance to staff attorneys or legal counsel. Incumbent assists in a broad range of activities under the direction of an attorney on standard, non-controversial cases or where the decisions to be made are standardized or straightforward, including assisting the attorney with trial or hearing preparations, collecting and compiling information and data, reviewing and analyzing facts in connection with litigation, conducting preliminary witness interviews and preparation, conducting legal research on specifically identified issues, and reviewing and analyzing legal documents. NOT paralegal work.

02.200 LEGAL SECRETARY

This is full performance office support work under general supervision providing secretarial duties for legal counsel and staff attorneys. Positions perform a variety of support services including typing, filing, screening and routing incoming calls and visitors, maintaining daily calendar and docketing information, making arrangements for meetings and travel, and operating a variety of office equipment.

13.301 LIBRARIAN

This is the full-performance level work under general supervision, responsible for performing professional librarian duties in areas such as reference, cataloging, circulation, acquisitions, bibliographic instruction, and collection development. Activities performed may include original cataloging, reference, development of bibliographies, selection of specialized materials, and the coordination of outreach programs.

02.426 LIBRARY SERVICES ASSISTANT – SENIOR

This is senior level work for positions which perform library services assistant work. The work at this level is performed under general supervision and employees in this classification level are given the latitude to make decisions which require significant knowledge of library operations and services. In addition to the more clerical and/or routine activities performed by entry level positions, employees at the senior level may perform the following:

- copy cataloging in a variety of formats/languages using records created by libraries other than Library of Congress
- under supervision, assign LC call numbers
- compile, monitor and prepare a public services and serials statistical reports on a weekly basis
- claim missed and overdue materials and contact publishers, vendors and outside service providers regarding problems;
- process invoices for payment;
- independently perform copy cataloging and resolve conflicts in title forms in the selection of copy for cataloging;
- initiate and process claims for missing documents;
- function as liaison with publishers, vendors, outside service providers and administrative offices service supervisors when problems occur with invoices;
- request permission to return materials;
- input invoices on automated systems matching the correct order record with books as added volumes are received;
- input credit information into automated system;
- select materials for binding, process materials and receive materials;
- make recommendations to the librarian for selection of materials for the collection, i.e. reference or IMC;
- prepare interlibrary loan requests for electronic transmission;
- search WISCAT and other bibliographic databases to verify interlibrary loan requests;
- monitor circulation functions in institution libraries;
- assist library patrons in the use of reference materials in print and CD ROM format;
- maintain the circulation process at the Reference and Loan Library;
- order, receive, and keep budget and collection development statistics for all types of materials purchased for the Reference and Loan Library Collection.

06.501 LICENSED PRACTICAL NURSE

These technical positions are responsible for working directly with patients and families in providing treatments and observations. Positions, after receiving an in-service course, may pass prescribed oral medications. Positions work under the supervision of a registered nurse in routine nursing situations and as an assistant to the registered nurse in complex situations. The work is characterized by the technical knowledge of patient care, treatments, and medications required. Employees are expected to meet specific technical nursing requirements as directed by a registered nurse and to make critical observations of patients in complex nursing situations. Work is performed under general supervision.

70.002 MANAGEMENT INFORMATION CHIEF

Positions provide planning, leadership, management, expertise and direction to staff and/or supervisors of information systems functions including any or all of the following: developing and recommending short and long range information technology processing objectives consistent with department and bureau guidelines; assisting in budget development; coordinating activities of information technology processing with other divisions and bureaus; providing expertise for integration of technology interfaces with business functions and processes of the agency as well as inter-agency integration; assisting with the preparation and implementation of short and long range information technology plans; setting overall developmental and technical priorities; directing the development, installation, use and improvement of management tools, procedures, and standards; strategic business planning; administering and coordinating consulting contracts, services, and contract staff; and serving on technology management committees. Positions supervise Professional, Specialist, Consultant, or Supervisor level positions in the Information Systems classifications and may perform advanced level Information Systems work.

81.001 MANAGEMENT INFORMATION MANAGER

Positions in this classification function as: (1) Manager or line Deputy of a full-scope data processing operation requiring the supervision of 75 or more full-time equivalent positions. Currently, such an operation will include a Regional Computer Center and its major computer system and technical support staff plus the major applications development section of the agency to which the Center is attached for administrative purposes; (2) Manager or line Deputy of a full-scope data processing operation requiring the supervision of 35-80 full-time equivalent positions. Organizationally, this operation will involve at least a large computer system and related technical support staff plus a large applications development section; (3) Manager or line Deputy of a Regional Computer Center or comparable operation which will include a major computer system and related technical support staff; (4) Manager of a large data processing section which requires the services of two or more first line supervisory positions, which direct the work of objective level and higher professional data processing staff. Organizationally, this manager will report directly to the Bureau Director or Division Administrator directing the Agency's data processing services; (5) Manager of a data processing section which requires the services of five or more advanced level professional data processing staff whose unique knowledge's and skills support the delivery of complex, distinctive statewide systems. Organizationally, this manager may report directly to the Bureau Director or Division Administrator directing the Agency's data processing services or may report directly to an agency's Executive Officer; (6) Manager of a less-than full-scope data processing operation requiring the supervision of 35-80 full-time equivalent positions. Organizationally, this will include at least a large applications development staff plus a variety of other positions engaged in a variety of miscellaneous support functions; or (7) Manager of a full-scope data processing operation requiring the supervision of 20-40 full-time equivalent positions. Organizationally, such an operation will include at least a medium computer system and related technical support staff plus a medium size applications development section.

05.630 MEAT SAFETY INSPECTOR

Under general supervision, these positions perform meat inspection work in assigned plants which involves the fostering and enforcement of laws, regulations, codes, and standards pertaining to all aspects of the manufacturing, processing, slaughtering, and merchandising of meat, poultry, and meat food products. In addition to scheduled inspections, employees in this class investigate possible law violations involving the sale of uninspected meat and poultry products, unwholesome or misbranded products, and products processed or sold in violation of other legal requirements; investigate possible law violations involving the introduction of diseased or contaminated animals into the human food chain; recommend technical/corrective actions; make recommendations regarding denying or suspending licenses, suspending plant/slaughter operations; issue holding orders (retain tags); identify and segregate suspect carcasses of meat/poultry products; assist division staff with trial preparation, including providing expert witness testimony; sample and assist in the analysis of meat products for possible adulteration or misbranding; and provide guidance and training for lower level Meat Safety Inspectors. Positions at this level independently carry out all job duties, and have successfully completed all required training.

06.230 MEDICAL ASSISTANT 2

This is responsible technical work involving a combination of nursing care, laboratory and clerical duties at a medical clinic. Positions allocated to this level function at the full performance level with responsibility for performing clerical and patient care services along with laboratory tests where identifiable results are obtained and instructions are well defined. Work is performed under limited supervision of professional medical personnel. Positions in this class are distinguished from the clerical, laboratory technician, and nursing assistant classes by the absence of a majority of the work being performed in any one of these areas. Including; screening procedures, first aid in emergency situation, advanced patient education, provide instruction to patient and families, provides observations of patients' psychical and mental condition, order and maintains laboratory, medical and office supplies, assist in training and reviewing the work of entry level medical assistants.

06.235 MEDICAL LABORATORY TECHNICIAN - OBJECTIVE

Positions allocated to this classification are full performance, objective level Medical Laboratory Technicians. Positions at this level perform routine clinical laboratory testing and a range of non-routine testing on stable test or instrument systems and report those test results to Medical Technologists, physicians, and nursing staff. All activities are performed in accordance with established protocols. Any unusual quality control, instrument, or other testing situations are reported to a Medical Technologist or a Medical Technologist Supervisor after performing minor test, equipment or instrument troubleshooting. The objective level is differentiated from the entry level by: an increased number of the types of assays performed which involve more complex and non-routine testing but primarily stable instrument systems; responsibilities for troubleshooting minor instrument or procedure systems according to written protocols; assisting in the evaluation of new methods, equipment or instrumentation under the direction of a Medical Technologist; and responsibility for training lower level Medical Laboratory Technicians and students. The work is performed under the limited to general supervision of a Medical Technologist Supervisor and under the guidance and direction of a Medical Technologist.

02.500 MEDICAL PROGRAM ASSISTANT – SENIOR

Objective level position functions under general supervision and provides program support to the physician's practice/clinic, a family practice clinic or a veterinary hospital/clinic. Job duties include the following types of program responsibilities: 1) clinic receptionists (receiving and triaging calls); 2) patient account representatives (communicating with physicians, patients, responsible parties, hospitals, etc. regarding insurance approval or denial and medical procedures, negotiating payment plans, etc.) and 3) general support for a clinic, clinical outreach activities or a medical educational program.

15.102 MEDICAL TECHNOLOGIST – SENIOR

This is the full performance level for positions which perform professional level medical technology work. The work assignments the employee is expected to complete include a wide variety of standard laboratory tests (e.g. urinalysis, throat cultures, urine cultures, hemoglobin, hematocrit, etc.) or the full range and scope of testing in a specialty area which requires professional discretion in determining actual test procedures and interpreting results. Positions at this level assist in the training of other staff, students and customers while maintaining current scientific knowledge and technology applications that apply to their unit. Positions at this level make independent decisions under general supervision.

03.501 MOTOR VEHICLE OPERATOR-LIGHT

Positions in this classification operate vehicles which weigh under 26,000# (gross vehicle weight) GVW a majority of the time. These vehicles include: automobiles, pick-up trucks, passenger vans, cargo vans, step vans, van body trucks, buses, and various other trucks weighing under 26,000# GVW. Some vehicles may require the operator to have a Commercial Driver's License (CDL).

03.502 MOTOR VEHICLE OPERATOR-HEAVY

Positions assigned to this classification are primarily responsible for operating heavy motor vehicles, in excess of 26,000 pounds, gross vehicle weight (GVW). These vehicles may include: rubbish trucks, straight trucks, large refrigerated trucks, cargo trucks, a vehicle scale test truck, or other type of large truck, which generally have an automatic lift on the back end. All vehicles require the operator to possess a Commercial Driver's License (CDL).

15.821 NATURAL RESOURCES RESEARCH SCIENTIST - SENIOR

Positions allocated to this classification level: (1) conduct independent research on high priority management problems with full responsibility for study design, data acquisition, statistical analysis, and report preparation, with little or no specific direction or review; or (2) coordinate multi-faceted and multidisciplinary information transfer projects and technical editing and production of complex reports; or (3) interact closely with scientists and department managers to analyze and interpret appropriate information sources in support of multi-disciplinary research projects; oversee the selective dissemination of information and information sources; or (4) provide independent statistical consulting as at the objective level, but with increased emphasis on publications, and on consultation outside the bureau; or (5) coordinate the development of strategic and long range research plans. Positions provide frequent consultation on management issues, helping to guide policy and procedure decision-making and/or make contributions to the scientific literature and public awareness (e.g., via popular articles or oral presentations), and occasionally offer guidance to lower level Natural Resources Research Scientists. Positions are involved in short-term statistical consulting, both within and outside the program; Positions oversee the administration of grants, assist in writing grant proposals, and in locating sources of scientific research funding.

11.101 NURSE CLINICIAN 2

This is full performance professional staff nursing work involving the performance of direct and indirect patient care. The primary responsibility of employees at this level is the independent assessment and provision of direct patient care to meet the needs of assigned patients or an assigned patient population. In addition to the provision of direct patient care, employees at this level will provide leadership and act as a resource to other unit nursing staff; apply the appropriate parts of staff, patient or family educational programs to meet the needs of the assigned patients or other nursing staff; identify unit quality assurance, research or standards of care needs and conduct assigned portions of these projects; collect required data; or identify staff, patient or family educational needs relating to the specific patient population and provide input into the development of such resources. General supervision is provided by a supervising nurse.

06.502 NURSING ASSISTANT 2

This is objective level technical work assisting in the nursing care provided to patients in a clinic, on inpatient units or wards, or in specialized care units such as a recovery or operating room. Work at this level is differentiated from the 1 level by the level of supervision received and the ability of the employees to carry out or initiate routine nursing assistance functions related to patient care and comfort in the less complex cases. Positions at this level also maintain equipment and supplies for the nursing unit. Employees in this class work under the limited supervision of the Unit or Nursing Supervisor and receive specific instructions only for new job assignments or complex nursing situations.

11.201 NURSING CONSULTANT

Positions at this level are responsible a majority of the time for: (1) providing program review and assistance to health care providers as a member of a survey team; or (2) functioning as a statewide specialist in a defined nursing program area. Positions at this level are responsible a majority of the time for providing nursing consultative services, policy development and determination of eligibility for program participation. Positions in all allocations at this level also perform the following duties/functions: plan and conduct workshops, in-service training and meetings for health service personnel; prepare and submit reports of activities; and determine program eligibility and provide input into central office program development activities which may include policy development and/or grant writing. Work is performed under general administrative supervision.

50.301 NURSING SUPERVISOR

This professional level position provides the day-to-day administration and supervision of a designated patient care area or clinical review and audit area. Job duties must include providing or overseeing direct nursing care and supervising Nurse Clinicians; duties may also include supervising related medical staff and other Nursing Supervisors. Responsibilities include directing, coordinating, and evaluating the direct and indirect nursing care staff and services; meeting staffing and program needs; assessing the adequacy of patient services to insure adherence to established care standards; interpreting policies and procedures to patients, visitors, staff, or the public; preparing reports; requisitioning supplies and equipment; promoting patient education and rehabilitation; and maintaining clinical and personnel records.

11.401 OCCUPATIONAL THERAPIST

Positions plan and administer professional occupational therapy treatment for patients, clients and residents in state-operated facilities to promote the development and rehabilitation of the aged, mentally, physically, or emotionally disabled. Positions plan program activities, such as manual arts and crafts; practice in functional skills and activities of daily living and participate in sensorimotor, educational, recreational, and social activities in an effort to help persons develop or regain physical or mental functioning or adjust to disabilities. Occupational Therapists consult with members of a multidisciplinary team to select an activity program consistent with needs of the patient and to coordinate with other therapeutic activities, and evaluate the effects of treatment at various stages making necessary adjustments to achieve maximum benefit. Positions in this series administer treatments using a wide variety of equipment and may adapt equipment in an effort to aid adaptation of the patient's work-living environment. Duties performed include: responding to requests for service and initiating referrals when appropriate; screening individuals to determine the need for intervention; evaluating individuals to obtain and interpret data necessary for intervention; interpreting evaluation findings to arrive at an occupational therapy diagnosis; developing and coordinating intervention plans, including goals and approaches to achieve stated goals; implementing the intervention plan directly in collaboration with others; monitoring individual's response to intervention and modifying plan as needed; communicating and collaborating with other team members, individuals, family members, or caregivers; terminating services when maximum benefits have been received and formulating discontinuation and follow-up plans; documenting services as required; maintaining records required by practice setting, third-party payers, and regulatory agencies; providing in-service education to team members; maintaining treatment area, equipment and supply

06.701 OCCUPATIONAL THERAPY ASSISTANT - OBJECTIVE

This is objective level technical occupational therapy work. Positions allocated to this classification perform any combination of the following duties to assist in the provision of occupational therapy to physically, developmentally, mentally, and/or emotionally handicapped patients or residents of a state hospital or institution: Screen patient's or resident's condition to determine the need for evaluation and treatment; assist in the evaluation of patient's or resident's occupational therapy needs, and in the establishment of goals and treatment approaches; independently administer therapeutic treatments and/or activities developed by professional staff designed to maximize independent function, prevent further disability, and achieve and maintain health and productivity; evaluate the effectiveness of therapy and modify to meet established goals; fit, adjust, and maintain adaptive equipment, and train patients or residents in its use; implement occupational therapy program in conjunction with other therapy programs; consult with members of occupational therapy staff and other health care professionals to exchange, discuss, and evaluate information for planning, modifying, and coordinating therapy programs; prepare written progress reports on participants and programs; provide orientation to and train lower-level Occupational Therapy Assistants and/or Therapy Assistants; perform clerical duties, such as ordering supplies and equipment; attend departmental staff meetings and in-service educational programs; and perform related work, as requested. Positions may lead Occupational Therapy Assistants, Therapy Assistants, volunteers, students, and/or other workers in the provision of occupational therapy. Work is performed under the general supervision of a Supervising Therapist or other professional staff.

12.002 OFFENDER CLASSIFICATION SPECIALIST

Positions in this classification series direct and manage an assigned caseload of offenders. Positions ensure that individual offender reviews are conducted consistent with established laws, rules, policies and procedures; assess, evaluate and determine each offender's risk relative to violence, assaultive behavior, misconduct, escape and continued criminal activities; assess, evaluate and determine the program/treatment needs of each offender; establish the priority of these needs and the appropriate placement to meet the needs and develop a placement plan; provide due process for offenders including conducting formal hearings with input from parties involved with the offender's supervision and treatment and render a decision on custody, placement and program treatment; and implement decisions by arranging offender movements, defining program enrollment priorities and establishing program start dates. Positions are also responsible for providing technical assistance, consultation and training to department staff and external agency representatives; developing and implementing methods of quality control; and serving on workgroups/committees or performing special assignments.

02.051 OFFICE ASSOCIATE - ENTRY

This is routine office support work performed under close to general supervision. Positions perform a variety of basic office support tasks consistent with established office and agency policies and procedures with little or no ability to change the procedures. The activities are routine in nature and require little discretion as the work processes and routines are well defined and easily quantifiable. Task may include: copying/scanning documents, desktop tasks (e.g., maintaining logs, attendance records, or simple databases), document production using standard word processing software, file maintenance, processing forms, processing mail, reception duties, scheduling and assisting staff with travel arrangements.

02.052 OFFICE OPERATIONS ASSOCIATE

This is complex office support work performed under close or limited supervision, progressing to general supervision. The majority of duties performed at this level must include any combination of complex program-related functions or complex administrative functions. Positions may also function as lead worker to other staff within the work unit. The duties assigned to positions at this level require analytical or independent reasoning and are more complex than those performed within the Office Associate classification. The consequence of error is greater than that of the work described at lower levels. Personal contact with employees, supervisors and the general public is common. Performance of the tasks requires extensive contact with operating units within and outside the organization. Working relationships are maintained with professional program staff and administration staff such as Accountants, Budget and Policy Analysts, Auditors, Purchasing Agents, etc.

81.353 PAYROLL AND BENEFITS SPECIALIST

These positions perform a wide range of payroll and benefits-related functions, from routine to extremely complex, for a majority of the time. Responsibilities include but are not limited to orientation presentations for new employees, consultation and education of existing employees regarding provisions on payroll and/or benefit programs, interpret and reconcile payroll and benefits related forms and reports, and calculate and complete complicated payroll adjustments. Positions enter, review and/or audit time and attendance information in accordance with FLSA regulations, the state compensation plan, etc.; maintain payroll records; audit, verify and process payroll and benefits information, and monitor a variety of payroll and benefit program activities.

81.354 PAYROLL AND BENEFITS SPECIALIST – ADVANCED

This level encompasses positions that perform the full range of duties and the most complex payroll and benefits functions for a large organization or subunit on a centralized basis. Positions at this level function very independently and calculate complicated payroll adjustments, reconcile and/or approve final reports required for payroll and/or benefits information, perform in-depth research of statutes, codes, policies and procedures, interpret and apply provisions of the state compensation plan, and provide training and/or write manuals for other staff. Positions at this level may serve as a primary coordinator of a specific functional area of payroll including but not limited to, retirement counseling; insurance, tax withholdings (domestic and international), leave accounting, garnishments, tax sheltered annuities, and other services related to deduction reporting for the agency; financial systems reconciliations; or function as a department-wide payroll resource for programs such as social security/Medicare, W-2 earnings, various insurance programs, retirement, etc.

15.132 PHARMACIST

Employees in this classification compound and dispense drugs and other pharmaceutical preparations. In this regard, employees receive or oversee receipt of prescriptions for medications and/or medical devices, interpret or evaluate a medication or medical device order; participate in drug or device selection as authorized by law and written into the institution's policies; oversee the preparation and filling of or prepare and fill orders using proper pharmaceutical methods and techniques; provide patient counseling when appropriate; properly package, label and dispense or distribute a medication and/or medical device; maintain records of drugs dispensed; monitor and evaluate resident/inmate medication therapies and participate in clinical consultation services by making recommendations to physicians and other health care professionals on the appropriate use of drugs, monitoring of levels, use of formulary substitutions, and drug interactions; maintain documentation of prescriptions, transactions, supplies, inventory and patient information; and assure that drugs or devices are properly and safely stored and removed from inventories when outdated. Employees, after receiving certification of training, may administer an immunization or vaccination under a clinician's written protocol or order. Work is performed under the general supervision of a Pharmacist Supervisor or Medical Director.

11.501 PHYSICAL THERAPIST - SENIOR

This is advanced level professional physical therapy work in a state-operated facility. Positions at this level perform the duties described in the definition statement under the general supervision of a supervising therapist or other clinical supervisor. In addition, positions at this level may also be responsible for: directing and reviewing the work of other therapists, therapy assistants or therapy students in performing physical therapy activities; participating in research; participating in fieldwork education by supervising physical therapy practitioners, students and other staff performing supportive services; participating in committees and activities on institution-wide or broader issues in the development of service operations, policies and procedures; developing appropriate home and community activities/programming to support performance in natural environment and providing in-service as needed; addressing prevention, wellness and health promotion needs of individuals or groups; and may participate in the fiscal management of the physical therapy practice setting. Employees are responsible for initiating program changes within established guidelines and principles of the physical therapy profession. Positions at this level differ from those at the lower level by the overall independence of activity.

06.702 PHYSICAL THERAPY ASSISTANT

This is technical physical therapy work. Positions allocated to this classification perform any combination of the following duties to assist a licensed Physical Therapist implement a physical therapy treatment program for physically, developmentally, mentally, and/or emotionally handicapped patients or residents of a state hospital or institution. Responsibilities include assisting a Physical Therapist in the evaluation of patients' or residents' physical therapy needs, and establishing goals and treatment approaches; independently administering physical therapy treatments developed by a Physical Therapist, such as active and passive manual therapeutic exercises, heat, light, sound, water, and electric modality treatments, therapeutic massage, and traction; evaluating the effectiveness of therapy and modifying to meet established goals; fitting, adjusting, and maintaining adaptive equipment, and training patients or residents in its use; implementing a physical therapy program in conjunction with other therapy programs; conferring with members of physical therapy staff and other health care professionals to exchange, discuss, and evaluate information for planning, modifying, and coordinating therapy programs; preparing written progress reports on participants and programs; providing orientation to and training newly hired Physical Therapy Assistants and/or Therapy Assistants; performing clerical duties, such as ordering supplies and equipment; attending departmental staff meetings and in-service educational programs; and performing related work, as requested. Positions may lead Physical Therapy Assistants, Therapy Assistants, volunteers, students, and/or other workers in the provision of physical therapy. Work is performed under general supervision.

10.000 PHYSICIAN

This is professional medical work involving the diagnosis and treatment of illness and disease, the detection and prevention of potential health problems and the establishment and maintenance of appropriate standards of health care. Attends to the medical needs of residents or inmates, diagnosis and treating illness and injuries and arranging for professional consultation where required. Also prescribes medications, orders laboratory work, diagnostic tests, treatments and nursing care as required. The majority of these positions are found in state operated institutions, although some are found in field and central administrative office settings. Some positions may specialize in such fields as pediatrics, internal medicine, family and community health, etc. Qualifications include the possession of a license to practice medicine.

36.060 POLICE COMMUNICATIONS OPERATOR

These positions are in the law enforcement communication field. Employees in these positions direct the transmission, receipt and relay of information concerning public safety and law enforcement activities to, from, and in between multijurisdictional government agencies, the general public and the news media. Positions operate varied and highly complex computer programs, telephone and radio systems, mobile data networks, electronic voice communications, computer aided dispatch and records management systems. Positions provide a variety of information, directives, and procedural messages to law enforcement personnel and coordinate interoperable communications especially in emergency situations including monitoring and activating roadway message sign boards and highway cameras.

36.051 POLICE OFFICER

Positions are responsible for enforcing state statutes, rules and regulations of state agencies/institutions, and county and city laws/ordinances over which they have jurisdiction. Identify and apprehend persons observed violating laws/ordinances. Assist with search warrants. Provide assistance to local law enforcement agencies as requested and appropriate. Appear and testify in legal proceedings. Issue citations. Investigate thefts and burglaries. Prepare complete, concise, and detailed reports concerning all criminal activity under investigation. Interview victims, witnesses, and suspects in reported criminal incidents. Receive and disseminate information by two-way radio, telephone, computer, and in-person when contacted by the public, other employees, and other police agencies. Provide emergency services as required. Develop and present various training programs for the community, staff, or other organizations. Provide crowd control management duties at large public events. Convey sick and injured people to health care facilities when their condition is a non-emergency. Resolve conflict in domestic disturbances. Transport securities and other valuables. Assist in developing skills of new employees. Speak before community groups. Positions may also perform a specialty function such as: community relations officer; range or specialty training officer; field training officer; court officer; oversee student security program; bicycle patrol officer; evidence technician; emergency medical technician; shift lead worker; or comparable area of specialization.

12.031 PROBATION AND PAROLE OFFICER

Positions in this classification are responsible for monitoring a caseload of adult or juvenile offenders or community-confined offenders to ensure the provision of adequate services to bring about social, mental and economic readjustment of clients under correctional supervision and, consequently, the protection of the community. Specializations within the caseloads include, but are not limited to: intake, drugs, sex crimes, mental health, and high risk clients. Positions perform a variety of tasks such as: conducting presentence investigations including interviewing witnesses and/or victims; establishing restitution levels and acting as the collection agent on behalf of the courts; participating in revocation and other hearings by serving as representative of the department during the proceedings; preparing pre-parole plans prior to an offender's release from an institution; making classification decisions to establish supervision levels; providing surveillance of offenders through frequent contacts and/or electronic monitoring; and completing violation investigations and establishing recommendations on appropriate sanctions in response to the violation (i.e., recommending revocation when appropriate; taking clients into custody and transporting them as necessary). Positions may perform a variety of community liaison activities including, but not limited to, working with community service providers in the establishment of half-way houses, drug treatment programs, etc., and may provide group or individual counseling. Employees in this classification are initially under close supervision and progress through limited to general supervision.

07.000 PROGRAM POLICY ANALYST

Positions in this classification perform comprehensive, professional program and policy analysis and related research, program planning, program evaluation and related financial activities, or comparable analytic functions. Positions at this level: define program goals, develop and plan programs or facilities, develop policies and procedures to implement and administer these programs, and analyze the current or projected effectiveness of programs in achieving goals; positions also analyze problems, issues, or proposals, develop alternatives, options, or plans, and recommend courses of action based on the results of analysis. Duties require *extensive* knowledge of program planning principles to enable the employee to work effectively and independently in a wide range of situations as evidenced by the degree of interpretation of regulations and impact of decisions made. Positions have a significant role and responsibility to make complex independent judgments and decisions within the scope of their responsibility as a result of delegated authority. Positions at this level may function as lead workers. Work is performed under general supervision.

81.100 PSYCHIATRIC CARE SUPERVISOR

This is responsible supervisory work for a shift on a unit within a secure facility populated by inmates temporarily assigned from a correctional institution or by mentally ill patients committed under the criminal code. Employees in this class are responsible for the supervision of the implementation of individual treatment programming designed to bring about positive change in the residents and the maintenance of security for residents, staff and the public within the secure facility. Work is performed in accordance with established rules, regulations and policies under the general direction of a unit supervisor or other management position.

05.500 PSYCHIATRIC CARE TECHNICIAN

These positions perform individual treatment programming and maintain internal security among patients in a security treatment facility. Employees are responsible for the implementation of individual treatment programming designed to bring about positive change in patients who are temporarily assigned from a correctional institution or mentally ill patients committed under the criminal code. The range of treatment activities performed includes education, recreation, work, and leisure activities. In addition to their treatment responsibility, employees are responsible for the maintenance of security for patients, staff, and the public within the facility and during patient activities outside of the facility. Work is performed in accordance with established rules, regulations and policies under the general direction of the shift supervisor.

10.200 PSYCHIATRIST

This is professional medical work involving the assessment and treatment of persons with psychiatric disorders. The work involves diagnosis, treatment, and disposition of assigned patients to include such activities as psychiatric assessment, consultation with other medical and professional staff, prescribing medications and treatment, and documentation of treatment plans and progress achieved. This work is distinguished from the work of other medical physicians in that it primarily deals with the study, treatment or prevention of mental illness. Qualifications specify that the incumbent has a license to practice medicine, and has completed an approved residency in psychiatry.

12.051 PSYCHOLOGIST (LICENSED)

Positions in this classification perform responsible clinical work in the professional practice of psychology in a residential, institutional, community (probation and parole) and/or other specialized programs, engaging in the full range of psychological services including assessment, consultation, psychotherapy, research and training. Positions may also function as coordinator of the psychological services component of a specialized institution evaluation and consultation program which involves providing direction and review to lower-level staff positions and coordinate their program input in addition to carrying their own clinical responsibilities. Positions may provide clinical supervision to interns in professional psychology. Certain positions may require a specific doctorate in Psychology. Supervision is general in nature. Positions in this classification perform functions that, under state law, can only be carried out by individuals licensed as Psychologists by the Wisconsin Department of Regulation and Licensing.

05.401 RANGER – ASSISTANT PROPERTY MANAGER

Positions in this classification function as: (1) an assistant to the manager of a medium size state forest, park or recreation area; or (2) are responsible for a major program function within a major property. These positions are responsible for all phases of the property's operation and the direction of permanent, limited term and/or volunteer staff in the absence of the manager. Specific activities include developing and coordinating projects/operations, ordering equipment and supplies, performing/assisting with maintenance, public contact, community relations (partnerships and media contacts), interpretation, accessibility and visitor protection activities within the property. These positions prepare administrative and financial reports; and assist with the preparation of property budgets and development plans. The work is performed under general supervision.

05.401 RANGER – ENFORCEMENT

Positions allocated to this classification function under general supervision and are primarily responsible for performing the following law enforcement activities within the assigned State Park, Forest, or Recreational Area a majority (over 50%) of the time: conducting random patrols on state land and water; enforcing laws, rules and regulations; issuing verbal and written warnings and/or citations; responding to complaints; directing the activities of law enforcement personnel; seizing, holding and disposing of evidence for court; testifying in court; checking licenses, tags, permits and registrations; reviewing citations for completeness and accuracy; developing reports related to law enforcement activities within the park/forest; conducting investigations of accidents, fires and incidents on state lands; acting as Court Officer; monitoring chain of evidence for all items seized and conducting proper disposition of items; attending and presenting law enforcement training; serving as the region's armorer; providing law enforcement assistance to law enforcement officers outside of normal park/forest law enforcement duties; and working with Conservation Wardens. Additional responsibilities include a wide variety of public contact, visitor information, maintenance and development, and related administrative duties. Positions function under general supervision.

05.400 RANGER – OPERATIONS

Positions allocated to this classification have responsibility for performing a wide range and variety of maintenance and development, law enforcement and visitor services/interpretative activities within the State Park, Forest or Recreational Area. This includes grounds and building maintenance, operating a wide variety of equipment and performing/overseeing repairs and maintenance to the equipment and buildings; performing turf maintenance in public use areas; and performing/overseeing brush removal, signing, clearing and the repair of trails and campsites. Additional responsibilities include enforcing laws, rules and regulations; responding to law enforcement related complaints, issuing verbal and written warnings and/or citations to visitors to achieve compliance; public contact; visitor information/interpretation, sale of vehicle admission stickers and trail passes, assisting in the development of new projects, and completing administrative reports. Positions function under general supervision.

08.100 RESEARCH ANALYST

Positions allocated to this objective level perform a variety of research, statistical analysis, and/or statistical information reporting; serve as an expert in SAS, including extracting and manipulating data sets. Work includes a combination of semi-routine or specialized assignments as well as work for larger projects, a specific program, or a significant segment of a program on a regular basis. Work is completed under general supervision.

06.602 RESIDENT CARE TECHNICIAN 2

This is the objective level for positions responsible for the provision of care and the implementation of individual treatment programming for patients or residents in an institution. The treatment programming activities performed may involve educational, recreational, leisure, physical or other types of activities and are designed to bring about positive change in the patient or resident. Work is performed in accordance with established rules, regulations, policies and individual treatment plans. General supervision is provided by an institution care supervisor or unit director.

05.203 SECURITY OFFICER – 3

This is objective or lead level security and protection or parking enforcement work. Positions at the **objective level** are responsible for providing extended general security and protection services at a facility where the majority of time is allocated to the physical security of persons and property rather than parking enforcement. This work involves extensive patrolling of all buildings and grounds. In addition, positions at the objective level may perform limited (less than a majority of time) enforcement activities such as those pertaining to parking regulations, traffic rules and regulations at the facility and investigating complaints resulting from traffic incidents or possible law violations. Positions at the **lead level** provide lead work over lower level security officer positions performing general security work or parking enforcement work.

SOCIAL WORKER SERIES (SENIOR, ADV, CLINICAL, CORRECTIONS)

Positions in this series provide professional social work and case management services to a specific client population. Employees perform work in one or more of the following functions: (1) evaluating and assessing difficulties in psychosocial functioning of a group or individual; (2) developing plans or policies to alleviate those difficulties, and either carrying out the plan or referring individuals to other qualified resources for assistance; and (3) intervention planning, which may include psychosocial evaluation and counseling of individuals, families and groups; advocacy; referral to community resources, and facilitation of organizational change to meet social needs. Employees must be certified, or eligible to be certified, at the appropriate level by the Marriage and Family Therapy, Professional Counseling, and Social Work Examining Board of the WI Department of Regulation and Licensing.

12.040 SOCIAL WORKER – SENIOR

This is responsible, independent social work providing the full range of social work services in accordance with established policies, procedures and guidelines. Employees at this level perform their duties under general supervision and speak and act with authority, independently representing the organization in situations involving their clients, utilizing their own professional judgment within prescribed policies, procedures and practices and perform these duties under general direction of supervisory or management staff. These positions may also assist in leading or training lower level Social Workers. For most caseload related activities, administrative review is on an "after the fact" basis and employees perform duties under general supervision.

12.041 SOCIAL WORKER – ADVANCED

This is responsible, independent social work **limited to positions that provide child welfare intake and assessment services**. Positions receive and document child abuse and neglect referrals; assess whether the alleged abuse/neglect occurred through interviews with family members, child, other community members, etc.; implement appropriate intervention strategies (e.g., use of in-home services or child placement outside the home); and work with families to find resources to improve child and family well-being.

12.042 SOCIAL WORKER – CLINICAL (INSTITUTIONS)

Positions in this classification perform professional clinical social work services without supervision for the diagnosis, treatment, and prevention of mental and emotional disorders in individuals, families, and groups, to restore, maintain, and enhance social functioning through treatment interventions that include psychosocial evaluation, counseling of individuals, families, or groups, referral to community resources, advocacy, facilitation of organizational change to meet social needs, and individual, marital, or group psychotherapy. Responsibilities also include: providing clinical supervision to Social Workers who are in the process of obtaining 3,000 hours of supervised pre-certification practice for licensure, developing social service treatment goals, and participating in unit treatment programs by providing treatment and coordination of release planning. Positions in this classification function as the liaison with the treatment team, the patient, the family, and the community agencies, and are involved in education and treatment monitoring activities. **NOTE: All positions in this classification MUST possess a clinical social worker license, state law, from the Marriage and Family Therapy, Professional Counseling, and Social Work Examining Board of the WI Department of Regulation and Licensing.**

12.043 SOCIAL WORKER – CORRECTIONS (C)

Positions in this classification series provide responsible, independent social work services within a correctional institution for juveniles or adults, *with at least 18 months experience as a fully certified/licensed social worker*. Duties include obtaining information from clients, members of their families and others to identify social, economic, emotional, health or physical problems and to determine eligibility and the need for casework or other services. Employees may provide counseling services, therapeutic intervention, and treatment services to clients and members of their families to aid them in achieving a more satisfactory adjustment of their specific problems or situation. These positions work in close cooperation with other social service agencies, hospitals, clinics, courts and community resources in planning to meet the needs of clients and assist the clients in utilizing these resources. Employees may perform in an advisory capacity to other professional staff in specialized areas through participation in conferences and meetings for purposes of assessment, diagnosis and plan of treatment.

07.403 SPECIAL AGENT - SENIOR

This is senior level work independently conducting or leading investigations of the most complex and sensitive nature which are often multi-jurisdictional, or of a statewide or interstate scope. Positions at this level demonstrate leadership skills and are responsible for planning, conducting and coordinating independent investigative efforts or those of a team of law enforcement personnel (both internal and external to the department) utilizing the most complex investigative techniques, methodologies and approaches. This also includes responsibility to perform as liaison with and provide instruction to law enforcement personnel. Agents at this level are considered experts in their field and are relied on by other law enforcement officials for the planning and conduct of sophisticated investigations. Work at this level is performed under general supervision.

36.100 STATE PATROL TROOPER

Employees are responsible for the enforcement of state traffic and criminal laws, administrative rules and regulations, with primary emphasis on highway safety and preservations in an assigned geographic area. Observes the operation and condition of vehicles to ascertain compliance with laws, rules, and regulations. Conducts on-the-scene investigation of property damage, injury or fatal accidents and in-depth reconstructive investigations of traffic accidents. Certifies cruiser speedometers for accuracy.

11.700 THERAPIST - SENIOR

This is objective level work as a Therapist in a state-operated facility. Therapist positions at this level perform the duties described in the definition statement under general supervision. In addition, positions at this level may also have responsibility for overseeing and reviewing the work of other therapists, therapy assistants, or therapy students in the performance of the activities of the program area; developing, implementing, and evaluating a significant clinical therapy program area for the facility as the authority within their program area; and/or performing duties in two or more therapy areas of recreation, prevocational or music.

07.271 TRAINING OFFICER - SENIOR

Positions allocated to this classification develop, coordinate, and administer training programs of divisions or agencies involving stipend and tuition refund programs, benefit programs, management development, supervisory training, technical skills training, engineering or other areas of professional training, student or intern training, and continuing education training. Positions exercise considerable independent judgment in making decisions regarding the nature and content of agency programs. Personal contacts are with the highest level managers within the agency to develop the training objectives of the agency and identify organizational training needs. Positions direct an agency training program, act as a training consultant for other state agencies, and participate in planning and budgeting for staff development. Work is performed under general supervision.

12.080 UNEMPLOYMENT INSURANCE COLLECTIONS SPECIALIST

This is the full performance level. An employee at this level has acquired a broad knowledge of the concepts, procedures, practices, techniques, rules, laws and principles and practices necessary to manage and collect benefit overpayments and/or delinquent employer contributions. An employee at this level is expected to perform the full scope of activities necessary to collect benefit overpayments or delinquent employer contributions from start to finish. The work assignments are complex and varied in nature and scope. The work products receive general review for technical and programmatic accuracy, and for compliance with UI laws and the agencies and/or division's policies and standards. Positions allocated to this level perform under general supervision.

15.221 VETERINARIAN – OBJECTIVE

This is full performance professional, objective-level field veterinary or veterinary inspection work. Positions allocated to this level perform a full range of work assignments, perform at a high level of competency within their area, and function in one of the following capacities: (1) a field veterinarian responsible for directing and coordinating work on one or more animal diseases to assist in developing and implementing effective disease prevention, control, and eradication programs in an assigned geographic area; or (2) as a veterinary inspector responsible for coordinating or leading the activities of non-veterinary meat inspectors in inspections performed in "downer" plants; making final dispositions on animals, carcasses and parts retained by non-veterinary Meat Safety Inspectors; providing veterinary oversight; training of Meat Safety Inspectors about observed pathology and slaughter inspection techniques; and making sanitation and related inspections at slaughterhouses, "downer" plants, and meat and meat-food processing establishments, in an assigned geographic area. Positions at this level are responsible for guiding and reviewing the work of inspectors, technicians, limited term employees, and other staff. Positions at this level complete routine and difficult assignments without specific direction; broad guidelines are available. Positions at this level differ from those at the Veterinarian - Senior in that the work responsibilities are narrower in scope and complexity, and do not reflect the range of responsibilities and situations occurring at the Senior level. In addition, Veterinarians at the Senior level possess additional training and experience. Positions at the objective level function under limited to general supervision.

15.222 VETERINARIAN – SENIOR

This is senior-level professional veterinarian work in the areas of field veterinary or veterinary inspection work. Positions at this level develop and follow broadly defined work objectives with extensive authority in carrying out the assigned responsibilities. This involves independently implementing the assigned duties and requires program-wide expertise. Positions at this level coordinate, lead or direct the work of other veterinarians, and/or inspectors and technicians, and direct field surveys, investigations, and/or inspections. The work performed at this level requires a high level of interpretation, creativity and problem solving skills by exercising independent veterinary expertise in performing the complete range of responsibilities. Positions allocated to this level function in one of the following capacities: (1) as a field veterinarian responsible for animal disease prevention, control and eradication for one or more animal diseases, or control and eradication for several animal diseases in a larger geographic area, or directing field surveys and investigations performed by objective-level veterinarians; (2) as the State Humane Officer providing expert veterinary consultation to local law enforcement agencies and humane officers investigating humane cases; refers humane complaints to appropriate law enforcement authorities for investigation; provides training to local law enforcement agencies, humane officers, Division staff, private veterinarians, humane societies and others; recommends changes to Wisconsin Statutes and administrative codes; (3) as a veterinary meat inspector implementing, coordinating, leading or directing meat inspection activities in an assigned area, including guiding non-veterinary technicians and inspectors, objective-level veterinarians, and other related staff and providing veterinary oversight and training for Meat Safety Inspectors about observed pathology and slaughter inspection techniques; (4) as a veterinary inspector conducting and coordinating a state-wide review program and acting as the Chief of the Veterinary Services Section for the Bureau of Meat Safety and Inspection; or (5) as the stray voltage analysis team veterinarian serving as the technical consultant to other Stray Voltage Analysis Team members and private veterinary practitioners, on complex animal diseases, herd health examinations, field and clinical exams, plus complex and highly technical diagnostic procedures; reviews and analyzes herd health, management and stray voltage data and conducts field surveys and investigations relating to the data on a statewide level; and establishes, maintains and utilizes an extensive network of agencies, officials, educators and private veterinary practitioners. In order to be classified at this level, positions must be differentiated from the objective level by their depth and extent of program involvement, and by the complexity and proficiency of the methods, strategies and approaches in the assigned area(s). Positions at this level function under general supervision.

05.211 WEIGHTS & MEASURES INSPECTOR - OBJECTIVE

Under general supervision, these positions perform inspection and oversight work to enforce compliance with laws, regulations, codes and standards; direct sampling and inspection activities; provide training and technical assistance pertaining to all aspects of weights and measures inspections, regulation, advertising, sales practices, and claims. Employees in this class perform the full range of technical inspection activities; provide training, guiding, and assistance to lower level Weights and Measures Inspectors; and serve as the technical and program specialist in an assigned area of the state providing assistance to Weights and Measures management, metrologists and field inspectors in all phases of the weights and measures program. Employees in this classification must successfully pass all national examinations given in national training modules for Weights and Measures Inspectors and a Department exam.

12.072 WORKERS COMPENSATION SPECIALIST - 2

Positions allocated to this level provide consultative services to injured employees, employers and insurance carriers regarding their rights and obligations under the Wisconsin Worker's Compensation Law and attempt to informally conciliate disputes among injured employees, insurance carriers, medical bill reviewers and medical practitioners. Positions at this level typically specialize in one or more program areas such as vocational rehabilitation, loss of earning capacity claims, advance payments, complex disability ratings, such as vision loss, and resolution of more complex Reasonableness of Fee and Necessity of Treatment disputes. In addition to the duties performed at the Worker's Compensation Specialist 1-Entry level, positions allocated to this level independently review and determine permanent disability ratings in the most complex cases through application of statutory provisions and Administrative codes; perform professional and paralegal responsibilities in responding to problems with difficult and complex claims situations; investigate alleged violations of child labor statutes, sets hearings on own motion in cases, and refer for a default order in cases of non-compliance with penalty assessments; approve or deny requests for advancements from permanent disability awards and restricted bank accounts; and ensure restricted accounts are maintained in accordance with the statutes and rules governing restricted accounts of minors; analyze information submitted by disputing parties and peer reviewers and prepare orders to resolve a variety of Reasonableness of Fee and Necessity of Treatment disputes and refer the most complex cases to Legal Services for resolution. Work is performed under general supervision.