



ACADEMIC DEPARTMENT ASSOCIATE

I. DEFINITION

ACADEMIC DEPARTMENT ASSOCIATE

Positions allocated to this classification perform complex administrative paraprofessional work under general supervision for a majority of time. Positions at this level are located in an academic department, research center, area studies program or language studies program. Positions report to and have delegated authority from the Department Chairperson, Research Center Director or Academic Program Director of a school, an area studies program or a language studies program for management of the day-to-day operations. Positions may act as lead worker. The responsibilities of the position include the majority of duties identified in each of the following functional areas.

Administration: Analyze and evaluate the unit's effectiveness and develop and implement policies and procedures to improve methods based on outcome; independently investigate and resolve operational problems or situations impacting staff and students; gather and prepare data for the Director/Chair to make decisions that affect the department; serve as first point of contact with the public regarding operations, policies and programs; serve as the liaison between the department/center and the Dean's office on issues relating to faculty, instructional staff recruitment, visiting scholar appointments, course information, department needs and funding issues; act as intermediary between staff, students and the Director/Department Chair; advise Director/Chair on policies, procedures and deadlines required for faculty tenure and promotions and review of non-tenured faculty; assist with faculty recruitment by coordinating search and screen committees and interview schedules; manage correspondence and reports addressed to the Director/Chair and independently respond to requests from internal and external sources on behalf of the Director/Chair; plan and coordinate extensive local, national, and international travels for staff and visiting researchers and lecturers; coordinate procurement cards and prepare and audit travel expense reports.

Fiscal: Develop and monitor the operating budget which includes general purpose revenue funding, trust funds and gift accounting; track funds; set up and maintain all accounting records involving state funds, UW Foundation accounts, gift accounts or trust funds; review figures on salaries, fringes and overhead and make budget recommendations; approve and assign expenditures to appropriate fund accounts; track expenditures and reconcile monthly budget expenditures.

Payroll: Provide guidance and general overview of payroll procedures to students and temporary employees; prepare and process payroll forms for students and temporary employees.

Undergraduate and Graduate Programs: Advise Department Chair or Academic Program Director of class size limits and class closures; advise students about course availability, course prerequisites and course content; determine how many students may be added to the classes and notify students of class admittance; process course change forms and special student registration; answer questions regarding the program and registration process; interpret changing federal and state requirements concerning complex INS immigration and visa regulations for international students; monitor student registration activities; process and submit admission applications; process applications for student funding; create and maintain student database; and prepare fall,

spring and summer timetable information and enter information into an automated student information system.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED TITLES

Program Assistant
Academic Department Specialist
Office Operations Associate
University Services Associate 2
Office Associate
University Services Associate 1
Financial Specialist
Payroll and Benefits Specialist
Human Resources Assistant
UW Human Resources Manager
University Grants and Contracts Specialist
Operations Program Associate
University Services Program Associate

ACADEMIC DEPARTMENT SPECIALIST

I. DEFINITION

ACADEMIC DEPARTMENT SPECIALIST

Positions allocated to this classification perform complex paraprofessional work under general supervision of academic staff for a majority of time. Positions at this level are located in an academic department, research center, area studies program or language studies program. Positions report to and have delegated authority from the Department Chairperson, Research Center Director or Academic Program Director of a school, an area studies program or a language studies program for management of the day-to-day operations. Positions may lead the work of University Staff, students and temporary employees. Positions perform complex duties including administration, fiscal, human resources, payroll and purchasing and, in addition, administer the grants and/or undergraduate/graduate programs. The responsibilities of the position will include the majority of the duties in each of the following functional areas.

Administration: Consult with the Director/Chair to determine short-term staffing needs of the department and participate in the decision making concerning these needs; attend department and executive committee meetings as an ad-hoc member; ensure compliance with policies and procedures for faculty and staff assessment including probationary faculty oversight, mentoring and post-tenure review; interpret merit review documents, and coordinate the merit review process and faculty salary recommendations; analyze and evaluate the unit's effectiveness and develop and implement policies and procedures to improve methods based on outcome;



independently investigate and resolve operational problems or situations impacting staff and students; serve as first point of contact with the public regarding the department/center operations, policies and programs; serve as the liaison between the department/center and the Dean's office on issues relating to faculty, instructional staff recruitment, visiting scholar appointments, course information, department needs and funding issues; act as intermediary between staff, students and the Director/Department Chair; advise Director/Chair on policies, procedures and deadlines required for faculty tenure and promotions and review of non-tenured faculty; manage correspondence and reports addressed to the Director/Chair and independently respond to requests from internal and external sources on behalf of the Director/Chair; plan and coordinate extensive local, national, and international travels for staff and visiting researchers and lecturers; and prepare and audit travel expense reports.

Fiscal: Analyze past expenditures and project future trends; provide judgment and advice to the Director/ Chair on program needs and priorities with respect to the department budget; develop and monitor the operating budget which includes general purpose revenue funding, trust funds and gift accounting; set up and maintain all accounting records involving state funds, UW Foundation accounts, gift accounts or trust funds; review figures on salaries, fringes and overhead and make budget recommendations; approve and assign expenditures to appropriate fund accounts; track expenditures and reconcile monthly budget expenditures; research and produce necessary data to prepare grant applications based on federal, state and local funding regulations.

Grants: Contact granting agencies for solicitation for prospective research proposals; interpret funding agency requirements and coordinate preparation of grant applications with the Principal Investigator (PI) and submit formal proposal for extramural support; assist the PI in developing the grants budget; prepare financial reports for the PI and advise on need for budget revisions; monitor grants in progress to assure compliance with federal agency fiscal regulations; coordinate reports and proposals for PI's to ensure that contractual obligations are met and timely submission.

Human Resources: Analyze staffing needs for the department/center and recommend solutions; develop position descriptions for classified and LTE positions; develop position vacancy listings (PVL's) for academic and faculty; assist in processing recruitment materials for faculty and academic lecturers; determine salaries and write appointment letters; prepare IADS appointments, extension of appointment, title changes and terminations; process title and rate change forms; coordinate overload requests for staff; and hire, train, and supervise student hourly workers.

Payroll: Prepare payroll for a variety of employment types including faculty, visiting faculty, academic staff, classified staff, student hourly, work-study employees, teaching assistant, research assistants and project assistants; administer the fringe benefits program for the department; keep abreast of the various insurance and retirement programs and advise staff on fringe benefits; provide guidance and general overview of payroll procedures to new staff; create daily listings and monitor appointment records to ensure all personnel are appointed and paid correctly; investigate and resolve problems and issues of payroll processing; calculate, process, and maintain staff leave reports; and process Worker's Compensation forms.

Purchasing: Act as purchasing agent for the department/center with authority to make purchases with purchase card; solicit bids and obtain quotes; prepare requisitions and payment transfers according to established procedures; purchase supplies and equipment through internal and external vendors; and serve as liaison with UW Purchasing Department and vendors to ensure compliance with university, state and federal guidelines.

Undergraduate and Graduate Programs: Advise and counsel students on alternatives for closed sections and future offerings; access student information system database to review and update course controls and enrollment management information; take part in timetable planning sessions with the Chair; review timetable requests from faculty, determine discussion sections and room assignments, and resolve any conflicts for time and day assignments; orient new graduate assistants and fellows to the program; interpret and ensure adherence to the TAA contract and workload commitments; advise Department Chair or Academic Program Director of class size limits and class closures; advise students about course availability, course prerequisites and course content; determine how many students may be added to the classes and notify students of class admittance; process course change forms and special student registration; answer questions regarding the program and registration process; interpret changing federal and state requirements concerning complex INS immigration and visa regulations for international students; monitor student registration activities; process and submit admission applications; process applications for student funding; create and maintain student database; and prepare fall, spring and summer timetable information and enter information into an automated student information system.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED TITLES

Operations Program Manager
University Services Program Associate
Academic Department Associate
Office Operations Associate
University Services Associate 2
University Services Associate 1
Operations Program Associate
Financial Specialist
Payroll and Benefits Specialist
Human Resources Assistant
UW Human Resources Manager
University Grants and Contracts Specialist
Office Associate

ACADEMIC DEPARTMENT SUPERVISOR



I. DEFINITION

ACADEMIC DEPARTMENT SUPERVISOR

Positions allocated to this classification perform professional office and supervisory functions in the administrative and academic operations of a department or center and are delegated various responsibilities by the Department Chairperson or Center Director. The responsibilities of the position will include performing most of the following activities: develop and implement the department/center operating budget; coordinate personnel activities (e.g., hearing grievances, hiring activities, etc.); oversee purchasing within the department/center, manage the grant proposal process; supervise support staff; coordinate the administration of multiple awards from a number of varied sources in addition to state funds and gifts; develop policies and procedures for multiple appointment types; manage multiple major or certificate programs (graduate and undergraduate); administer the Local Area Network (LAN); manage the department/center Web site; train and guide teaching assistants; and manage other activities crucial to the department/center mission (e.g., purchasing, risk management, space management, etc.). This position and the Department Chairperson/Center Director will work together to ensure the administrative and appropriate academic activities are properly managed.

The department or center in which the position is performing the above duties would need to have the following attributes:

- Budget size*: \$2 million (Based on current UW Expenditure Report) derived from multiple funding sources (e.g., 101,133, etc.).
- Staff size*: (academic, classified, faculty) is greater than 20 fte.
* Above figures are meant to be guidelines – (e.g., budget of \$1,993,000 would satisfy budget requirement).

Positions allocated to this classification serve as the liaison for the Department Chairperson/Center Director between faculty, academic staff and students; maintain communication links between these parties; coordinate the faculty and executive committee voting process; serve on department administrative teams and department committees to improve department processes; interpret federal, state and university policies and procedures; review draft documents and policy papers; coordinate and assist in the faculty and academic staff hiring processes, including recruitments, promotions, merit pay process, graduate student hiring and pay determinations, teaching assistant budget letters, teaching assistant assignments and training, and probationary/post tenure reviews of faculty.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED TITLES

Program Assistant Supervisor

ADMINISTRATIVE SUPPORT ASSISTANT

I. DEFINITION

ADMINISTRATIVE SUPPORT ASSISTANT

This position is responsible for serving as the senior records specialist assuring efficient, timely, and accurate completion of a variety of related duties in the undergraduate records, grades processing, athletic eligibility certification, and graduation processing areas along with serving as area liaison with other offices, departments, schools and colleges on campus.

In addition, this position may be responsible for performing administrative and budgetary support; providing project development and coordination; developing computerized data control systems; updating facilities data base; monitoring energy consumption to effectively utilize energy construction; and providing records management

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED TITLES

Program Assistant

ADMINISTRATIVE TELECOMMUNICATIONS SPECIALIST

I. DEFINITION

ADMINISTRATIVE TELECOMMUNICATIONS SPECIALIST

Positions allocated to this classification are responsible for the day-to-day telephone and related equipment services for their campus or agency.

Duties performed include any combination of the following with the identified or comparable systems: administering the Audix system, Centrex-Mate, or FoxPro database; administering the Maintenance and Administration Panel, terminal change, and facilities for a privately owned telephone switch; maintaining the automated telephone line inventory data base; administering the voice mail system; coordinating the telephone purchased, equipment, adds, moves, changes and services; investigating telecommunication resources, reviewing strategic plans or proposals, and providing financial information; administering the pay phone or other contracts; instructing users on equipment usage; troubleshooting problems or coordinating with vendors and phone



companies; auditing or overseeing the billing systems; providing faculty and staff directory information; and interfacing with Information System staff as needed.

Positions included in this classification may have come additional responsibilities with: 800 line service, 911 features, calling card service, cellular phone service, single and multi-line telephones and systems, beeper service, overseeing temporary employees or students, private branch exchange, digital key service telephone systems, integrated services digital network telephone systems, analog key service telephone systems, integrated services digital network, automated and call queuing systems, and other comparable systems or services.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED TITLES

Electronic Technician
IS Telecommunication Professional Series
Administrative Telecommunications Specialist

**AGRICULTURAL RESEARCH EQUIPMENT OPERATOR
TITLE SERIES**

I. DEFINITIONS

AGRICULTURAL RESEARCH EQUIPMENT OPERATOR - ENTRY

This is an entry-level position. The work performed is under close progressing to limited supervision. Positions identified at this level learn and perform routine tasks using agricultural equipment including discs, harrows, field cultivators, culti-mulchers, rakes, stalk choppers, and manure spreaders to perform soil preparation, loading and applying manure, raking and tedding hay, and chopping stalks. Operate pickups, and small trailers not requiring a CDL. Operate and maintain lawn equipment such as mowers, clippers, weed whackers, lawn rollers, and head shears. Positions allocated to this classification are receiving further training and experience in: basic tractor and implement operation, basics of proper forage harvesting and preservation, operation of large trucks, operation of site specific hand held power tools, basics of animal waste and fertilizer application to fields, reporting machinery maintenance needs, basics of agronomical research record keeping, maintaining records for completion of all site specific tasks. This position will also assist in completion of manual labor tasks as directed by supervisor or lead worker.

AGRICULTURAL RESEARCH EQUIPMENT OPERATOR - OBJECTIVE

This is full performance technical work performed under general supervision. At this level, positions are differentiated from the entry-level by the increased scope and range of technical knowledge and skills required and the increased complexity of duties and equipment.



Positions perform tasks identified at the AREO-Entry level and in addition may perform any combination of the following duties: operate complex/technical equipment including tractors, tillage equipment, pesticide applicators, planting equipment, small research plot based equipment, heavy equipment, combines and forage harvest equipment; make equipment adjustments for field and environmental conditions to increase effectiveness of equipment, minimize crop damage, etc.; calibrate pesticide applicators, fertilizer and manure spreaders, and hay preservative and silage inoculants applicators; calibrate and operate electronic monitors which are used to monitor seeding rates, grain yields, pesticide application rates and determining grain moisture; maintain research records; operate skid steer, tractor loader and pay loader; operate construction equipment including dozers, bobcats, end loaders, graders and land movers; ensile forages in upright or horizontal silos; assist mechanics in the maintenance and repair of agricultural research equipment; manage grain facilities for drying, transferring and storing corn, soybeans and small grains; perform routine crop scouting for weeds, insects and fertility problems. Operate tandem axle trucks and semis to transport feed, forage, bedding and equipment.

AGRICULTURAL RESEARCH EQUIPMENT OPERATOR - SENIOR

Positions at this level perform senior level technical work related to completing agronomic tasks under general supervision. Positions at this level function with considerable independence of action in providing a variety of technical support and take appropriate action in adjusting equipment to changing field and crop conditions.

Positions at this level perform tasks identified at the lower levels **and also meet one of the following allocations:** (1) **for a majority of the time**, perform complex duties such as prepare technically sophisticated agricultural machinery for harvesting, planting, spraying, etc.; perform complex calibration to comply with research protocols; exercise sound judgment and complex problem solving skills in responding to facility, equipment, or field operation issues; work with researchers and students in coordinating research activities on research plots, read and interpret research protocols regarding the care and maintenance of agronomic crops, implement standard operating procedures and monitor compliance, and perform advanced record keeping for research needs; handle, mix and apply pesticides, maintain detailed records of pesticide applications, pesticide inventory and equipment calibration; maintain and repair agricultural equipment and vehicles as well as building systems such as water well systems, irrigation equipment, septic systems, etc.; or (2) function as a **lead worker** responsible for assigning, training, guiding and reviewing the work of lower level Agricultural Research Equipment Operators in the unit on a permanent continuous basis and may lead students and temporary employees; or (3) serve as the **primary** Agricultural Research Equipment Operator at a Research Station where there is no on-site supervisor available on a daily basis and is responsible for the full scope of research equipment operations.

II. QUALIFICATIONS

Some positions may require a commercial driver's license (CDL) with all the endorsements required for operation on the specific work site as well as a Pesticide Applicators License (either Commercial or Private depending on the work site).

III. RELATED TITLES

UW Agriculture Supervisor
Heavy Equipment Operator
Motor Vehicle Operator – Heavy



WISCONSIN
UNIVERSITY OF WISCONSIN-MADISON

Animal Research Technician



ANIMAL RESEARCH TECHNICIAN TITLE SERIES

I. DEFINITIONS

ANIMAL RESEARCH TECHNICIAN

This is entry level. The work at this level is performed under close, progressing to limited supervision.

Positions identified at this level learn and perform routine animal care duties in a research or instructional facility setting. Positions allocated to this classification wash cages and clean animal housing areas; mix disinfectants; operate necessary machines and equipment; assist in capturing loose animals; assist in administration of treatments, restraint and transport of animals; assist with tuberculosis testing and observing reactions; obtain body weights; select, mix and prepare diets; feed and water animals; clip and groom animals; assist with record keeping including daily health observations and census; monitor animal and room environments; and report any illnesses or injuries to appropriate staff.

At this level positions practice health and safety rules and precautions necessary to maintain animal health by following written and verbal rules and instructions regarding safety procedures and use of personal protective equipment (PPE); observe standard operating procedures concerning sanitation, movement of equipment and materials and waste disposal, in order to prevent transfer of infectious biological organisms or contamination with hazardous chemicals.

ANIMAL RESEARCH TECHNICIAN – OBJECTIVE/INTERMEDIATE

This is either full performance objective or intermediate level technical work related to the care of animals in a research or instructional facility. At this level positions are differentiated from entry-level positions by the increased scope and range of technical knowledge and skills required, and the increased complexity of duties.

At the **full performance objective level**, positions perform duties identified at the Animal Research Technician (i.e., entry) level and in addition perform a variety of the following duties under general supervision: administer medications, injections and treatments, as prescribed; care for animals recovering from surgery; observe animals for care; identify ill and injured animals and report findings to a veterinarian; perform standard animal treatment procedures for minor illnesses; record and report any abnormal behavior or mishandling; assist with breeding; assist with social housing and enrichment of animals; assist with technical procedures; collect blood, urine and fecal samples; perform special procedures for newborns; assure proper levels of sanitation are maintained; perform microbial testing of animal areas and equipment; follow protocols in scheduling and planning cage washing operation and maintenance; apply identification techniques; maintain and order supplies; and enter animal health data into record keeping systems. Positions may train temporary employees and student caretaker staff.

At the **intermediate level**, work is performed under limited, progressing to general supervision. Positions perform duties and responsibilities identified at the Animal Research Technician – Senior level providing the incumbents with the training and experience necessary to eventually perform all duties at the Senior level under general supervision.

ANIMAL RESEARCH TECHNICIAN - SENIOR

This is senior level technical work related to the care of animals in a research or instructional facility. The work is performed under general supervision. Positions at this level have gained sufficient experience and knowledge necessary to exercise judgment and complex problem-solving skills in responding to animal health-related, facilities or equipment issues. Positions function with considerable independence of action in providing a variety of technical support and demonstrate the initiative to recognize and take appropriate action as necessary in multiple animal species environments and facilities.

Positions at this level perform duties identified at the lower level and function as 1) the principal technician supporting specific research projects in a given section of a research or instructional facility or 2) provide a variety of technical support for a complex animal operation (e.g., genetically manipulated fragile animals, wild animals, immunodeficient animals, animals infected with zoonotic disease) including all life stages with differing needs. Positions at this level are more directly involved in research and program functions than those at the intermediate/objective level and have authority to implement standard operating procedures and monitor compliance; read and interpret protocols regarding the care and treatment of animals; perform more specialized animal handling and/or health-related procedures, perform more complex record keeping, and spend less time performing routine animal caretaking duties (e.g., diet preparation).

Positions at the Senior level may also be involved in the propagation of research animals or assist in producing specialized strains for use in research laboratories; oversee the environmental enrichment program for various species; schedule animal care activities for efficient use of staff and researchers time; collect daily data on specific research animals; schedule and carry out blood draw requests and process blood samples for plasma collection; coordinate the setup for housing various species according to research and instructional protocols and special instructions; perform identification procedures such as implantation of microchips, administer oral, topical and/or IM/SC injectable medications and treatments; monitor breeding status; and report discrepancies to upper level management.

ANIMAL RESEARCH TECHNICIAN – ADVANCED

This is advanced level technical work related to the care of animals in a research or instructional facility. Knowledge and experience required is similar to that described at the Animal Research Technician – Senior level. The work at this level is performed under general supervision.

Positions at this level perform Animal Research Technician – Senior level work and in addition (1) function as lead worker in assigning, training, guiding, and reviewing the work of lower-level permanent Animal Research Technicians in the unit on a permanent continuous basis and may lead students and limited term employees; or (2) have responsibility for the overall animal care in a large, complex animal operation (e.g., genetically manipulated fragile animals, wild animals, immunodeficient animals, animals infected with zoonotic disease) including all life stages with differing needs; or (3) function as the primary Animal Research Technician in a research or instructional facility where there is no on-site supervisor available on a daily basis and is responsible for the full scope of the animal operations.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED TITLES

Experimental Surgery Technician



Necropsy Technician
Veterinary Technician

ARBORETUM PROJECT COORDINATOR

I. DEFINITION

ARBORETUM PROJECT COORDINATOR

This is technical work related to the coordination of ecological restoration and land management activities used for research and instructional purposes. Positions provide the visiting public with an educational, enjoyable and satisfying experience in nature while serving the Arboretum's mission. Positions allocated to this classification coordinate, schedule, and implement plant restoration and land management projects developed by the Arboretum Director, the Land Care Manager, or an Arboretum Ecologist; assist in planning, coordinating, and implementing a prescribed burn schedule of prairies and woodlands; schedule and implement the control of exotic and ecologically unrelated plant species; maintain fire lanes throughout the Arboretum; perform general facilities, trails and operations support services; promote appropriate public use of Arboretum trails, collections, outdoor exhibits and facilities; protect research and restoration areas from activities that would compromise their integrity; train, assign work to, and review the work of Arboretum Technicians and other support staff and volunteers; may oversee the vehicle and equipment maintenance program; and may direct the daily operations of the unit in the absence of the supervisor. Work is performed under general supervision.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

ARBORETUM TECHNICIAN

I. DEFINITION

ARBORETUM TECHNICIAN

This is technical work related to the ecological restoration and management of assigned areas of the University of Wisconsin-Madison Arboretum, a 1,300-acre natural area used for research and instructional purposes. Positions allocated to this classification plant trees, shrubs, and wildflowers to restore and maintain native plant communities; eradicate and control pest plant species through cultural, mechanical, and chemical means; conduct trials/tests of restoration and land management methods; assist with prescribed burns of prairies and woodlands; maintain fire lanes throughout the Arboretum; operate a variety of vehicles and equipment, such as tractors, front-end loaders, chain saws, and brush saws; perform general facilities and operations support services, such as assisting with grounds maintenance and facilities repair; and perform related work, as requested. Positions may perform ecological restoration work on an additional 1,700



acres of Arboretum prairies, woodlands, and wetlands located in outlying areas of the State. Work is performed under the guidance of the Arboretum Project Coordinator and under the general supervision of the Operations Manager.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED TITLES

Arboretum Project Coordinator

AUDIOVISUAL PRODUCTION SPECIALIST SERIES

I. DEFINITIONS

AUDIOVISUAL PRODUCTION SPECIALIST

This is full performance audiovisual production work. Employees possess **considerable knowledge** in the area of audiovisual production. Positions allocated to this level spend the majority of time conferring with client to determine communication objectives and target audience; advising client on method of presentation, budget, and production schedules needed to complete projects; and completing the requested project. Develop outlines or story boards for informational content and presentation elements; write or assist in the writing of scripts; locate and secure settings, props, equipment, and other production elements. Negotiate fees for equipment rental, talent, location, or other production needs. Arrange for the following tasks to be completed: videography, photography, editing, on-camera or voice-over talent, graphics, set design and construction or other services as required. May work with graphic designers and others in the development of manuals, texts, workbooks, or related materials for use in conjunction with audiovisual production. Conduct training sessions on selection, use, and design of audiovisual materials, and operation of presentation equipment. Develop a maintenance schedule for all equipment. Maintain an audiovisual library. Work is performed under general supervision.

AUDIOVISUAL PRODUCTION SPECIALIST-SENIOR

This is senior audiovisual production work. Employees possess **extensive knowledge** of the area of audiovisual production. In addition to the duties performed at the full performance level, employees at this level (1) specialize in a particular audiovisual medium or (2) utilize a wide variety of audiovisual production methods and mediums (i.e. slide/tape presentation, video, written publication, radio announcement, etc). Advise management on most appropriate method of communication. Conduct training sessions on the selection, use and design of audiovisual materials and equipment. Advise management on equipment purchases and system design. Work is performed independently under minimal supervision.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED TITLES

Graphic Designer
Photographer

AUDIOVISUAL SERVICES ASSISTANT

I. DEFINITION

AUDIOVISUAL SERVICES ASSISTANT

This is responsible support work which spends the majority of time, coordinating and monitoring the operation, delivery, return, and maintenance of audiovisual equipment. Set-up, operate, and instruct clients in the proper operation of such equipment. Inform management when new equipment is needed. Maintain inventory of supplies and a library of stock photographs, slides or videotape images. Prepare billing and charge-back reports. May assist in gathering information, writing scripts, making appointments for shoots or interviews, arranging for travel and transportation, and securing locations and props. Work is performed under general supervision.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED TITLES

Graphic Designer
Photographer
Audiovisual Production Specialist

AUDIOVISUAL SERVICES COORDINATOR

I. DEFINITION

AUDIOVISUAL SERVICES COORDINATOR

Positions in this classification, for a majority of the time, recommend and assist in the development of policies and procedures for the work unit. Interpret and implement existing policies and procedures. Assist in the development and administration of the budget. Consult with faculty and staff regarding audiovisual equipment, services and facilities. Deliver instructional presentations and in-services on audiovisual equipment for the handicapped to faculty, staff and students. Instruct visually impaired and dyslexic students in the use of the Kurzweil personal reader and other audiovisual equipment for the handicapped. Research the latest audiovisual techniques and technologies. Monitor and evaluate the usage of microcomputer

software, hardware and LAN to ensure all programs are updated and licensed. Work is performed under general supervision.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

AUTOMOTIVE/EQUIPMENT TECHNICIAN

I. DEFINITIONS

AUTOMOTIVE/EQUIPMENT TECHNICIAN - ENTRY

These positions perform routine preventive maintenance and minor repair work involving cars, trucks, equipment and small engines. This work includes: changing oil and oil filters, chassis lubrication, replacing belts and filters, making minor engine adjustments, maintaining fluid levels, changing and repairing tires, assisting other technicians, maintaining the outside of the vehicle, and cleaning and maintaining the shop.

Examples of Work Performed:

- Change oil and oil filters.
- Replace belts, hoses and filters.
- Change radiator fluid.
- Assist other technicians with engine tune-ups and transmission and drive train repairs.
- Replace batteries and cables, test and recharge batteries.
- Make minor repairs and adjustments to other small engines.
- Change, rotate and repair flat tires.
- Wash vehicles and clean the shop.

AUTOMOTIVE/EQUIPMENT TECHNICIAN - DEVELOPMENTAL

Positions at this level perform semi-skilled automotive, truck and equipment-related maintenance and repairs, including all the duties of an Entry-level Technician. Perform routine preventive maintenance, including annual inspections of gasoline and diesel engines. In addition, inspect and repair various automotive front- end systems, hydraulic brake systems, exhaust systems, and electrical systems. Perform tune-ups for all types of vehicles. This is routine automotive/equipment work, which would include small engines. Assistance may be obtained from higher-level technicians. 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.

Examples of Work Performed:

May perform any of the duties and responsibilities assigned to the Automotive/Equipment Technician-Entry level positions, and in addition:

- Inspect heating and cooling systems. This would include flushing and refilling cooling systems and replacing water pumps, radiators, thermostats and hoses as necessary.

- Inspect and repair various automotive front-end systems.
- Replace shock absorbers, struts, wheel bearings, ball joints, steering bushings and tie rods.
- Inspect and repair hydraulic brake systems. This would include disc, drum and 4-wheel disc brakes. Replace brake pads, shoes and hardware including wheel and master cylinders.
- Adjust and maintain air brake systems on heavy-duty trucks.
- Maintain, repair or replace axle seals, bearings, wheel studs and axle retainers.
- Replace fuel pumps, gaskets, seals, belt tensioners, and exhaust systems.
- Inspect and adjust manual and automatic transmissions. This would include linkage and cable adjustments, seal and gasket replacement and routine servicing of both manual and automatic transmissions.
- Inspect, adjust and maintain manual clutches and controls on all types of vehicles.
- Inspect, lube, repair or replace drive shaft, U-joints and center bearings.
- Repair lights, switches and controls.
- Test and repair or replace alternators and starters.

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.

Examples of Work Performed:

May perform any of the duties and responsibilities assigned to the Automotive/Equipment Technician-Developmental level positions, and in addition:

- Diagnose and repair manual and power steering systems.
- Diagnose and repair the electronic and electrical controls on complex steering systems.
- Perform front-end alignment and four-wheel alignment on cars and trucks.
- Diagnose and repair electronic and electrical problems on anti-lock brake systems, both four-wheel and rear-wheel anti-lock.
- Repair and replace power brake units.
- Tune-up gas and diesel engines, both standard- and computer-controlled systems.
- Diagnose and repair electronic and computer-operated shift controls.
- Repair all heating, cooling and air conditioning systems on cars and trucks.
- Repair drivelines for two- and four-wheel drive cars, light and heavy-duty trucks, and other types of equipment.
- Diagnose, repair and replace hydrostatic transmissions, engine and related assemblies on outboard motors and small engine powered equipment.
- Diagnose and repair fuel systems, including carburetors and fuel injected systems.

- Maintain, diagnose and repair all types of automotive front and rear drive axles.
- Maintain and repair all electronic and electrical systems used on vehicles.
- Replace manual and automatic transmissions.
- Weld and fabricate special use equipment.
- Install and service specialized police and survey electronic equipment and meters.
- Certify police speedometers.

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.

Some positions at this level may also function as the leadworker for a shop. These positions may maintain the inventory, work orders and other records, and fill in for the supervisor when he or she is absent.

The three main differences between the Automotive/Equipment Technician-Senior and the Automotive/ Equipment Technician-Master are that the Master-level Technician overhauls engines, transmissions and various other systems, works on all types of vehicles, including off road heavy equipment, such as dozers, end loaders, etc., and must work on diesel engines some of the time, while the Senior-level Technician does not overhaul engines, etc., and works on fewer types of vehicles.

Examples of Work Performed:

May perform any of the duties and responsibilities assigned to the Automotive/Equipment Technician-Senior level positions, and in addition:

- Diagnose, repair and overhaul all types of automotive, heavy truck and heavy equipment front and rear suspension systems, including McPherson strut and torsion bar suspensions and air suspension systems.
- Inspect, repair and overhaul automotive and heavy-duty brake systems, which includes air-over-oil, hydrovac, hydroboost and full-air systems.
- Repair and overhaul disc, drum and four-wheel disc brake systems.
- Adjust repair and overhaul air valves, controls, all mechanical brake-related parts such as slack adjusters, air chambers, S-cams, and all mountings and brackets.
- Maintain, diagnose, repair and overhaul all types of automotive front and rear drive axles.



- Diagnose, maintain, repair and overhaul automotive and heavy-duty truck engines, both gas- and diesel-powered. This includes engines in cars, light and heavy-duty trucks, and various types of heavy-duty equipment.
- Repair and replace all engine parts, such as bearings, crank shafts, cam shafts and hydraulic lifters, timing components, gears, chains, belts, tensioners and oil pumps.
- Rebuild and repair cylinder heads and engine blocks including pistons, valves, and connecting rods.
- Diagnose, repair and overhaul standard and automatic transmissions, transfer cases and auxiliary transmissions.
- Road test repairs to confirm both problems and repairs.
- Maintain, repair and rebuild hydraulic systems and undercarriages on heavy-duty trucks and equipment.
- Diagnose, maintain and repair complex electrical, electronic and computer system problems relating to vehicles and heavy equipment.
- Diagnose and repair starting, charging and ignition systems, standard and electronic.
- Diagnose problems in water and foam delivery systems on specialized forest fire-fighting equipment.
- Develop and test specialized forestry equipment, which includes installing wiring systems, pumps and plumbing on new forest fire-fighting equipment and vehicles.
- Conduct safety checks of vehicles.
- Order parts and supplies and maintain inventory control of them.
- Set up and maintain a preventive maintenance program for all vehicles and equipment.
- Perform skilled welding and fabrication.

II. QUALIFICATIONS

Positions in the Entry, Developmental and Senior level classifications may be required to have a commercial driver's license to road test vehicles. Position in the Master level classification are required to have a commercial driver's license to road test vehicles.

AUTOMOTIVE SHOP SUPERVISOR

I. DEFINITION

AUTOMOTIVE SHOP SUPERVISOR

Positions in this classification supervise positions performing automotive and equipment maintenance and repair work. Employees are responsible for providing work direction, coordination and specialized guidance to Technicians and other shop personnel regarding the repair and maintenance of vehicles. Supervise, review and evaluate the work of Automotive/Equipment Technicians engaged in diagnosis, maintenance, and repair functions, including major engine and drive train overhauls. Coordinate and schedule all work for the facility. Employees in this classification are granted considerable latitude in scheduling priorities and determining work assignments to complete job orders. Determine whether or not a particular repair job should be performed by a private vendor or done in the shop based on cost effectiveness. Keep all necessary paperwork. Hire, transfer, layoff, recall, promote, discharge, evaluate, discipline and function as the first-step supervisor in the grievance process for all



employees supervised. Some positions may also be responsible for fleet management, accident investigation, wiring equipment and vehicle specifications and long range fleet planning. Positions at this level may be required to have a Commercial Driver's License (CDL) to road test the type of vehicles worked on at the facility. Positions directly supervise permanent employees (typically two or more full-time positions) and devote a significant amount of time performing supervisory activities.

Example of Work Performed:

- Coordinate all work for the vehicle maintenance facility
- Train student workers, correctional inmates, LTE's, and hop personnel in proper repair and maintenance procedures and perform final inspections on completed work.
- Keep daily, monthly and annual records.
- Order parts and supplies and maintain all inventory control records.
- Authorize all work above a certain dollar amount.
- Determine whether the work performed will be done in the shop or contracted out to a private vendor.
- Develop a maintenance schedule for all vehicles and/or equipment.
- Plan, assign and inspect the work of shop personnel.
- Inform employees on shop safety rules and proper equipment usage and enforce their compliance.
- In some cases, perform Automotive/Equipment Technician work at the senior level or above less than a majority of the time.

II. QUALIFICATIONS

Positions in this classification may be required to have a commercial driver's license to road test vehicles. Other qualification required for these positions will be determined at the time of recruitment.

BAKER 1, 2 TITLE SERIES

I. DEFINITIONS

BAKER 1

Under general supervision, these positions perform objective level baking as an assistant to the Baker 2 who is responsible for the total baking operation, and perform related work as required. Positions may lead assistants in bakery production.

BAKER 2

Under general supervision, these positions are responsible for a total bakery operation, or responsible on a shift in a bakery operations requiring more than one shift of baking. These positions may either function as a specialist in dessert and pastry baking, or function as a generalist to bake a variety of yeast breads and other dough-based items, including muffins,



cakes, pastries, doughnuts, bars, cookies, and pies. Positions are responsible for monitoring compliance with sanitation and food safety standards in the bakery. Positions may lead a Baker 1 or other assistants in bakery production.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED TITLES

Cook of Food Production Assistant
Food Service Assistant Series

BINDERY WORKER

I. DEFINITION

BINDERY WORKER

Positions in this classification function under close progressing to general supervision and spend a majority of time (more than 50%) setting-up, adjusting, operating, cleaning and maintaining bindery equipment. Positions are responsible for the full range of duties associated with operating a variety of complex bindery equipment such as: right angle precision folding machines, perforating/scoring machines, table top folders, perfect binding machines, computerized paper cutters, tape binders, wire stitchers, paper drills and multi-station, and automatic collators with attachments.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED TITLES

Offset Press Operator
Computer Printing Technician
Clerical Assistant
Printing Technician

BRICKLAYER AND MASON

I. DEFINITION

BRICKLAYER AND MASON

This is journey level bricklayer and mason work. Employees lay and bind building materials, such as brick, structural tile, concrete block, cinder block, glass block and terra-cotta block, with mortar and other substances to construct or repair walls, partitions, arches, sewers, and other structures. Employees perform bricklayer and mason work at the journey level of skill, normally on a full-time basis and under general supervision. Other related duties may also be assigned as necessary. In



addition, positions in this classification may also direct and instruct apprentices, helpers and other assistants.

Positions are assigned any combination of the following duties:

- Apply and smooth mortar or other mixture over work surface.
- Break or cut bricks, tiles, or blocks to size, using trowel edge, hammer, or power saw.
- Calculate angles and courses and determine the vertical and horizontal alignment of courses.
- Construct corners by fastening in plumb position a corner pole or building a corner pyramid of bricks, then fill in between the corners using a line from corner to corner to guide each course, or layer, of brick.
- Fasten or fuse brick or other building material to structure with wire clamps, anchor hole, torch, or cement.
- Interpret blueprints and drawings to determine specifications and to calculate the materials required.
- Lay and align bricks, blocks, or tiles to build or repair structures or high temperature equipment, such as cupola, kilns, ovens, or furnaces.
- Measure distance from reference points and mark guidelines to lay out work, using plumb bobs and levels.
- Mix specified amounts of sand, clay, dirt, or mortar powder with water to form refractory mixtures.
- Remove burned or damaged brick or mortar, using sledgehammer, crowbar, chipping gun, or chisel.
- Apply hardening and sealing compounds to cure surface of concrete, and waterproof or restore surface.
- Apply muriatic acid to clean surface, and rinse with water.
- Check forms that hold the concrete to see that they are properly constructed.
- Chip, scrape, and grind high spots, ridges, and rough projections to finish concrete, using pneumatic chisels, power grinders, or hand tool.
- Clean chipped areas, using wire brush, and feel and observe surface to determine if it is rough or uneven.
- Mix cement, sand, and water to produce concrete, grout or slurry, using hoe, trowel, tamper, scraper, or concrete-mixing machine.
- Mold expansion joints and edges, using edging tools, jointers, and straightedge.
- Monitor how the wind, heat, or cold affect the curing of concrete throughout the entire process.
- Set the forms that hold concrete to the desired pitch and depth, and align them.
- Spread, level, and smooth concrete, using rake, shovel, hand or power trowel, hand or power screed, and float.
- Erect cement, concrete block, or brick foundations and walls.
- Perform bricklaying and stone work according to blueprint or sketch.
- Maintain and repair interior and exterior bricklaying and masonry.
- Erect scaffolds.
- Set ceramic tiles.
- Set and repair marble.
- Set brick pavers in sand bed.
- Analyze cause of water leak into building; prepare work surface and select appropriate caulking material.



- Cut holes through any masonry walls and floors for inter-trade access.
- Keep records and make reports.
- Direct and instruct apprentices, helpers and other assistants in the trade.

II. QUALIFICATIONS

Bricklayer and Mason: Graduation from high school or attainment of age 18 and completion of an apprenticeship approved by the Department of Workforce Development as a Bricklayer and Mason. Formal recognition of status by the appropriate international or local trade organization or some type of similar formal validation of journeyman status may also be accepted. Persons having informal training and experience equivalent to the formal apprenticeship and journeyman status may also be accepted upon submission of documented proof of such training and experience.

Equivalent training and experience for this craft: Evidence of having performed a minimum of 4,680 hours of training or experience in the following work processes: (1) laying of bricks; (2) laying of stone; (3) painting, cleaning and caulking; (4) laying of building units; (5) fireproofing; and (6) care and use of tools and equipment, and related instruction including safety procedures. Such evidence may include letters or statements from past customers/clients and/or employers.

III. RELATED TITLES

Facilities Repair Worker
Facilities Mechanic

BUILDINGS/GROUNDS SUPERVISOR

I. DEFINITION

BUILDINGS/GROUNDS SUPERVISOR

This is responsible work related to the supervision of a buildings and grounds maintenance and repair program. Positions allocated to this classification may be responsible for the overall buildings and grounds program at an institution, university, building complex, or other physical plant, or for a portion of the overall program. The maintenance and repair program may include any of the following: power plant; water treatment and/or sewage disposal operation; water, steam, and/or electrical distribution systems; mechanical, electrical, electronics, and pneumatic systems; heating, cooling, and ventilation systems; grounds maintenance; custodial services; and automotive maintenance and repair. Work is performed under general supervision.

Examples of work performed include any combination of the following, but are not limited to:

- Advise on construction and remodeling work.
- Conduct on-the-job training programs.
- Develop and implement a preventative building maintenance program.
- Investigate damage and inspect work after repairs have been completed, ensure proper and timely completion.
- May direct students or other limited-term employees, and/or inmates of correctional facilities.
- May participate in maintenance and repair activities.
- Participate in budget development.
- Perform the duties of the Building/Grounds Superintendent in their absence.

- Plan and direct the maintenance of roads, parking lots, and pedestrian walkways.
- Plan and schedule work assignments.
- Plan and direct grounds maintenance activities, including the care of landscaped plants and recreational and/or athletic turf.
- Plan and/or direct a greenhouse operation, waste and recycling program, window-washing program, snow removal program, custodial operation, pest control program or similar operation or program.
- Prepare and maintain reports, records, and personnel documents.
- Recommend the purchase of services, supplies, materials, and new equipment.
- Supervise staff including administrative support staff.
- Supervise the adjusting and calibrating differential of pressure gauges, hygrometers, thermostats, and master and sub-master regulators.
- Supervise the maintenance and repair of fleet vehicles and trucks, including oil changes, brake and exhaust system replacements, and engine tune-ups.
- Supervise the repair and construction of furniture, and installation of drapes and carpets.
- Supervise the testing, treatment, and maintenance of swimming pools and cooling towers.

Representative positions:

University of Wisconsin-Stout, Physical Plant Department: Under the general supervision of the Buildings/Grounds Superintendent, functions as the grounds supervisor for UW-Stout. The position plans, schedules, and directs the activities of personnel engaged in grounds maintenance, and makes long-range planning recommendations regarding fiscal needs, construction, maintenance and repair of secondary roads and parking lots, athletic areas, and campus landscaping.

II. QUALIFICATIONS

A valid Wisconsin driver's license, commercial driver's license, and/or a pesticide applicator certification may be required for some positions.

III. RELATED TITLES

Buildings/Grounds Superintendent
Power Plant Superintendent
Crafts Worker Supervisor
Custodial Services Supervisor

**COMPUTER AIDED DESIGN AND DRAFTING SYSTEMS SPECIALIST
(CADD SPECIALIST)
TITLE SERIES**

I. DEFINITIONS

CADD SPECIALIST



Work is performed under close progressing to limited supervision. Positions at this level receive work assignments which have clearly defined objectives; have specific guidelines and instructions available; may involve complex projects from start to finish; and exercise limited discretion in decision making. The level of involvement in any work assignment is based on an assessment of the employees work by the immediate supervisor.

CADD SPECIALIST SENIOR

All positions at this level function under general supervision.

University of Wisconsin: This is the objective level for positions which perform mechanical drafting and development duties involving the design of scientific apparatus using CADDs or comparable. Collaborates with customer engineering and scientific staff to develop workable designs and all engineering drawings. Develop bills of materials and cost estimates. Maintain the computer files.

II. QUALIFICATIONS

Specific qualifications for a position will be determined at the time of recruitment. Education required may include a two year degree and two years of relevant work experience. Knowledge required may include architect or mechanical design mathematics, surveying nomenclature, highway or building structural engineering concepts, computer literacy, manual drafting and reading/comprehension techniques. Skills required may include operating a Computer Aided Design and Drafting System (CADDs) work station using interactive Graphics Design Software or comparable computer system; performing manual drafting, and providing technical assistance to produce highway structural plans, building structural plans, or mechanical structural plans, engineering exhibits, detail drawings, and geometric and right-of-way plat sheets. The amount of knowledge, education, work experience or specific licensure requirements will be based on an analysis of the goals and work activities of each position.

III. RELATED TITLE

Graphic Artist

CARPENTER

I. DEFINITION

CARPENTER

This is journey level carpenter work. Employees construct, erect, install, or repair structures and fixtures made of wood, such as concrete forms; building wood and steel frameworks, including partitions, joists, studding, and rafters; wood stairways, window and doorframes, hardwood floors, and acoustical ceilings. Employees perform carpenter work at the journey level of skill, normally on a full-time basis and under general supervision. Other related duties may also be assigned as necessary. In addition, positions in this classification may also direct and instruct apprentices, helpers and other assistants.

Positions are assigned any combination of the following duties:

- Measure and mark cutting lines on materials, using ruler, pencil, chalk, and marking gauge.
- Follow established safety rules and regulations and maintain a safe and clean environment.
- Verify trueness of structure, using plumb bob level and laser level.
- Shape or cut materials to specified measurements, using hand tools, machines, or power saw.
- Study specifications in blueprints, sketches or building plans to prepare project layout and determine dimensions and materials required.
- Assemble and fasten materials to make framework or props, using hand and power tools and/or selecting the appropriate fastener and adhesive.
- Build or repair cabinets, doors, frameworks, floors, and other wooden fixtures used in buildings, using woodworking machines, carpenter's hand tools, and power tools.
- Erect scaffolding and ladders for assembling structures above ground level.
- Remove damaged or defective parts or sections of structures and repair or replace, using hand and power tools.
- Install structures and fixtures, such as windows, cabinets, frames, floorings, and trim, or hardware, using carpenter's hand and power tools.
- Repair, maintain, construct and alter wood and metal framed structures and equipment.
- Install exterior and interior trim.
- Lay floors.
- Build concrete forms and scaffolds.
- Cut, shape, fit and assemble wood sections according to directions given on blueprints and sketches.
- Cut, fit and install moldings, baseboards, doorframes, doors, wood and metal framed partitions, hardwood floors, windows and similar finishing or trim work.
- Install acoustical ceilings.
- Perform skilled hand and bench work in a carpenter shop.
- Operate power saws, planers, drills, sanders and other tools of the trade.
- Keep records and make reports.
- Direct and instruct apprentices, helpers and other assistants in the trade.

II. QUALIFICATIONS

Carpenter: Graduation from high school or attainment of age 18 and completion of an apprenticeship approved by the Department of Workforce Development as a Carpenter. Formal recognition of status by the appropriate international or local trade organization or some type of similar formal validation of journeyman status may also be accepted. Persons having informal training and experience equivalent to the formal apprenticeship and journeyman status may also be accepted upon submission of documented proof of such training and experience.

Equivalent training and experience for this craft: Evidence of having performed the following activities for at least 6,240 hours: (1) Form building and rough framing = 3,000 hours; (2) outside finishing = 800 hours; (3) inside finishing = 800 hours; (4) interior systems = 600 hours; (5) hardware fitting = 320 hours; (6) miscellaneous repairs and setting of machinery and equipment, welding and safety = 320 hours; and (7) related instruction = 400 hours. Such evidence may include letters or statements from past customers/clients and/or employers.



- III. RELATED TITLES**
Facilities Repair Worker
Facilities Mechanic
-

CHEESEMAKER

I. DEFINITION

CHEESEMAKER

Develop and recommend new cheese products, types and marketing methods; analyze raw milk for solids, protein, fat, etc., and adapt cheese content and conditions for the variations found; prepare cheese cultures, monitor and test activity; and evaluate cheese quality and modify product to make improvements; maintain manufacturing records of all cheese types; perform quality control analysis such as pH measurements and titratable acidity, moisture determinations and salt assays. Also perform standard natural cold pack and processed cheesemaking tasks such as preparing bulk cheese cultures; maintaining cheese coolers, incubators, equipment associated with cheesemilk standardization/preparation and cheese production and handling; maintaining inventory of all cheese, cheesemaking ingredients and supplies; participating in cheese grading, overseeing cheese cutting and wrapping and demonstrating cheesemaking processes to students; performing routine quality control analysis as needed for cheesemaking. Duties are performed under general supervision.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

Special Requirement: State of Wisconsin licensure as a Cheesemaker is required per s. 97.17, Wis. Stats.

III. RELATED TITLE

Dairy Plant Assistant

CHEMISTRY LABORATORY TECHNICIAN

I. DEFINITIONS

CHEMISTRY LABORATORY TECHNICIAN, ENTRY

Positions allocated to this level are entry level Chemistry Laboratory Technicians. Entry level positions in these areas function in an apprentice capacity. They receive training in technical laboratory support procedures and may perform routine technical laboratory work relating to one or more of the various sub-disciplines of Chemistry. Organizationally, these positions are located in a designated laboratory. These positions are apprentice in nature and are under the technical guidance and review of higher-level Chemistry Laboratory Technicians and/or Chemists in a particular subdiscipline of chemistry. Close to limited supervision is provided by a Chemist Supervisor or other science-related supervisor.

CHEMISTRY LABORATORY TECHNICIAN, OBJECTIVE

Positions allocated to this level function as full performance Chemistry Laboratory Technicians with additional technical guidance and review by higher-level Chemistry Laboratory Technicians and/or Chemists in a specific specialty area/subdiscipline. Limited to general supervision is provided by a Chemist Supervisor or other science-related supervisor.

Objective level positions in these specialty areas are distinguished from entry level positions by an increased scope and range of the technical knowledge and skills required and the increased complexity of duties, including responsibility for performing routine tests and procedures under the guidance of Chemists. Positions at this level may collect, prepare, and identify samples; participate in laboratory quality control/quality assurance activities; complete and maintain records for technical procedures and tests; and assist in one or more laboratory areas/specialties/subdisciplines as required.

Sample goals and worker activities include: participate in unit's quality assurance activities; test samples according to designated procedures provided by a Chemist; prepare samples; record test results and maintain appropriate records; perform back-up technician services; and maintain reagents and media as required.

CHEMISTRY LABORATORY TECHNICIAN, SENIOR

Positions allocated to this level are senior level Chemistry Laboratory Technicians. Senior level positions in this series are differentiated from lower level positions in that they function as the principal technician supporting specific specialty area(s) in a given section in a laboratory. Positions are expected to perform technical diagnostic, physical, and other routine chemical tests and/or procedures on routine and non-routine samples; assist lower level technicians in the performance of technical support duties, including procedures and tests; direct other chemistry technicians in sample preparation; provide more in-depth support to other scientists in the same program area; maintain supplies, equipment and/or instruments and provide technical support in the on-going function of the particular laboratory section or unit; and provide back-up support for other tests or procedures as required. These positions may also assist Chemists with special projects or research and may be involved in assisting with the training of lower level chemists technicians and technical staff and/or other outreach activities, e.g., the limited reporting of test results. Positions function under the technical guidance and review of a Chemist or other scientist(s) and under the general supervision of a Chemist Supervisor or another science-related supervisor.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment

III. RELATED TITLES

Chemists
Microbiology Laboratory Technician
Microbiologist
Agrichemical Specialist
Environmental Laboratory Technician



CLERICAL ASSISTANT

I. DEFINITION

CLERICAL ASSISTANT

This is basic clerical assistance support work performed under close supervision. Positions perform a limited variety of repetitive clerical tasks for a majority of the time that require little or no independent judgment or individual discretion. Positions are allocated to this classification when the level of independence, judgment, variety and repetitive nature of the tasks involved are not best described in another classification. Work may include duties of an uncomplicated nature such as making simple photocopies as requested, placing files in numerical order, stamping forms, collating materials, applying labels, stuffing envelopes, or erasing pencil markings from booklets.

II. QUALIFICATIONS

The qualifications required for this classification will be determined at the time of recruitment.

III. RELATED TITLES

Office Associate
Office Operations Associate
Operations Program Associate
Shipping and Mailing Clerk
Technical Typist
Storekeeper
Document Production Assistant
Stock Clerk

CODING TECHNICIAN TITLE SERIES

I. DEFINITIONS

CODING TECHNICIAN

There are three allocations at this level: (1) positions in the UW Medical School; (2) a position in the UW School of Veterinary Medicine; (3) positions in the UW-Madison Wisconsin State Laboratory of Hygiene.

- (1) In the UW Medical School, positions at this level are designed to develop proficiency in performing coding functions including Current Procedural Terminology (CPT) codes and modifiers, International Classification of Diseases (ICD) diagnosis codes and prioritization, third party payer coding/billing requirements, and ensuring documentation compliance with federal regulations for teaching facilities and physicians. Positions for a majority of the time perform routine and less complex inpatient and outpatient procedural and diagnosis coding, abstracting from medical records, physician notes, dictations, and other documentation, and perform limited analysis work for all physician services. In addition, these positions may perform this same work for all the University of Wisconsin Hospital and Clinic's (UWHC) outpatient services. Work is performed under close progressing to limited supervision.

- (2) In the UW School of Veterinary Medicine, this is the objective level for the position which for the majority of the time codes diagnoses, operative procedures, examinations, and diagnostic tests and procedures for all non-human inpatients and outpatients in accordance with the standards and procedures of the Standard Nomenclature of Veterinary Diseases and Operations, and maintains the related database(s).
- (3) In the Wisconsin State Laboratory of Hygiene, these are entry level positions working under close to limited supervision. These positions are designed to develop proficiency in performing OSHA surveying, analysis, coding, recordkeeping, quality assurance, and education related to occupational injuries and illness for Wisconsin that is used for state and national statistics and public health purposes. Positions at this level perform more routine and less complex coding. This work includes analyzing the Survey of Occupational Injuries and Illness that employers describe injuries and illnesses that occurred. These positions must ensure that the information is accurate and complete. These positions spend a great deal of time communicating with employers about questions they have about reporting, problems with their reporting, and provide training on areas that employers are unclear about, unaware of, or that are done in error. In order to properly code the injuries and illnesses, they many times need to consult other people/or documentation for further information such as coroners, death certificates, police, sheriff, workers compensation, etc. The information coded by these positions provides data for State, Federal and National reporting for Bureau of Labor Statistics (BLS), Occupational Safety and Health Administration (OSHA), and Census of Fatal Occupational Injuries (CFOI). OSHA will utilize this information for a variety of reasons, such as deciding which companies are high risk and that they need to audit, which could cost an employer millions of dollars. The coding also affects the employer's insurance rates. Correct coding affects the safety of millions of workers because the information may indicate a serious problem that needs to be addressed.

CODING TECHNICIAN-SENIOR

There are two allocations at this level: (1) positions in the UW Medical School; (2) positions at UW-Madison, Wisconsin State Laboratory of Hygiene; and (3) positions in the Department of Health and Family Services' Bureau of Health Information & Policy.

- (1) This is objective level work in the proficient performance of both routine and complex human inpatient and outpatient procedural and diagnosis coding within the UW Medical School. Complex coding situations vary depending on the Department, but typical examples include interventional radiology, trauma, patient complications, re-operative surgeries, and other non-routine cases. Coding functions include CPT codes and modifiers, ICD diagnosis codes and prioritization, third party payer coding/billing requirements, and ensuring documentation compliance with federal regulations for teaching facilities and physicians. Positions abstract needed clinical information from medical records, physician notes, dictations, other documentation, and perform analysis work for all physician services. In addition, positions may perform this same work for UWHC outpatient services. Positions provide compliance review and case-specific educational in-services to physicians and other clinical and fiscal staffs on correct dictation, coding and billing practices. Positions research individual patient coding issues as required, review accounts, obtain and verify information from medical reports and provide additional information and/or explanations to the UW Medical Foundation and/or UWHC Fiscal Affairs regarding coded/billed services. Positions ensure that all services are coded and billed. Work is performed under general supervision.
- (2) In the Wisconsin State Laboratory of Hygiene, these are objective level positions that work independently under general supervision. Positions at this level perform all the duties

identified in the Coding Technician level and in addition they perform both the routine and the most complex coding.

CODING TECHNICIAN-ADVANCED

There are two allocations at this level: (1) positions in the UW Medical School; (2) position at UW-Madison, Wisconsin State Laboratory of Hygiene and (3) positions in the Department of Health and Family Services' Bureau of Health Information & Policy.

- (1) In the UW Medical School, under general direction, positions at this level perform all the duties of a Coding Technician Senior. In addition, positions research new regulations, new codes and billing procedures and assignment of fees, and provide comprehensive training and guidance to physicians, non-physician providers, other allied health professionals and staff, resolve complex insurance inquiries, and serve as liaison to outside entities on coding-related issues. Positions closely assist the Supervisor in identifying and implementing correct coding policies, procedures and billing protocols, particularly as they evolve through rule changes of third-party payers. In Departments with several coders, positions provide training and consultation to entry-level and Senior Coding Technicians, and may coordinate the unit's work flow. Positions audit charges and/or records for insurance compliance and independently provide direction to staff in health information record completion requirements. Positions at this level additionally perform at least two of the following duties:
 - Formal Quality Assurance/Improvement activities, including the identification of data to be collected and developing summary reports.
 - Develop documentation systems to ensure all services are billed and work with the University of Wisconsin Medical Foundation or Information Systems staff regarding systems development and modification.
 - Prepare trend and/or custom analyses for faculty, insurance carriers or administration.
- (2) In the Wisconsin State Laboratory of Hygiene, under general direction, the positions at this level perform all the duties of a Coding Technician Senior. In addition, these positions act as the lead worker over the other Coding Technicians. The positions will serve as the technical expert to provide training to the other Coding Technicians. The lead workers will be responsible for quality assurance of the Coding Technician's work, and running queries and also manual checks to ensure accuracy of coding and recordkeeping for the State, Federal and National reports. The positions will be responsible for managing the surveying and receipt of reports from employers (Wisconsin has the largest number of reports in the nation.)

II. QUALIFICATIONS

Coding Technicians at the Senior and Advanced levels would typically meet the skills, training, and experience criteria for national certification as a Certified Procedural Coder (CPC) or Accredited Record Technician (ART). Select positions may require training and certification from the National Center for Health Statistics.

III. RELATED TITLES

Medical Record Librarian
Medical Record Technician

COMPUTER PRINTING TECHNICIAN TITLE SERIES

I. DEFINITIONS

COMPUTER PRINTING TECHNICIAN

The technical positions included in this classification are responsible for production printing utilizing computer equipment for the majority of their time (more than 50%). The positions require a variety of computer-related skills in programming and setup for production, job sequencing/overlapping, machine diagnostics, electronic cut-and-paste, half-tone and line copy scanning techniques, methods of image sizing and optimization, electronic page imposition, and receiving jobs over the network in a variety of methods and formats. The positions also require knowledge of bindery work, paper types and weights and the ways paper interacts with various machines and toners, use of pagination sheets/job planners and knowledge of layout and page-sequencing formats and techniques, and sensitivity to print and finishing quality issues along with the knowledge and techniques needed to produce quality printed materials. Positions are required to perform daily equipment maintenance, including equipment cleaning, making minor adjustments and/or minor repairs, and training other employees on use of the equipment.

Positions must spend more than 50% of their time: (1) performing one or more of the following specific activities; or (2) using equivalent equipment technologies for production printing.

DocuTech Operator: produce a wide variety of printed materials using digital electronic printing devices networked to state agencies; search computer front end system for job priorities; program job for operation insuring that all essentials are included, i.e. job quantity, job construction, scanned images, reverses, screens, tabs, etc.; check job sets for correctness and quality; program subsequent jobs; perform all operator functions on a computer management system, i.e., a Documetrix system for building block importing, machine queue management, job closure, tape backup management, etc.; perform advanced maintenance procedures and machine diagnostic functions; perform customer service functions; and perform general housekeeping duties to maintain a safe work area. Positions may also operate a color copier and produce a wide variety of graphic materials using various xerographic duplicating and bindery finishing production devices.

Digital Print Technician: operate high-speed networked printers; load forms, paper, or checks; use commands to communicate effectively with operating system; organize and schedule printing output files; coordinate activities with different groups; use powering on/off hardware, loading software applications and operating systems; diagnose and correct hardware and software problems; recreate lost or damaged output using Report Management System (RMS); operate Xerox DocuTech Network Publishers and other xerographic printers/scanners; manipulate originals or program machine operation to improve quality; insert, alter, or delete photos, half-tones, or line copy; operate and utilize short-term and long-term storage capacity and systems; receive, manage, manipulate, and translate print input from a variety of sources and formats to a variety of output devices and formats; receive files submitted over the network via File Transfer Protocol (FTP) and convert from native file format to print-ready Post Script format; trouble shoot submissions; scan hard-copy originals, including line copy, halftones and continuous tone photos and manipulate electronically; perform any special output handling such as trimming, decollating, or bursting; perform diskette duplication; maintain good communications with users; and report job related problems using online problem-tracking system and writing a full description of the nature and severity of problems.

Digital Scanner and Printer Technician: operate computerized xerographic digital copier, mainframe printers, and analog networked copiers, printing a variety of graphic materials using digital electronic printing devices networked to district offices and other state agencies via the Wide Area Network (WAN) or Local Area Network (LAN); program digital printer to incorporate scanned images, reverses, screens and other enhancements; perform complex Postscript (PS) or Print Description Language (PDL) conversion; manage machine queue and server; download computerized PS files from LAN or WAN and from FTP for printing; scan hard copy originals to create digital file; manually manipulate images; manage and store digital documents; and/or operate large format digital scanner and copier converting drawings, continuous tone photography, halftones, standard detailed drawings and other electronic media into various digital formats in files also suitable for use in CADDs or GIS applications; vectorize the raster files per specifications; utilize either offset plates, opaque, or translucent medias; scan As-Built plans; provide electronic files via the server in shared file, tape, high capacity disk storage such as ZIP or CD; perform routine maintenance and trouble shooting problems on scanner/printing equipment; download files from LAN and/or WAN for multiple copies; print/plot (for example, highway plan sheets and city, county, township and village map orders); calculate square footage of material used; and perform miscellaneous related duties such as operating bindery equipment and performing equipment maintenance.

COMPUTER PRINTING TECHNICIAN – LEAD

Perform the job duties identified at the Computer Printing Technician level and act as the leadworker for a work unit of Computer Printing Technicians. Leadworker responsibilities include training, assigning work, and reviewing work of Computer Printing Technicians. These positions also schedule staff, manage the production workflow, resolve production problems, analyze and develop procedures to assure the work is completed correctly and timely, communicate with customers and staff to resolve printing problems, and consult with vendors and customers as needed.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED TITLE

Offset Press Operator

COOK 1, 2 TITLE SERIES

I. DEFINITIONS

COOK 1

Under close progressing to limited supervision, these positions perform quantity cooking in a food service program and perform related work as required. Positions at this level receive training in nutrition, cooking techniques, food safety and sanitation, may prepare food for special diets and may guide the work of students or other assistants. Individuals in these positions progress to the Cook 2 level when successfully trained and have demonstrated competence in quantity food production.

COOK 2

Under general supervision, these positions perform quantity cooking in a food service program at an advanced, fully-trained level. These positions have full knowledge of food safety, quality and sanitation standards and are responsible for independently maintaining compliance with these standards. Positions guide the work of students or other assistants, and may prepare food for special diets.

There are three allocations for these positions:

- (1) Under general supervision in a large or major food service program, performs a full range of quantity food production, including entrees, soups, desserts, vegetables, salads, fruits, sauces, gravies, etc. May keep production records.
- (2) In a small food service program where there is no supervisory position devoted primarily to performing food service activities, and too few kitchen positions to justify a designated food production leadwork position, a position at this level functions independently to prepare and cook meals and snacks, plan menus, order food and supplies, and keep production records.
- (3) Leads assistants in food production in a specialized area, such as salads, or fruits and vegetables, etc., and must be designated as a substitute Cook, functioning regularly as such in a rotation with other Cooks, or on a regular and recurring basis as a substitute for Cook positions described in the first two allocations. This requirement of functioning regularly as a rotation or substitute Cook differentiates these positions from Food Service Assistant lead positions.

II. QUALIFICATIONS

The qualifications required for this classification will be determined at the time of recruitment.

III. RELATED TITLES

Baker



CRAFTSWORKER-LEAD

I. DEFINITION

CRAFTSWORKER LEAD

NOTE: This classification specification should be used in conjunction with the classification specifications describing the various skilled trades at the journey level in order to determine the appropriate specialization of work and the specific qualifications required for each specialization.

This is journey level skilled trades work that includes functioning as a lead worker to other positions performing skilled trades for a majority of the time. Employees occupying positions in this classification direct and instruct other journey level skilled trades workers within the same area of specialization a majority of the time and may also function as lead worker to apprentices, helpers and other assistants. Lead workers are employees whose assigned duties include training, assisting, guiding, instructing, and assigning and reviewing the work of one or more employees. Lead workers do not have supervisory authority as defined under s. 111.81 (19), Wis. Stats., which includes hiring, disciplining, and firing employees.

Areas of Specialization:

- Asbestos Worker
- Bricklayer and Mason
- Carpenter
- Electrician
- Elevator Constructor
- Glazier
- Painter
- Plasterer
- Plumber
- Sheet metal Worker
- Steamfitter
- Terrazzo and Tile Setter
- Welder

II. QUALIFICATIONS

The qualifications required for this classification will be determined at the time of recruitment.

III. RELATED TITLES

Facilities Repair Worker
Facilities Mechanic
Asbestos Worker
Bricklayer and Mason
Carpenter
Electrician
Steamfitter
Terrazzo and Tile Setter
Welder



CRAFTSWORKER SUPERVISOR

I. DEFINITION

CRAFTS WORKER SUPERVISOR

This is technical work in the supervision of crafts workers and helpers. Employees in this class supervise and occasionally participate in the work of crafts workers in the installation, repair and maintenance of structures and equipment found in a building trade, metal trade, or combination of trades at state-owned institutions and buildings. Work is usually performed independently and supervision is received from an administrator who also reviews completed assignments by inspection.

Positions in this class would normally supervise a variety of trades although some positions may specialize in the wood and related building trades or the metal trades areas or in one particular trade.

Examples of Work Performed:

- Receives work orders and assigns the work to members of the crew.
- Occasionally performs skilled work in the trade which is of more difficult and complex nature.
- Interprets instructions, and lays out work from blueprints, sketches or specifications.
- Requisitions materials, equipment, and supplies for job assignments.
- Gives assistance and necessary instructions to members of the crew as work processes.
- Supervises skilled and unskilled assistants in the trade.
- Inspects work in progress and on completion.
- Makes estimates of labor and material costs.
- Keeps record of time, production and personnel.
- Performs related work as required.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

CUSTODIAL SERVICES PROGRAM SUPERVISOR

I. DEFINITION

CUSTODIAL SERVICES PROGRAM SUPERVISOR

This is responsible work related to the supervision of complex custodial operations within a large state facility. Positions allocated to this classification have responsibility for custodial operations in an assigned area or all custodial operations at an institution. Work involves planning, assigning, and directing a variety of cleaning activities. Positions at a comprehensive institution or doctoral campus report to a higher-level program administrator with a broad area of responsibility which exceeds custodial services. Positions may be assigned additional program responsibilities in such areas as laundry supply/transportation, sewing operations, and upholstery/shoe repair. Work is performed under general supervision.

Examples of work performed include any combination of the following, but are not limited to:

- Supervise staff, including subordinate-level supervisors and/or lead workers
- Recommend the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline, and adjustment of grievances of subordinate employees
- Supervise all aspects of a building cleaning operation, including making work assignments and reviewing work
- Conduct periodic inspection of areas to check for quality of cleaning performed
- Check for needed building and equipment repairs and write work orders
- Write purchase requests for supplies and maintain an inventory control
- Maintain employee time records and arrange vacations and sick leaves
- Prepare physical building space arrangements for conferences and other special events
- Plan and assign work to be performed by the cleaning crews
- Make regular inspections of utilities, such as plumbing, heating, and ventilating equipment, and report the need for repairs and replacements to the supervisor
- Participate in testing new cleaning methods, products, and equipment
- Make reports and keep record of methods and procedures and products being used in the cleaning operation
- Supervise all aspects of hotel cleaning operations
- May direct students or other limited-term employees, and/or inmates of correctional facilities

II. QUALIFICATIONS

The qualifications required for this classification will be determined at the time of recruitment.

III. RELATED TITLES

Custodial Services Supervisor
Power Plant Superintendent
Crafts Worker Supervisor
Maintenance Supervisor
Laundry Services Supervisor

CUSTODIAL SERVICES SUPERVISOR

I. DEFINITION

CUSTODIAL SERVICES SUPERVISOR

This is responsible work related to the supervision of custodial operations within state-operated buildings. Positions allocated to this classification are responsible for overseeing custodial crews in an assigned area, which may include a number of buildings, a portion of a major building complex, or an entire institution or building complex. Employees in this class may have subordinate custodial lead workers assisting them in the day-to-day direction of work. This is the highest level custodial services classification at a UW campus. Positions allocated to this level at a comprehensive institution or doctoral campus report to a Custodial Services Program Supervisor or a higher-level administrator with a broad area of responsibility which exceeds custodial services. Work is performed under general supervision.

Examples of work performed include any combination of the following, but are not limited to:

- Supervise staff, which may include lead-workers
- Recommend the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline, and adjustment of grievances of subordinate employees
- Supervise all aspects of a building cleaning operation, including making work assignments and reviewing work
- Conduct periodic inspection of areas to check for quality of cleaning performed
- Check for needed building and equipment repairs and write work orders
- Write purchase requests for supplies and maintain an inventory control
- Maintain employee time records and arrange vacations and sick leaves
- Prepare physical building space arrangements for conferences and other special events
- Plan and assign work to be performed by the cleaning crews
- Make regular inspections of utilities, such as plumbing, heating, and ventilating equipment, and report the need for repairs and replacements to the supervisor
- Participate in testing new cleaning methods, products, and equipment
- Make reports and keep record of methods and procedures and products being used in the cleaning operation
- Supervise all aspects of hotel cleaning operations
- May direct students or other limited-term employees, and/or inmates of correctional facilities

II. QUALIFICATIONS

The qualifications required for this classification will be determined at the time of recruitment.

III. RELATED TITLES

Custodial Services Program Supervisor
Power Plant Superintendent
Crafts Worker Supervisor
Maintenance Supervisor

CUSTODIAN TITLE SERIES

I. DEFINITIONS

CUSTODIAN

This is manual semi-skilled work associated directly with the performance of a variety of custodial tasks as identified in the examples of work performed below. This work will take place in a variety of state facilities including, but not limited to, office buildings, classrooms, healthcare facilities, student center buildings, correctional facilities, residence halls, dining facilities, and athletic facilities. Work is performed under general supervision.



Examples of Work Performed:

- Dust and clean desks, shelves, radiators, moldings, and windowsills.
- Spot mop spills and wipe spots off walls
- Clean/wash ashtrays, chalk trays, and blackboards.
- Empty waste baskets and/or recycling bins.
- Dust mop and/or sweep floors, stairs, etc.
- Count, record, and change linens.
- Wet mop floors, halls, stairs, etc.
- Manually, or by machine, strip floor finish and apply new floor finish.
- Clean and disinfect bathroom sinks, toilets, fixtures, floors, showers, bathtubs, and walls.
- Operate a wide variety of cleaning equipment including vacuum cleaners, manual/riding scrubbers, and carpet shampoo equipment, such as rotary scrubbers and floor burnishers.
- Wash walls, windows, and ceilings.
- Move and set up furniture and equipment for office moves and/or special events.
- Perform limited ground maintenance functions such as trash pickup, snow removal, and salt application.
- Climb ladders and/or use lifts to replace light bulbs and clean light fixtures.
- Stock shelves and/or cleaning carts with needed supplies.
- Maintain swimming pools in addition to cleaning walls and floor surfaces of pool. Duties may include cleaning filters, monitoring and adding chemicals to maintain water quality, and operating underwater cleaning devices.
- Lock and unlock doors/buildings. May verify that lights and other appliances are off.
- Test fire alarms and report fire hazards and other emergencies to the appropriate staff, conduct visual inspection of safety equipment such as fire extinguishers.
- Prepare equipment and cleaning solutions for work.
- Operate building equipment such as bleachers, dividers, nets, etc. to support building activities.
- Clean and sanitize isolation rooms and/or cells.
- Perform other assigned work that may include tasks not specifically enumerated above of a similar kind and level.

CUSTODIAN LEAD

This is lead-level custodial work. In addition to performing those custodial duties identified under the Custodian Classification, a Custodian Lead is responsible for guiding a crew of Custodians cleaning an assigned area of a state operated building on a given shift. Work is performed under general supervision.



Examples of work performed:

- Plan and assign tasks and assist a cleaning crew performing such duties as mopping and scrubbing floors, waxing and polishing floors and furniture, sweeping and cleaning walks and drives, operating elevators, dusting desks, cleaning ash trays, wiping spots off walls, and mopping spills.
- Make frequent rounds of the area checking the progress and quality of housekeeping services being performed.
- Make regular inspections of utilities, such as plumbing and heating and ventilating equipment. Report the need for repairs and replacements to the supervisor
- Arrange furniture and equipment for conferences, dinners, and meetings held in the assigned area.
- Requisition and distribute custodial supplies and maintain control on the use of supplies.
- Instruct employees on the proper use of equipment and appropriate cleaning techniques.
- Collect employee's time records.
- Assist supervisor in developing, updating, and modifying training programs and materials.
- Perform other assigned work that may include tasks not specifically enumerated above of a similar kind and level.
- Fills in for custodial vacancies.
- Perform limited ground maintenance functions such as trash pickup, snow removal, and salt application.

II. QUALIFICATIONS

The qualifications required for this classification will be determined at the time of recruitment.

III. RELATED TITLES

Facilities Repair Worker
Maintenance Mechanic
Groundskeeper
Laborer

DAIRY PLANT ASSISTANT SERIES

I. DEFINITIONS

DAIRY PLANT ASSISTANT SERIES

Positions in this classification series work in the dairy product manufacturing and milk processing operations at the University of Wisconsin-Madison Babcock Hall Dairy Plant. Positions perform a variety of tasks involved in assembling, disassembling, operating, inspecting, cleaning, sanitizing, and maintaining a variety of equipment used in separating and pasteurizing milk and producing cheese, ice cream, yogurt, butter and other dairy products. Positions unload the store raw materials and prepare and load orders of finished materials for shipment or delivery. Positions in this series may also be responsible for monitoring and maintaining inventory and required records and assisting with retail sales.

DAIRY PLANT ASSISTANT – ENTRY

Positions allocated to the entry level perform the full range of dairy plant activities describe in the Dairy Plant Assistant Classification Series definition statement under close progressing to limited supervision.

DAIRY PLANT ASSISTANT – SENIOR

Positions allocated to the senior level perform the full range of dairy plant activities described in the Dairy Plant Assistant Classification Series definition statement under general supervision.

DAIRY PLANT ASSISTANT – ADVANCED

Positions allocated to this level perform advanced-level dairy plant activities under general supervision and function as a leadworker over lower level dairy plant workers, regulate and schedule daily production, monitor quality control results, prepare orders, interact with customers regarding shipping order and delivery schedules, assist faculty and staff with demonstrations, coordinate and sequence the cleaning of all dairy plant processing equipment.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED TITLE

Cheesemaker

DEAN ASSISTANT

I. DEFINITION

DEAN ASSISTANT

Positions in this classification provide the primary administrative support to an academic Dean at a comprehensive campus. Positions are responsible for screening and evaluating correspondence and reports; bringing important and urgent matters to the attention of the academic Dean;



providing information selectively to University administrators, faculty, staff, students and the public regarding matters of a sensitive or confidential nature; preparing special reports concerning faculty appointments, performance evaluations, and merit increases; maintaining appointment calendars, arranging travel reservations, and completing vouchers for an academic Dean, faculty members, and other administrative staff; scheduling and finalizing arrangements for committee meetings including preparing agendas, scheduling meeting space and compiling informational material; preparing and maintaining databases and spreadsheets; initiating correspondence requiring interpretation of policies and procedures; collecting and compiling confidential data and organizing file documentation for faculty reviews, performance evaluations, promotions, salaries, and merit increases; taking and transcribing committee meeting minutes; responding interpretatively to inquiries from faculty, students, administrators, and the public concerning departmental and university administrative policies and procedures; and maintaining faculty personnel files. Positions may also be responsible for preparing and maintaining the departmental budget including researching, analyzing, compiling and providing routine projections relative to the budget. Positions may coordinate the election and appointment of department chairs and faculty.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

DIAGNOSTIC RADIOLOGIC TECHNICIAN SERIES

I. DEFINITIONS

DIAGNOSTIC RADIOLOGIC TECHNICIAN - ENTRY

This is entry level technical work in diagnostic radiology under close to limited supervision. Positions allocated to this class are assigned a variety of standard and less complex diagnostic radiologic procedures as described at the Objective and Advanced levels. The work is designed to develop proficiency and expertise in the technical aspects of diagnostic radiology.

DIAGNOSTIC RADIOLOGIC TECHNICIAN – OBJECTIVE

This is the objective level for positions performing diagnostic radiology under general supervision. Positions are responsible for performing standard radiographic examinations such as chest or extremities or radiographic procedures on patients during surgery requiring the use of aseptic techniques. Positions are assigned responsibility for performing special diagnostic radiologic procedures requiring complex equipment, the use of contrast agents or radioactive sources. Work is designed to develop proficiency and expertise in the performance of the most complex diagnostic radiologic procedures. Responsibilities include performing routine radiographic examinations such as chest and extremities involving circumstances which require subjective technical judgments; assisting in the practical on-the-job training of students and lower-level diagnostic radiologic technicians by observing work and providing constructive guidance or demonstrations; ensuring contrast media are prepared; performing or assisting the physicians with injections; ensuring imaging procedures are performed in a timely and efficient manner; performing routine maintenance of all imaging equipment and film processors; instructing other staff or students on use, cleaning, and maintenance of equipment; performing radiographic procedures on patients during an operation requiring the use of aseptic techniques;



ordering supplies and keeping inventory of items on hand; censoring films obtained for clarity and adequacy; utilizing patient immobilization devices as required; developing film with automatic processors; and assisting in performing a variety of more complex examinations.

DIAGNOSTIC RADIOLOGIC TECHNICIAN – ADVANCED

This is objective level technical work in advanced diagnostic radiology performed under general supervision. The complex diagnostic radiologic procedures at this level are differentiated from those at the lower levels by the increased complexity of the procedures performed and the increased independence in the performance of such procedures. Responsibilities include utilizing complex equipment and surgical scrub procedures in evaluating or examining the heart, renal arteries, aorta and femoral arteries and vessels that may be selectively catheterized; operating equipment to perform the most technical radiological procedures for a program; performing technical functions relating to other special procedures (arthrograms, cystograms, bronchograms, stomach or colon studies) which involve injection of contrast agents, under fluoroscopy, and usually involve sterile technique; preparing radioactive sources for interstitial or intracavitary treatment including applicator loading and maintenance of a radium bank and its associated equipment; performing diagnostic radiographic procedures in the radiotherapy special procedures area requiring judgment and experience due to the absence of established protocol; assisting in clinical training of lower level Diagnostic Technicians and radiology technology students; assisting the supervisor in scheduling and coordinating work assignments of all technicians and students; performing maintenance and repairs on equipment or initiates appropriate action to have it repaired; assisting in scheduling procedures and diagnostic rooms; insuring technical standards are maintained; providing advice/input on bids for purchasing equipment and room design; performing a wide variety of radiographic examinations during human and animal research projects; utilizing prototype radiographic equipment and performing sophisticated tests to check its performance; observing and ensuring proper safety practices for visitors and personnel; coordinating the scheduling of examinations and research projects; assisting in accumulation of statistics and results for research data and keeping records; and explaining methodology and demonstrating procedures to students. Positions may assist lower level staff.

Positions at the advanced level may be a **leadworker**. Responsibilities include scheduling and coordinating work assignments of technicians and students to ensure proper work coverage and practical experience; consolidating reports of procedures performed; consulting with supervisor on hiring, reclassifications, discipline and performance evaluations of lower level technicians; assisting the supervisor in evaluating organizational structures and programs and implementing approved changes; performing maintenance and repairs on equipment or initiating appropriate action to have it repaired; scheduling employees and diagnostic rooms; coordinating scheduling problems with the nursing care units; assisting in developing curriculum according to established standards and ensuring adherence to it; and making job assignments and assisting students to ensure adequate clinical and practical experience.

II. RELATED TITLES

Ultrasound Technician



I. DEFINITIONS

DNA TECHNICIAN-ENTRY

This is entry-level technical work related to DNA testing, probing, and sequencing. Positions allocated to this level receive training in technical DNA testing procedures, and may perform routine set-up laboratory work relating to DNA testing and sequencing. Positions function under the close, progressing to limited, supervision of a science-related supervisor.

DNA TECHNICIAN-OBJECTIVE

This is full-performance technical work related to DNA testing, probing, and sequencing. Objective-level positions are differentiated from entry-level positions by the increased scope and range of technical knowledge and skills required, and the increased complexity of duties, including responsibility for performing routine procedures under the guidance of scientists, science supervisors, or university researchers. Positions allocated to this classification participate in quality assurance activities; test samples according to designated procedures for specific indicators provided by scientists and others; prepare samples; maintain proper sample "chain-of-custody"; record test results and maintain records; perform back-up technician services in other laboratory section(s); maintain reagents and supplies; and perform related work, as requested. Positions function under the general supervision of a science-related supervisor.

DNA TECHNICIAN-SENIOR

This is senior-level technical work related to DNA testing, probing, and sequencing. Senior-level positions are differentiated from lower-level positions in that they function as the principal DNA technician supporting specific specialty area(s) in given section(s) of a laboratory. Positions allocated to this classification perform technical DNA testing, probing, and sequencing, and/or other DNA testing procedures on routine and nonroutine samples; assist lower-level DNA Technicians in the performance of technical support duties; direct other laboratory technicians in sample preparation; provide more in-depth support to scientists regarding DNA laboratory support; maintain supplies, equipment, and/or instruments; provide administrative support in the day-to-day operation of the laboratory section or unit; provide back-up support to other laboratory sections, tests, or procedures, as required; and perform related work, as requested. Positions may assist scientists, researchers, and others with special projects or research. Positions function under the general supervision of a science-related supervisor.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED TITLES

Chemist
Microbiologist
Chemistry Laboratory Technician
Microbiology Laboratory Technician

I. DEFINITIONS

DOCUMENT PRODUCTION ASSISTANT

Positions perform production typing in an office setting using a typewriter, computer, or similar word processing equipment a majority of the time. Duties require a high degree of typing proficiency involving independent judgment of format, grammar, spelling, and use of unique or specialized terminology.

Responsibilities include operating computer, typewriter, or other word processing equipment in the completion of typing assignments; maintaining files of assignments; typing materials for publication purposes; working directly with users to develop special reports or other comparable items; typing, proofreading, and correcting all completed assignments in terms of spelling, grammar, and punctuation; proofreading the work of others; typing reports, correspondence, journals, tables, graphs, rough drafts, charts, forms, statistical tabulations, and other specialized terminology unique to a program/unit; and reviewing and developing various computer printouts and statistical tables

DOCUMENT PRODUCTION ASSISTANT LEADWORKER

Positions allocated to this classification perform duties described at the Document Production Assistant level in addition to leadwork responsibilities over positions performing production typing. Responsibilities also include training, assisting, guiding, instructing, assigning and reviewing the work of one or more employees in the work unit. Leadworkers do not have supervisory authority as defined under s. 111.81 (19) Wis. Stats., which include hiring, disciplining, and firing an employee.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED TITLES

Technical Typist
University Services Associate 1
