

## CLASSIFICATION TITLE- SUB-TITLE

Safety & Buildings Bureau Director

### POSITION SUMMARY

Under the general supervision of the Division Administrator, this position directs the daily operations of the Bureau of Technical Services, whose staff provides plan review, product review and approval, consultation, and other services. Manage the Bureau's programs, services, and business operations, including developing and evaluating policies, procedures and a performance program for staff. Lead and manage special projects and represent the division on agency-wide project teams. Contribute to the development of the division's strategic planning and support the implementation of the plan. Assist in the administration of the division budget and execute cost saving initiatives. Directly supervise a team Section Chiefs who serve as the technical and programmatic experts for their assigned programs.

(Rated PD Only)

#### TIME %

#### GOALS AND WORKER ACTIVITIES

- 50% **A. Manage, direct, and administer the Bureau's variety of complex engineering and technical services which include plan review, consultation, petitions for variances, and product approval of designs, devices, products, materials, and constructed environments regulated by the Division.**
- A1. Represent the Bureau as part of the Division's senior management team.
  - A2. In coordination with the Section Chiefs, plan and direct the Bureau staff plan review services including complex engineering and technical plan reviews using engineering calculations, measurements, and generally accepted engineering principles.
  - A3. Initiate, direct, analyze, and unify the Bureau's operating procedures, staff reporting processes, working policies, staff reassignments, and staffing levels.
  - A4. Implement written plan review, product approval, and consultation policies, procedures, and priorities.
  - A5. Develop vision, goals, strategies, critical indicators, customer research plans, and process re-engineering projects that align with the overall Division strategic plan.
  - A6. Provide leadership to foster effective working relations among the all Division bureaus to achieve strategic goals, improve customer service, control costs, and allocate resources.
  - A7. Supervise Section Chiefs and other designated staff on a day-to-day basis to provide guidance and direction to carry out strategic goals, assign and schedule work, identify performance goals for work products, conduct periodic progress meetings, provide feedback to subordinates on work progress and work products, and keep managers and others informed of major Bureau activities.
  - A8. Assign to Section Chiefs the responsibility and authority to respond to the Division mission, customer demands, strategic goals, and strategic objectives in a manner consistent with Division policies and procedures.
  - A9. Manage with the other Bureau Directors the development and implementation of Division-wide methods of fiscal control, budget, personnel, contracts, information technology, planning, policy development, program evaluation, and facilities management.
  - A10. Develop and implement plans, policies, and programs focused on providing effective and efficient service delivery.
  - A11. Plan work operations, establish short-range Bureau goals, and set priorities for Sections to accomplish Bureau goals, which are consistent with the Division's Strategic Plan.

A12. Provide Strategic Plan critical indicators and other written evaluations as requested or necessary.

**20% B. Plan, manage, and implement statutory mandates and administrative policies related to the review of plans, product approvals, and consultation for the division programs.**

B1. In coordination with the Division Administrator, the Division of Policy Development and the Office of the Secretary, Assess and evaluate newly-enacted legislation for its impact on new and existing plan review, inspection, consultation, and credentialing processes.

B2. Direct the implementation of policies, processes, priorities, and plans for newly- mandated programs.

B3. Review existing technical services programs and recommend alteration or elimination of processes that cannot be demonstrated to be effective, are not within the scope of the Bureau's mission, outside of statutory mandate, or no longer a priority.

B4. Plan, coordinate, and assign liaisons between affected state, local, and federal plan review, enforcement, and credentialing agencies.

B5. Implement policies, objectives, processes, priorities, and plans for enforcement activities pursuant to plan review. Implement enforcement processes in accordance with plans.

B6. Development and implement strategic plans, policies, and programs focused on providing effective and efficient service delivery.

**20% C. Manage and supervise staff of the Bureau of Technical Services.**

C1. Manage professional, technical, and administrative staff within the Bureau. Hire, counsel, discipline, promote, and terminate.

C2. Implement State and Department rule, policies, and procedures regarding personnel practices.

C3. Supervise and oversee work assignments of subordinates.

C4. Establish performance standards, goals, and accomplishments for subordinates.

C5. Perform goals and accomplishment reviews annually.

C6. In collaboration with the Division Administrator, determine staffing needs for the Division. Set priorities for and participate in recruiting, interviewing, and hiring of employees.

C7. Identify training needs and coordinate the training and education of staff. This includes providing guidance, job training, and assistance to staff to ensure that the efficiency of the division is maintained at all times.

C8. Recommend and implement technical, administrative, supervisory, and personnel development training for subordinates.

C9. Collaborate with the Division of Management Services to submit the appropriate information for recruitment of open positions. Review and edit position descriptions for the Division's staff and recommend updated position descriptions as appropriate.

**10% D. Perform miscellaneous tasks and complete miscellaneous projects as directed by supervisor (s).**

## **KNOWLEDGE, SKILLS AND ABILITIES**

1. Administration principles and processes, including strategic methods
2. Understanding of engineering principles and theories
3. Policy analysis and development
4. Legislative and state budget process, including fiscal management
5. Administrative law, evidence, and the statutes and rules related to the department
6. Negotiation and facilitation skills
7. Leadership and management skills
8. Provide a high level of customer service and public relations
9. Decision making skills
10. Problem solving skills Effective oral and written communication skills
11. Organization skills
12. Utilizing technology, such as a computer and appropriate software
13. Ability to work as a team

## Management Exclusion Analysis

### Wisconsin Human Resources Handbook Chapter 324

Attachment #2

This analysis should be completed by the position's supervisor and reviewed by the agency human resources representative prior to classifying a position as "management." The information will be used to assist in determining if the position is performing duties which support inclusion of the position in a career executive or other management classification, resulting in exclusion of the position from bargaining unit representation.

Wisconsin Statute s. 111.81(13), excludes management personnel from the definition of employee for collective bargaining purposes. Section 111.81(13) defines "management" to include "those personnel engaged predominately in executive and managerial functions, including such officials as division administrators, bureau directors, institution heads, and employees exercising similar functions and responsibilities as determined by the [Wisconsin Employment Relations] Commission."

The Commission referenced above is the Wisconsin Employment Relations Commission (WERC) which, under s. 111.825(3), assigns eligible employees to the appropriate bargaining units and ultimately determines the appropriateness of management exclusions.

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#### Position Identification Data

1. Name of Employee (if filled): \_\_\_\_\_
2. Civil Service Classification: Safety & Buildings Bureau Director \_\_\_\_\_
3. Department and Division: DSPS/Division of Industry Services \_\_\_\_\_
4. Bureau, Section, and Unit (or comparable): Bureau of Technical Services \_\_\_\_\_
5. Name and Classification of Supervisor: Jeff Weigand, Division Administrator \_\_\_\_\_
6. Name and Complete Civil Service Title of Former Incumbent (if any): Bernie Mattsson, Safety & Buildings Bureau Director \_\_\_\_\_

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In Case 33, No. 16403, SE-65, Decision No. 11640-C, the WERC used the following criteria in determining if employees were management. (Some of the statements are interpretations of statements made by the WERC rather than statements actually made in the decision.)

7. If the employee is a division administrator, bureau director, or institution head, the employee is, per se, management.
8. If the employee is not a division administrator, bureau director, or institution head, and if the employee is engaged predominately in executive and managerial functions similar to those engaged in by division administrators, bureau directors, or institution heads, the employee is management.

"Predominate function" is defined as the primary duties performed by the employee. If the primary duty is to provide legal services or supervise and review the work of others for compliance with established policy, the employee is not engaged predominately in executive and management functions, even though some of the time is spent in formulation, determination, and implementation of management policy. Predominate functions may be based on importance or percent of time spent. Generally, percent of time spent will be the determining factor.

**State of Wisconsin  
Office of State Employment Relations  
Division of Compensation & Labor Relations**

**Management Exclusion Analysis**

"Executive and management functions" are defined as:

- a. participation in a significant manner in the formulation, determination, and implementation of management policy; or,
- b. effective authority to commit the employer's resources.

To participate in a significant manner in the formulation, determination, and implementation of management policy, the employee must have greater authority than merely offering advice to higher-level management which may accept or reject the recommendation, or must do more than serving on a management team/committee which must reach consensus. Formulation, determination, and implementation of management policy must be the primary duty of the employee and must be at a level similar to that exercised by division administrators, bureau directors, and institution heads.

Case 33 did not address the resource commitment aspect of the executive and managerial functions. In municipal sector cases, the WERC has defined this aspect as the exercise of effective authority to commit the employer's resources such as through exercise of authority to establish an original budget or to allocate funds for differing program purposes from such an original budget when the purpose of such funds has not been previously specified.

9. Rationale for the above conclusion (use additional paper if necessary):

This position directs the daily operations of the Bureau of Technical Services, whose staff provides plan review, product review and approval, consultation, and other services. Manage the Bureau's programs, services, and business operations, including developing and evaluating policies, procedures and a performance program for staff. Lead and manage special projects and represent the division on agency-wide project teams. Contribute to the development of the division's strategic planning and support the implementation of the plan. Assist in the administration of the division budget and execute cost saving initiatives. Directly supervise a team Section Chiefs who serve as the technical and programmatic experts for their assigned programs.

A signature below means the position has been reviewed and you have concluded it meets the definition of management found in s. 111.81(13), Wis. Stats.

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Human Resources Representative \_\_\_\_\_ Date \_\_\_\_\_

**Supervisor Exclusion Analysis**  
**Wisconsin Human Resources Handbook**  
**Chapter 324**

Attachment #3

This information is to be provided by the position's supervisor and reviewed by the agency central office human resources representative for both filled and vacant positions and must be submitted as part of any Position Description (PD) for a position performing supervisory responsibilities (i.e., if #13 of the PD is checked YES). This information will be used to determine (1) if the position is performing supervisory functions and thus should be allocated to a supervisory classification and (2) what supervisory classification is appropriate based on the total duties of the position.

According to s. 111.81(19), Wis. Stats., a supervisor is any individual "who has authority, in the interest of the employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline employees, or to adjust their grievances, or to authoritatively recommend such actions" and "whose principal work is different from that of the subordinates." The criteria used by the Wisconsin Employment Relations Commission (WERC) to apply this definition include: the authority to effectively recommend the hiring, promotion, transfer, discipline or discharge of employees; the authority to direct and assign the workforce; the number of employees supervised (typically a minimum of three FTE permanent employees); the amount of time spent supervising; the number of other persons exercising greater, similar or lesser degrees of authority over the same employees; the level of pay, including an evaluation of whether the supervisor is paid for skill or supervision of employees; whether the supervisor is primarily supervising an activity or is primarily supervising employees performing the activity; whether the supervisor is a working supervisor or whether he/she spends a substantial majority of his/her time supervising employees; and the amount of independent judgment and discretion exercised in the supervision of employees. The WERC ultimately determines the appropriateness of supervisory exclusions.

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**Position Identification Data**

1. Name of Employee (if filled): \_\_\_\_\_
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3. Department and Division: DSPS Division of Industry Services \_\_\_\_\_
4. Bureau, Section, and Unit (or comparable): Bureau of Technical Services \_\_\_\_\_
5. Name and Classification of Supervisor: Jeff Weigand, Division Administrator \_\_\_\_\_
6. Name and Complete Civil Service Title of Former Incumbent (if any): Berni Mattsson, Safety & Buildings Bureau Director \_\_\_\_\_

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7. Supervisory Responsibilities

- a. In view of the definition statement and criteria listed in the second paragraph of this form, does the incumbent of this position:
  - (1) have the responsibility for directly supervising the activities of other classified employees?  YES  NO
  - (2) have the responsibility for supervising the activities of lower level supervisors?  YES  NO
  - (3) meet the definition statement and criteria?  YES  NO
- b. List the official classification titles and number of permanent classified employees (full or part-time) directly supervised by the incumbent. If this position supervises lower level supervisors, indicate the number of employees supervised by the lower level position(s) in parentheses after the classification title of the position. (NOTE: LTE, student, patient/inmate, volunteer, and unclassified employees should be specifically identified since the direction of these individuals is not considered to warrant supervisory status.)

Steve Dobratz, Chief Integrated Services Section  
Tom Braun, Chief Integrated Services Section  
Sharon Blattner- Held, Chief Integrated Services Section

### Supervisor Exclusion Analysis

- c. What percentage of this position's total time is allocated to each of the following?
- 1) Supervisory functions (i.e., hiring, dismissing, disciplining employees, evaluating performance, settling grievances)? 50
  - 2) Activities relating to supervisory responsibilities (i.e., establishing operating procedures, reviewing work of subordinates, counseling subordinates on performance, training and orienting new employees, performing related administrative functions, etc.)? 25
  - 3) Performance of other work activities similar to those of the employees supervised? 10
  - 4) Performance of other non-supervisory work activities different from those of the employees supervised (including program administration)? 15

\*NOTE: The totals of c.1), 2), 3), and 4) must equal 100%. \*100%

8. Organizational Relationships

List (in order of descending authority) the names and classification titles of all other positions in the employing unit in the chain of command over the employees listed in 7.b.

Dave Ross, Secretary  
Bill Wendle, Deputy Secretary  
Jeff Weigand, Division Administrator

**A copy of the organizational chart must be attached** for the immediate work unit (i.e., the organizational unit which includes the employees supervised), including the names and classifications of all employees.

9. Supervisory Activities

Is this position identified as a formal step in the employee grievance procedure?  YES  NO  
(If no, provide the name and classification of the first formal step in the grievance procedures for the employees listed in 7.b.)

A signature below means the position has been reviewed and you have concluded it meets the definition of "supervisor" found in s. 111.81 (19), Wis. Stats.

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Human Resources Representative \_\_\_\_\_ Date \_\_\_\_\_

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To be completed by Incumbent (for filled positions):

I agree with the preceding statements.

I do not feel that the preceding statements are accurate for the reasons indicated below.

No Comment \_\_\_\_\_  
\_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_