



MECHANICIAN

I. DEFINITIONS

MECHANICIAN - ENTRY

This is responsible machinist work. Employees in this class utilize a wide variety of machine and tool processes in the production, assembly, repair or installation of mechanical or laboratory equipment and instruments. Work at this level consists of machining new or broken parts of research equipment, physical plant equipment or other apparatus which are neither complex in nature nor require a great deal of individual creativity. Work assignments are specific with the employee receiving guidance from a higher level mechanician, an instrument maker, or general supervision from a project supervisor.

Examples of Work Performed:

- Use a lathe, shaper, planer, milling machine, grinder, drill press, and other machine tools and file, scraper, tap, die wrenches, soldering iron, welding equipment and other hand tools and vernier calipers, micrometers, gauges, indicators and other measuring instruments to fabricate parts for appliances, machinery and laboratory equipment from various materials as metals, glass, plastic, wood, etc.
- Assist higher level machinists and welders when needed.
- Repairs, maintains, alters and adjusts all types of mechanical and laboratory equipment such as motors, pumps, compressors, elevators, gears, valves, gauges, ammeters, voltmeters, scales, microscopes, cameras, electronic devices, etc.
- Keeps records and makes reports.

MECHANICIAN - JOURNEY

This is machinist work of more than ordinary difficulty involving limited design work, development, production, assembly, repair and/or installation of mechanical or laboratory equipment. Employees at this level construct and/or repair research equipment or physical plant equipment which requires working to tolerances specified by blueprints or sketches. Work may include fabricating jigs and fixtures with a minimum of detail given, and repairing broken equipment such as transits, optical materials, gauges, meters and related mechanical or electrical apparatus. Mechanicians perform work of a specialized or general nature in several areas such as orthopedics, electrical and electronic apparatus where a wide variety of machine and tool processes are used. Work is generally performed under the direction of an instrument maker or shop supervisor, or independently under a project supervisor.

Examples of Work Performed:

- With greater independence and latitude in the initiation of action, may perform any of the duties and responsibilities assigned to the Entry level Mechanician and in addition may:
- Produce item from written or oral instructions, sketches, blueprints, models or broken parts and photographs.
- Assist in the design and development of machines and laboratory equipment.
- Guide and train other employees on an assigned task.

II. QUALIFICATIONS

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



- III. RELATED TITLES**
Maintenance Mechanic
Automotive Mechanic
Facility Repair Worker
Instrument Maker
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MEDICAL ASSISTANT

I. DEFINITIONS

MEDICAL ASSISTANT 1

This is entry level technical work involving a combination of nursing care, laboratory and clerical duties at a medical clinic. Positions allocated to this level perform a limited variety of routine clerical and patient care services along with routine laboratory tests where easily identifiable results are obtained and instructions are well defined. Work at this level is performed under close supervision of professional medical personnel and is designed to develop proficiency and expertise in the practices and procedures of assisting medical professionals. Positions in this class are distinguished from the clerical, laboratory technician and nursing assistant classes by the absence of a majority of the work being performed in any one of these areas.

Examples of Work Performed:

- Escorts patients to examining rooms and takes and charts vital signs, such as temperature, pulse, blood pressure and general condition.
- Assists physicians with examinations, treatments and surgical procedures by positioning the patient, preparing the instruments to be used, cleaning the wound area, handing instruments to the physician as needed, and bandaging the wound.
- Instructs and demonstrates therapeutic techniques to patients, such as motion exercises and basic ambulatory techniques.
- Measures, administers, and records selected injections, such as immunizations, TB skin tests and antibiotics, and watches for reactions.
- Prepares examination rooms and instruments for examinations and minor procedures.
- Performs basic laboratory procedures, such as urinalysis, blood counts, sedimentation rate, hemoglobin and plating cultures.
- Screens laboratory test results for abnormal and normal values.
- Sterilizes equipment.
- Sets up and reviews patient medical records for completeness and accuracy.
- Performs routine office procedures, such as pulling patients' files, purging medical records, scheduling appointments and answering phone calls.
- Assists in ordering and maintaining supplies.

MEDICAL ASSISTANT 2

This is responsible technical work involving a combination of nursing care, laboratory and clerical duties at a medical clinic. Positions allocated to this level function at the full performance level with responsibility for performing clerical and patient care services along with laboratory tests where identifiable results are obtained and instructions are well defined. Work is performed under limited supervision of professional medical personnel. Positions in this class are



distinguished from the clerical, laboratory technician, and nursing assistant classes by the absence of a majority of the work being performed in any one of these areas.

Examples of Work Performed:

Performs all of the functions identified at the Medical Assistant 1 level and, in addition:

- Performs screening procedures, such as electrocardiograms, vision and hearing tests, and lung capacities.
- Provides first aid in emergency situations.
- Provides advanced patient education on such things as basic food groups, menu pans, and effects and side effects of common medications.
- Explains and instructs patients and family members on the preparation for actual examination procedures, tests and treatments.
- Makes more accurate observations on patient's physical and mental conditions.
- Identifies community resources available to assist in resolving patient's problems and communicates them to the patient.
- Orders and maintains inventory of laboratory, medical and office supplies.
- Determines the appropriate vendor and insures that supplies and services are correct.
- May clean, adjust, calibrate and perform basic maintenance on equipment, such as otoscopes, ophthalmoscopes, electrocardiographs and colorimeters to insure its proper functioning.
- Performs office procedures such as keeping financial records, and making credit arrangements for patients.
- May assist in the training and review the work of entry level medical assistants.

II. QUALIFICATIONS

The qualifications required for these classification levels will be determined on a position-by-position basis at the time of recruitment.

MEDICAL LABORATORY TECHNICIAN

I. DEFINITIONS

MEDICAL LABORATORY TECHNICIAN, ENTRY

Positions allocated to this level are entry level Medical Laboratory Technicians. Entry level positions in these areas function in an apprentice capacity and perform routine clinical laboratory testing. They receive training in laboratory procedures and perform technical laboratory work preparing specimens for analysis, performing routine testing on stable test or instrument systems and reporting the results of these tests to Medical Technologists and Medical Technologist Supervisors. All laboratory activities are performed in accordance with established protocols. Any unusual quality control or testing situations are reported to a Medical Technologist or a Medical Technologist Supervisor. Positions at this level function under the guidance and direction of Medical Technologists and under the close to limited supervision of a Medical Technologist Supervisor.



Positions at this level generally have only limited, or may have no, previous experience in a clinical laboratory setting. Thus, the objectives of work assignments are to prepare and move employees progressively through more complex work assignments so they can progress or advance to the Objective level. Sample goals and worker activities include: obtaining and receiving clinical laboratory specimens (e.g., blood or urine); performing routine testing (e.g., urinalysis and fecal tests, hematocrit, urine pregnancy testing, mononucleosis screening, rapid streptococcus screening, glucose testing, identifying yeast or pinworms and/or other microorganisms and parasites, and gram stains and throat cultures) on specimens using stable and automates test or instrument systems (e.g., the Kodak Ektachem) and according to written procedures and protocols; performing quality assurance and quality control procedures via a vis the identification, processing, and inspection of samples; reporting results to Medical Technologists, physicians, or nursing staff; referring any unusual situations vis a vis instrument, testing, or quality control or other unusual situations to a Medical Technologist for review and resolution; performing all necessary equipment function checks and performing instrument start-up and shutdown procedures; preparing specimens for shipment to other laboratories; preparing reagents and/or media; and stocking and reordering laboratory and other supplies as needed.

MEDICAL LABORATORY TECHNICIAN, OBJECTIVE

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

Sample goals and worker activities include: performing testing on more complex but stable instrument systems such as the Dimension, according to established laboratory operating procedures and protocols; performing tests such as initial or repeat ABO grouping and Rh typing; selecting donor units and performing red cell antibody screening and donor-recipient cross-matching; providing information on blood products and product infusion to medical staff; performing analyses related to clinical bacteriology such as sensitivity tests; collecting laboratory specimens from patients, institution residents, and/or employees including performing venipunctures and throat cultures, and assisting nursing staff in collecting fungal pinworm and other specimens; assisting in the bench training of entry level technicians and/or student hourly helpers; assisting Medical Technologists or other scientists in the evaluation of new methods, instruments, and/or equipment; preparing specimens; performing preventative maintenance and minor troubleshooting on laboratory instruments and equipment; and preparing reagents and/or media, and distributing supplies.

II. QUALIFICATIONS

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



MEDICAL PROGRAM ASSISTANT

I. DEFINITIONS

MEDICAL PROGRAM ASSISTANT

This is either an entry or objective level. This is entry level for job duties performed at the Medical Program Assistant Associate or Senior levels under close progressing to limited supervision. Positions will perform program support for a physician's practice/clinic (which may also include administrative, research, and academic programs), a family practice clinic, or a veterinary hospital/clinic.

Objective level positions work with electronic and/or paper medical records under general supervision. Positions require a working knowledge of medical terminology. Responsibilities include creating new patient charts; determining the types of progress notes or other forms required for a patient visit; producing encounter forms with the date of service and provider identification; collecting chart reports and lab tests; incorporating reports and tests into medical records; preparing charts for patient visits and ensuring all elements are available to the health care professional; releasing and transferring medical information to authorized recipients; adhering to strict standards of confidentiality; communicating with state agencies, attorneys, insurance companies, etc., regarding the release of information; and locating, pulling, preparing, and filing medical charts.

MEDICAL PROGRAM ASSISTANT – ASSOCIATE

This is either a developmental or an objective level. Developmental level positions perform job duties identified at the Medical Program Assistant Senior level under limited progressing to general supervision. Positions perform administrative support for a physician's practice/clinic, a family practice clinic, or a veterinary hospital/clinic.

Objective level positions function under general supervision and provide program support to the physician's practice/clinic, a family practice clinic or a veterinary hospital/clinic. Job duties include the following types of program responsibilities in one or more of the following areas: 1) Clinic receptionists are responsible for receiving and triaging a large volume of calls, determining the nature, urgency, and severity of medical problems; establishing eligibility to receive services; coordinating patient appointments and procedures including acute and same day service; and providing new patients or responsible parties with pertinent information; 2) Patient account representatives are responsible for communicating with physicians, patients, responsible parties, hospitals, etc. regarding insurance approval or denial and medical procedures; responding to questions regarding patient accounts; negotiating payment plans; posting payments; and coordinating patient referrals and consultant visits to comply with insurance requirements; 3) General support for a clinic, clinical outreach activities or a medical educational program responsible for typing clinic patient reports; preparing source documents for return to outreach facility, such as x-ray films; entering patient data, Current Procedural Terminology (CPT), diagnosis code, or other information into the data base; responding to requests for medical information; ensuring compliance with state and federal regulations governing release; restricting access when necessary; expediting medical communications for physicians and patients and referring physicians and other healthcare professionals; sorting information, and generating



reports as requested by department physicians and staff; and coordinating and maintaining resident schedules or medical student rotations and evaluation records.

MEDICAL PROGRAM ASSISTANT – SENIOR

This is either the objective level or a leadworker level. Positions at the object level work under general supervision and are the primary communication, information liaison, and coordinator for a physician's practice/clinic, a family practice clinic, or veterinary hospital/clinic and utilize a broad knowledge of a specialized program area. The positions perform the full range of medical program support activities and are responsible for responding to questions related to physician's medical specialty; responding to patient or responsible party inquiries related to care received; identifying issues, determining the appropriate resource, and independently coordinating and communicating resolutions; providing financial information to patients or responsible parties for specified procedures; coordinating telephone calls from patients or referring physicians requiring clinic scheduling, emergency arrangements, Medicare hearings, and insurance disabilities claims; coordinating prescription refill information with local pharmacies; interacting and problem solving with individuals representing outside organizations such as insurance carriers, school district health personnel, professional organizations or conferences, media, etc., and/or departmental and university contacts; scheduling ancillary procedures and procedures with clinic staff; resolving scheduling conflicts, coordinating patient admissions with hospital admissions; coordinating post-operative visits with Home Health Nursing Care; coordinating participation in clinical trials; assisting with patient enrollment, follow-up, and record keeping; reviewing participant forms for accuracy and compliance with protocol; creating and managing multiple in-clinic and other complex schedules and rotations for physicians or medical students; coordinating physician's clinical, educational, administrative, and research schedules; and coordinating resident physician applicant interviews and/or orientation process, representing residency program, and attending national or statewide recruitment fairs. Positions may also guide or train other Medical Program Assistants, providing up to date information and direction, and maintaining daily department schedules, etc.

Leadworker positions lead other Medical Program Assistants in a clinic. The responsibilities include training, assigning work, and reviewing the work; coordinating a broad scope of program support in a clinic setting; coordinating support staff and provide training; serving as the primary reference for the most complicated patient account and/or HMO referral issues; and managing medical information systems to maintain system accuracy and capabilities.

II. QUALIFICATIONS

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

III. RELATED TITLES

Program Assistant
Clerical Assistant
Medical Assistant



MEDICAL STAFF ASSISTANT

I. DEFINITION

MEDICAL STAFF ASSISTANT

Positions allocated to this classification provide advanced paraprofessional staff assistance for a (1) complex clinical practice that encompasses multiple specialty areas (i.e., transplantation and organ procurement organizations, orthopedics and sports medicine programs including professional athletic team associations, etc.) or (2) a health profession education program. Positions develop new approaches, methods, or techniques to respond independently to new, unexpected or complex situations and serve as a liaison to outside professionals, administrators, physicians, scientists, and the media. Work is performed under general supervision.

- (1) Positions that manage a complex clinical practice receive patient referrals from health care professionals nationally and internationally and serve a unique patient population, such as transplant, sports medicine, etc., and are responsible for representing the physician in specific complex situations such as consulting with and developing strategies to provide service among several individuals, organizations, or resources nationally and/or internationally; establish guidelines to meet program goals and missions; serve as a public relations representative for a physician with responsibility for coordinating multiple local and national media requests for information; develop approaches for responding to inquiries on emerging health care issues; respond to questions and inquiries from internal and external sources; compose reports for referring and consulting physicians; document patient and/or family or student questions and concerns outside the scope of knowledge and experience, research answers, and communicate to patient, family members or students; screen and prioritize communications, bringing important and urgent matters to the attention of the physician; and may also serve as a resource to Medical Program Assistants, providing guidance or training, overseeing work performed, providing up-to-date information and direction, etc.

II. QUALIFICATIONS

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

III. RELATED TITLES

Medical Program Assistant
Program Assistant

MEDICAL TRANSCRIPTIONIST

I. DEFINITIONS

MEDICAL TRANSCRIPTIONIST

Positions allocated to this level perform all the work of an Medical Transcriptionist – Senior, but are in the process of learning the wide variety of medical, pharmacology, instrumentation, diagnostic, procedure and surgical terminology, anatomy and physiology, the different types of medical reports and their proper format. Positions function at this level until all the basic skills or



terminology associated with the work unit are mastered and being performed at a satisfactory level. Work is performed under close progressing to limited supervision.

MEDICAL TRANSCRIPTIONIST – SENIOR

Positions allocated to this level perform the full range of medical transcription and proofreading duties which typically include operative reports, radiology reports, discharge summaries, history and physical examination reports, physician orders and diagnostic information, psychiatric and psychological reports, clinic notes, and correspondence regarding the patient record. The employee is responsible for recognizing, interpreting and evaluating inconsistencies in medical dictation and edits, revising and clarifying without altering the meaning; clarifying dictation which is unclear or incomplete; and verifying patient information for accuracy and completeness. Work is performed under general supervision.

II. QUALIFICATIONS

Special Qualifications: most positions will require formal training as a Medical Transcriptionist which is typically obtained through a technical college or correspondence course program.

MICROBIOLOGY LABORATORY TECHNICIAN

I. DEFINITION

Microbiology Laboratory Technicians provide technical laboratory support activities including technical procedures, culturing, preparation of samples, media, reagents, glassware and test kits/apparatus, and records maintenance applied to medicine, veterinary medicine, and public health; disease control and epidemiology; agriculture; the production of antibiotics, sera, vaccines, antitoxins, and other biological agents and products; the testing of food and dairy products; the investigation of diseases affecting all life forms; and various fermentation processes. This work is performed in laboratories having one or more of the following functions: regulation and control; research and development; medical; veterinary medical; public health; environmental analysis; and/or general microbiological analyses and examinations.

MICROBIOLOGY LABORATORY TECHNICIAN-ENTRY

Positions allocated to this level are entry level Microbiology 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 subdisciplines of microbiology. 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 Microbiology Laboratory Technicians and/or Microbiologists in a particular subdiscipline of microbiology. Close to limited supervision is provided by a Microbiology Laboratory Technician Supervisor, Microbiologist Supervisor, or other science-related supervisor.

MICROBIOLOGY LABORATORY TECHNICIAN-OBJECTIVE

Positions allocated to this level function as full performance Microbiology Laboratory Technicians with additional technical guidance and review by higher-level Microbiology Laboratory Technicians and/or Microbiologists in a specific specialty area or subdiscipline. Limited to general



supervision is provided by a Microbiology Laboratory Technician Supervisor, Microbiologist 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 Microbiologist supervisory staff. 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 for specific indicators; prepare samples; record test results and maintain appropriate records; perform backup technician services in another laboratory section; and maintain reagents and media as required.

MICROBIOLOGY LABORATORY TECHNICIAN-SENIOR

Positions allocated to this level are senior level Microbiology 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 serologic or other tests and/or procedures on routine and non-routine samples; assist lower-level technicians in the performance of tests and technical support duties; direct other Microbiology 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 backup support as required. These positions may also assist Microbiologists with special projects or research and may be involved in assisting with the training of lower level microbiology technicians and technical staff and/or other outreach activities. Positions function under the technical guidance and review of a Microbiologist or other scientist(s) and under the general supervision of a Microbiology Laboratory Technician Supervisor, Microbiologist Supervisor, or another science-related supervisor.

MOTOR VEHICLE OPERATOR - HEAVY

I. DEFINITION

MOTOR VEHICLE OPERATOR – HEAVY

Positions in this allocation pattern operate vehicles which weigh 26,000# GVW and over a majority of the time. These vehicles may include: rubbish trucks, straight trucks, large refrigerated trucks, cargo trucks, a vehicle scale test truck, or other type of large truck. These trucks generally have an automatic lift on the back end. Some positions may be responsible for transporting compressed gas cylinders, ethyl alcohol and liquid nitrogen, which requires the operator to have a Commercial Driver's License (CDL) with the hazardous portion section as required by federal transportation laws. Positions may pick up and deliver all types of equipment, supplies, materials, mail, soiled and clean laundry, and other items used during daily operations. This type of work requires a great deal of bending, lifting, pushing and pulling. May operate a fork lift to load or unload equipment and materials as required. These positions are also responsible for minor upkeep and maintenance of the vehicle, such as checking tires, fluid levels, fueling the vehicle, etc. All vehicles require the operator to have a CDL.



Examples of Work Performed:

- Drive heavy trucks to pick up and deliver equipment, supplies, materials, mail or other items.
- Operate a 40,000 lb. scale test truck, driving to scheduled areas where tests are to be conducted.
- Operate an electric hoist to load and unload various 1,000 lb. test weights to check vehicle scales.
- Unloads and loads vehicle at the various institutions for delivery of clean and return of soiled laundry.
- Deliver and pick up equipment that needs to be repaired at local service centers.
- Perform daily safety inspections to keep vehicle in proper operating condition.
- Place appropriate placards on trucks for deliveries of hazardous materials per federal regulations.
- Operate a large compactor rubbish truck in an environment that has an extremely high volume of pedestrian, bicycle and motor vehicle congestion, which includes backing the rubbish truck into congested areas.
- Identify inappropriate materials in recycling or waste containers, and determine what to do with them.
- Operate reticulated end loaders, paving equipment and other motorized equipment mentioned in the definitions section.
- Read and interpret blueprints, sketches and drawings.
- Operate air hammers to remove asphalt and concrete.
- Perform various types of heavy lifting and physical labor.
- Perform daily operator maintenance on equipment and vehicles.

II. QUALIFICATIONS

All positions in this classification require a commercial driver's license to operate the type of vehicles described above. Other qualifications for these positions will be determined at the time of recruitment.

MOTOR VEHICLE OPERATOR - LIGHT

I. DEFINITION

MOTOR VEHICLE OPERATOR - LIGHT

Positions in this classification operate vehicles which weigh under 26,000# GVW a majority of the time. These vehicles include: automobiles, pick-up trucks, passenger vans, cargo vans, step vans, van body trucks, buses, and various other trucks weighing under 26,000# GVW. These positions may be responsible for picking up and delivering United States Postal Service (USPS) mail; UPS parcels; interdepartmental mail, which includes sorting the mail as it is collected; or various other packages, containers, or other items. Some operators may transport personnel to and from job sites or other destinations, and/or procure materials, parts and equipment from various local vendors throughout the city. Other positions are primarily responsible for operating a gasoline powered vehicle on institution grounds to pick up and deliver dirty and clean linen, furniture, supplies, or food trays. This type of work requires a great deal of bending, lifting, pushing and pulling. May



operate a fork lift to load or unload equipment and materials as required. These positions are also responsible for minor upkeep and maintenance of the vehicle, such as checking tires, fluid levels, fueling the vehicle, etc. Some vehicles may require the operator to have a Commercial Driver's License (CDL).

Examples of Work Performed:

- Drive light trucks to deliver or return maintenance personnel, tools, parts, equipment, construction materials and supplies to/from work sites.
- Pick up and deliver packages, books and other materials for various departments.
- Load or direct the loading of the truck, insuring the weight is properly distributed and cargo is secured.
- Refuel truck and perform other minor preventive maintenance.
- Operate mobile radio in vehicle to communicate with dispatcher for instructions, directions, new assignments, etc.
- Prepare simple reports and maintain records.
- Load 10-gallon cans of milk, cases of milk products in small containers, 2½-gallon ice cream containers, and other miscellaneous processed foods from the dairy loading dock.
- Pick up malfunctioning and deliver repaired computers and related equipment.
- Deliver mail and parcels from truck to mail room(s) in buildings, and pick up outgoing mail.
- May sort USPS mail into various classes according to postal regulations.
- Sort interdepartmental mail on the truck according to building delivery.
- Substitute as dispatcher in absence of regular dispatcher.
- Load food carts filled with trays to be delivered to various locations.
- Pick up empty food carts from all living units after each meal.
- Shuttle personnel between fleet vehicle storage and campus.
- May supervise students or other helpers assisting in the movement of materials.

II. QUALIFICATIONS

Some positions may be required to have a commercial driver's license.

NATURAL RESOURCES RESEARCH TECHNICIAN

I. DEFINITIONS

NATURAL RESOURCES RESEARCH TECHNICIAN

Positions within this classification perform technical **paraprofessional** research work assigned to a specific natural resources research sub-program (wildlife, fisheries, forestry, or water). The work involves a full range of complex paraprofessional technical research activities to include responsibility for significant portions of planning, designing and interpreting research studies. The work may include the acquisition of field and laboratory data through technological methodologies to fulfill objectives of approved studies assigned to research biologists; independently performing field and laboratory analysis to collect chemical and biological data; and preparing or assisting in the preparation of technical publications and reports. The work is performed with significant delegation and under general supervision. Examples of positions are:



Aquatic Lakes – Conduct statewide lake and stream surveys designed to collect and analyze fish and related biological, physical, chemical, and ecological data in relation to approved statewide fisheries research projects. Ensure the proper operation and maintenance of a wide variety of field equipment. Assemble and manage complex database files.

Inventory and Monitoring Technician/Streams: Coordinate portions of a statewide research program to evaluate the effectiveness of Wisconsin's Priority Watershed Program. Provide input in all facets including study design and site selection, sampling methods development and implementation, training, data collection, statistical data analysis and interpretation, management recommendation development, and communication of conclusions and recommendations within and outside the agency.

II. QUALIFICATIONS

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

NETWORK CABLE TECHNICIAN

I. DEFINITION

NETWORK CABLE TECHNICIAN

The technical positions in this classification require extensive knowledge of voice, data, and video network cable systems. Responsibilities include installing data cables, testing cable networks, troubleshooting complaints, monitoring cable performance and/or overseeing contractor work, setting priorities, and coordinating work schedules. Job duties include designing, planning, constructing, managing and operating complex network cable systems or overseeing contractors. Positions may also perform job duties described as Electronics Technician; however, these duties would not be the majority of the responsibilities. Positions must perform or oversee a majority (more than 50%) of the duties identified herein a majority (more than 50%) of their time.

Examples of Equipment/Systems/Work:

- Work with unshielded twisted pair, single- and multi-mode fiber optic, coaxial cable, or equivalent.
- Use diagnostic equipment to troubleshoot problems, maintain lines, or repair cable. (Equipment such as analog and digital voltmeters, oscilloscopes, signal generators, breakout boxes, cable scanners, LANmeters, portable sniffers, fiber-optic light source and power meter, laptop computers using ip/ipx protocols, and electronic circuitry, copper and fiber optic cable, or equivalent may be used.)
- Plan, install, maintain, and relocate network hardware. (Hardware such as Cisco routers and switches, 3Com shared Ethernet hubs, Plexcom repeaters, hubs, transceivers, Network General Sniffers, and other equivalent network monitoring equipment.)
- Install, maintain, and troubleshoot intra building fiber-optic cables from IDF to wiring closets, terminate with ST and SC type fiber-optic connectors, manufacture and provide fiber patch cords, maintain and troubleshoot outside plant inter building fiber-optic cables, or equivalent, or oversee contractors.



- Troubleshoot complaints.
- Monitor, inspect and approve the work of contractors.
- Certify data wiring and monitor, inspect, and conduct all tests required, ensuring all system component connections are operating properly. (Equipment such as to CAT 3 and CAT 5 for compliance with Ethernet and Fast Ethernet standards, and other comparable equipment.)
- Maintain knowledge on evolving data communication concepts. (Examples such as Baud speeds, ASCII Vs EBCDIC codes, full and half-duplex data transmission, synchronous and asynchronous data transmission, EIA RS-232C Protocol, signal multiplexing methods and their attributes and limitations, or equivalent and related concepts.)
- Maintain a computer based equipment and cable management system.
- Install and repair telephony related equipment, interconnecting devices, and multiple equivalent technologies across wiring plant, hardware, network platforms, and install and repair video multi-plexes, cabling, amplifiers, splitters, connectors, and connections, or equivalent.

II. QUALIFICATIONS

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

III. RELATED POSITIONS

Positions which are responsible for the day-to-day telephone and related equipment services for a campus or agency with complex telecommunication systems for the majority of time and are more appropriately classified as Administrative Telecommunications Specialist.

Positions which are professional and responsible for the full range of software, hardware, and connectivity which supports the functions of computers in network configurations the majority of time and are more appropriately classified in the IS Network Services classification series.

Positions which are technical and responsible for electronic systems the majority of time and are more appropriately classified as Electronics Technician.

NURSING ASSISTANT

I. DEFINITIONS

NURSING ASSISTANT 1

This is entry level technical work of a training nature assisting in the nursing care provided to patients in a clinic, on inpatient units or wards, or in specialized care units such as a recovery or operating room. Positions allocated to this level perform routine nursing assistance functions related to patient care and comfort, maintenance of equipment and supplies and general care of the nursing unit. Work is structured to provide the training and experience to allow the employee



to reach full performance at a higher level. Work is performed under close, progressing to limited, supervision of the Unit or Nursing Supervisor.

NURSING ASSISTANT 2

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

NURSING ASSISTANT 3

This is advanced technical work assisting in the nursing care provided to patients in a clinic, on inpatient units or wards, in specialized care units such as a recovery or operating room or in a specialized function such as patient transportation. Work at the advanced level in the nursing care or practical nursing areas is differentiated from the 2 level by the variety of care functions performed, the complexity of the care situation, the emphasis on direct patient care, and the level of supervision received. Employees at this level may act as lead to lower level nursing assistants especially over tasks related to the stocking of supplies for the unit, distribution of food trays and general care of the units. Positions at this level work under the general supervision of the Unit or Nursing Supervisor.

II. QUALIFICATIONS

Special Requirement: Candidates for positions in this series must be listed or eligible to be listed on the Wisconsin Nurse Assistant/Home Health Aid Registry as described and mandated by Wisconsin ss. 146.401 and Wisconsin Administrative Code HSS 129. Other qualifications required for these positions will be determined at the time of recruitment.

III. RELATED POSITIONS

Positions that supervise Nursing Assistant positions.

OFFICE ASSOCIATE

I. DEFINITION

OFFICE ASSOCIATE

This is routine office support work performed under close to general supervision. Positions are located within any size work unit on a campus and must be familiar with the organizational structure to complete tasks. They may be involved in work assignments with several interrelated operating units and may lead lower level classified staff, student workers or limited term employees. Positions perform a variety of basic office support tasks consistent with established office and agency policies and procedures with little or no ability to change the procedures. The activities are routine in nature and require little discretion as the work processes and routines are well defined and easily quantifiable.



Positions in this classification perform any combination of the basic office functions described below, for a majority of the time.

Copying: operating a high volume copy machine; high volume copying; performing minor maintenance on a copy machine; or operating, maintaining, and performing preventive maintenance on bindery and copy machines; copying and/or preparing materials to be sent for copying or printing; assuring bills and/or copying account are processed appropriately, and distributing the copies as required.

Desktop Tasks: maintaining logs, attendance records, or simple databases; batching documents; calculating time cards; performing routine daily cash and/or check receipt audits; entering data and running reports from routine databases or programs (no writing queries, creating or modifying formats); logging and entering applications; etc. Interaction with the software or program is very limited. At times the user is prompted for information by the program. Programs may be specific to the agency.

Document Production: (using standard word processing software such as Microsoft Office Word or comparable programs) typing correspondence for staff; editing and proofing letters, memos, and reports for grammar, spelling, punctuation, and format; preparing correspondence for staff or supervisor's signature; establishing formats for various reports, mailing lists, form letters, tables or charts; maintaining files of assignments; and developing various printouts and statistical tables.

File Maintenance: creating individual files and labels, drop filing, pulling files as requested; preparing records for the records center; establishing and maintaining a central file system, such as subject matter, alphabetical, or numerical files; maintaining database files; searching for documents as requested; pulling files for incoming correspondence; maintaining orderly storage of files; maintaining cross reference files; purging files; preparing records boxes for shipment to or retrieval from the State Records Center; making arrangements for pickup and delivery of records; maintaining record inventory logs; and reading requests for file information.

Fleet: keeping track of fleet vehicles; assigning state vehicles to staff; determining availability, explaining other options available; assuring the timely maintenance of cars; requesting a fleet vehicle; and processing related paperwork.

Forms: processing simple forms, reviewing program-related forms for completeness, answering routine questions, maintaining a database from completed form responses, or comparable.

Lead Work: training, assisting, guiding, instructing and assigning and reviewing the work of two or more permanent employees in the work unit and may lead students and LTEs. Note: Competition is required for first time permanent assignment of leadworker duties to any position.

Mail: opening, sorting and distributing mail, collating materials, or preparing for outgoing mail; date stamping and forwarding to appropriate staff; responding in writing to routine requests for information, including approved open record requests; coordinating outgoing mail and/or mass mailings; sending mail certified or with other special requirements; assuring correct postage is on outgoing mail; operating scale and postage meter; forwarding faxes to appropriate staff; and sending faxes as requested.

Meetings: preparing and distributing meeting minutes; preparing materials for distribution at meetings; updating staff at meetings regarding new processes or procedures for administrative functions; setting up audiovisual equipment for meetings; maintaining official files of the



committee correspondence and meetings; assisting in organizing workshops and in-service meetings; developing handouts, agendas, and other material as requested; scheduling facilities and rooms; and making catering arrangements as necessary.

Miscellaneous: making service calls; acting as cashier in a state operated parking facility; ordering routine supplies and/or maintaining inventories; identifying the source for and ordering special supplies.

Reception: taking messages; screening and directing incoming calls to the appropriate individual or business area; providing routine information and responding to routine inquiries; performing switchboard and/or paging duties; screening, receiving, logging in, and directing visitors; assigning security and parking; arranging for escorted building access; and accepting special deliveries.

Scanning: preparing documents for scanning by checking for accuracy, readability and completeness, removing all paper clips, etc., and ensuring documents are not folded or torn; annotating each document with date and time of receipt and other necessary markings, ensuring attachments are indicated; determining document types and priorities for processing; preparing the scanner and scanning the documents while reviewing the image screen to ensure clarity; and performing quality control of the scanned documents and rescanning, if necessary.

Scheduling: scheduling rooms, people, appointments, classes, or campus visits; scheduling meetings between public and staff; scheduling multiple staff and rooms for meetings; and maintaining schedule calendars for staff.

Tracking: developing simple reports, or tracking specific information; maintaining a procedure for assigning and tracking internal issues and projects; updating related databases as needed; preparing simple reports from databases; assuring the information submitted is complete; maintaining a complaint log, and assuring responses are completed timely.

Travel: assisting staff with travel arrangements by car, rail or air; making hotel accommodations; using the internet to find travel information and/or to make reservations; assuring requests are completed appropriately and submitted to appropriate office; and assuring payment of travel has occurred. Positions may monitor monthly travel vouchers and vehicle mileage logs submitted by staff for accuracy and completeness.

II. QUALIFICATIONS

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

III. RELATED POSITIONS

Positions that perform repetitive clerical support tasks for the majority of time and are more appropriately classified as Clerical Assistant.

Positions that perform office support activities in complex administrative and program support areas for the majority of the time and are more appropriately classified as Office Operations Associate.

Positions that perform confidential administrative duties as defined in s. 111.81(15), Wis. Stats., for the majority of time that are more appropriately classified as Program Assistant-Confidential and Program Assistant Advanced-Confidential.



Positions that perform paraprofessional support duties in agency/campus specific program areas for the majority of time and are more appropriately classified as Operations Program Associate.

Positions that perform routine office support for a student program or program area unique to higher education for the majority of time (more than 50%) and are more appropriately classified as University Services Associate 1.

Positions that perform paraprofessional administrative duties with a broad scope of responsibilities and reporting relationships for the majority of time that are more appropriately classified as Academic Department Associate, Academic Department Specialist, Dean Assistant, Executive Staff Secretary, Executive Staff Assistant, or University Executive Staff Assistant.

Positions that perform work activities in a specific administrative or other functional area for a majority of the time and are more properly classified by a more specific classification such as Financial Specialist, Payroll & Benefits Specialist, Shipping and Mailing Clerk, etc.

OFFICE OPERATIONS ASSOCIATE

I. DEFINITION

OFFICE OPERATIONS ASSOCIATE

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

Complex Program-Related Functions: Complex program-related support functions require applied knowledge of program policies and procedures rather than general office practices. Positions often have to apply the complex administrative functions described below in program areas, where there may be unique clientele, employees, and program-specific procedures. Positions review program-related documents to determine if they meet minimum program requirement(s) or criteria such as reviewing, approving and processing applications for permits, licenses, certifications, etc.; reviewing documents for compliance with standards before submission for the next step in the process; coordinating scheduling/due dates to meet compliance standards for contract submission; and analyzing documents and compiling program-specific data. Positions search systems (databases) for historical information; function as vendor liaison on program-specific software, supplies or services; record contacts with



public/applicants/constituents; and enter program data into appropriate databases and manipulate it for desired reports. Positions develop and maintain tracking systems and projects; respond to program-specific questions; request identification as required; and determine and collect required program fees. Positions establish and maintain case files; maintain electronic records of all program information, such as inspection reports, license requests, etc.; enter appropriate codes and information; and ensure files are complete.

Complex Administrative Functions:

Communication: logging and tracking requests for information from constituents, or high ranking campus officials; determining the required response date, appropriate staff assignment, and appropriate signature; assuring timely completion; and reviewing the response for established standards. Duties may include receiving and or making calls to public or private offices to receive, provide, or exchange program information.

Fiscal: auditing expense vouchers, completing appropriate forms for money/checks received, submitting required documentation to the campus budget office, reconciling budget items for general service expenditures; providing accounting support; monitoring and reviewing fiscal reports and invoices/vouchers; entering information into the automated purchasing or procurement system; implementing appropriate action and payment mechanisms; auditing monthly records of office's assigned credit or procurement card; completing and submitting fiscal vouchers to the campus budget office.

Human Resources/Payroll: verifying leave types and balances, informing staff of employee benefit options and programs; documenting and processing information regarding work-related accidents and injuries, and workers compensation reports; providing human resources liaison support for Family Medical Leave Act, memorial fund, leaves of absence, agency database updates, and other programs; referring unanswered employee-related questions to the appropriate point of contact such as human resources or employee benefits administrators; completing personnel transactions on forms or on-line; assisting with new employee orientation activities; and coordinating and monitoring the employment interview process.

Lead Work: training, assisting, guiding, instructing and assigning and reviewing the work of two or more permanent employees in the work unit. Note: Competition is required for first time permanent assignment of leadworker duties.

Purchasing: maintaining inventory levels; corresponding with vendors to verify items and prices; preparing reports for purchasing agents; using automated inventory and purchasing system; and providing guidance to staff on procurement policies and procedures.

Staff and Resource Services: supporting the physical environment and resources of the unit; coordinating an office move; providing general telecommunications support; participating in space management activities, including expediting systems/furniture requests; procurement of equipment and office supplies; responding to requests and complaints from program staff regarding work environment conditions (temperature, lights, sound, parking, safety, etc.); and acting as the liaison with service vendors and contractors/maintenance staff.

Technology maintenance: acting as the liaison between staff and information systems staff, provide hardware/software support to users of various applications; updating and publishing specific web pages; converting files for web pages; using complex desktop publishing and



graphics software; using multiple on-line databases; entering specific data into complex computer databases; writing queries; assuring back up of all files and deleting files when they are no longer required; initiating and creating tables in Microsoft Access or other comparable programs and linking to tables to provide staff with various reports and information; training staff on hardware and software packages; functioning as a resource person regarding laptop/automation questions and problems; downloading files onto laptops, including software such as MS Office, virus scan, Outlook applications, etc.; instructing staff on the use and application of forms; and attending meetings, workshops, team meetings and training sessions regarding hardware and software.

II. QUALIFICATIONS

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

III. RELATED POSITION TITLES

Positions that perform repetitive clerical support tasks for a majority of the time and are more appropriately classified as Clerical Assistant.

Positions that perform confidential administrative duties as defined in s. 111.81(15), Wis. Stats., for a majority of the time that are more appropriately classified as Program Assistant-Confidential and Program Assistant Advanced-Confidential.

Positions that, for a majority of the time (more than 50%), are responsible for general routine office support and are more appropriately classified as Office Associate.

Positions that perform paraprofessional support duties in agency/campus specific program areas for the majority of time and are more appropriately classified as Operations Program Associate.

Positions that perform complex office support for a student program or program area unique to higher education for the majority of time (more than 50%) and are more appropriately classified as University Services Associate 2.

Positions that perform paraprofessional administrative duties for a majority of the time with a broad scope of responsibilities and reporting relationships that are more appropriately classified as Academic Department Associate, Academic Department Specialist, Dean Assistant, Executive Staff Secretary, Executive Staff Assistant, or University Executive Staff Assistant.

Positions that perform work activities in a specific administrative or other functional area for a majority of the time and are more properly classified by a more specific classification such as Financial Specialist, Payroll & Benefits Specialist, Shipping and Mailing Clerk, etc.

OFFSET PRESS OPERATOR CLASSIFICATION SERIES

I. DEFINITIONS



OFFSET PRESS OPERATOR

Positions in this classification function under close progressing to general supervision and perform the full range of duties required to operate an offset press. Positions operate, set-up, adjust and maintain offset press equipment and perform other related tasks for a wide variety of printed material that may require utilizing half tones, close registration and multi-color work. When necessary positions prepare offset plates for printing and operate, set-up and maintain bindery equipment.

OFFSET PRESS OPERATOR-LEAD

Under general supervision, positions perform work similar to the Offset Press Operator but are differentiated by their responsibility for overseeing the daily operations of an offset press shop. These positions are the single position within an offset press shop that is responsible for coordinating and monitoring all offset press work. In large, multi-shift offset press shops, there may be one lead position assigned to each shift. Work is performed under general supervision. Positions ensure instructions are clear, assign work, monitor quality and ensure proper maintenance of equipment. Positions have responsibility on a continuous basis for scheduling, training, assigning and monitoring the work of classified, limited-term, or student assistants.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

III. RELATED POSITION TITLES

Positions that for a majority of the time (more than 50%) operate bindery equipment and are more appropriately classified as Bindery Worker.

Positions that for a majority of the time (more than 50%) operate digital print and/or scanning equipment for production printing and are more appropriately classified as Computer Printing Technician.

Positions that for a majority of the time (more than 50%) perform clerical support duties and are more appropriately classified as Clerical Assistant.

Positions that for a majority of the time (more than 50%) estimate and audit the cost of a wide variety of printing and binding work requisitioned by state agencies and are more appropriately classified as Printing Technician.

Positions that for a majority of the time (more than 50%) function in a specific technical phase of the printing process such as writing printing production specifications or computing net and gross estimated costs of printing orders and related services and are more appropriately classified as Printing Assistant.

OPERATIONS PROGRAM ASSOCIATE



I. DEFINITION

OPERATIONS PROGRAM ASSOCIATE

Positions perform complex administrative duties in support of a professional program area or areas. Positions require considerable knowledge of the program area(s) to enable the employee to work effectively and independently in a wide range of work situations under general supervision. Positions have a significant role and responsibility to make complex and independent judgments within the scope of their responsibility as a result of delegated authority. The work is governed by a variety of complex rules and regulations such as statutory language, administrative code or rules, policies, and/or procedures that are applied and often require analysis and interpretation. Positions frequently develop complex databases to maintain program information and prepare statistical data analysis or reports. Positions may, but are not required to, perform leadworker duties, including training, assigning and reviewing the work of other permanent employees.

Positions in this classification meet one of two following allocations:

- (1) Unit Specific Program: Under general supervision, positions perform a combination of complex, unit specific program duties in support of a professional program area(s) for the majority of the time. Positions relieve supervisors or program specialists of the less complex professional tasks. Decisions usually result in approval or denial of a request in the program area and may have impact across program lines. Positions serve as a liaison with other state agencies, federal government, local units of government, courts and law enforcement agencies, other states, the general public, or the private sector to obtain, provide, or exchange complex information. Positions provide support in program compliance activities; perform quality assurance reviews within the program area, identify deficiencies, and provide feedback as necessary to effectively recommend changes in the policies and procedures of the program area.

- (2) Administrative Program: Positions assigned to this allocation function independently in order to relieve program managers from administrative processes. Most positions have delegated authority for limited decision-making in the office management functions. Others make effective recommendations to program managers with overall responsibility for the program, with only certain functions delegated to the paraprofessional position. Positions in this allocation are either the sole responsible office management/administrative support position **or** are formally designated as leadworker by the program or management services supervisor in this office management position, if accompanied by one or more permanent administrative support positions.

Under general supervision, positions perform a combination of complex duties in support of critical administrative functions (communication, fiscal, human resources, staff and resource services, technology maintenance) for the majority of the time. Positions have the responsibility and designated role of relieving supervisory or professional staff of the burden of the *overall* administrative system and duties. Positions have clearly stated responsibility for the development/modification, monitoring, evaluation, and implementation of office management and administrative support procedures and policies. Positions in this allocation are regarded as the subject matter experts for complex office management activities and may provide



recommendations to program supervisors/department chairs or have delegated authority for final approval of all procedures and policies within the work unit. Positions require a working knowledge of the program area. Positions serve as a liaison with administrative professionals within and outside of the campus. Positions may perform additional duties in support of the unit-specific program similar to those performed by paraprofessionals found in the Unit-Specific Program allocation for less than a majority of the time. These positions report to a program supervisor (a professional staff person or manager) who has little direct responsibility for managing the administrative area.

II. QUALIFICATIONS

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

III. RELATED POSITION TITLES

Positions that perform routine clerical support activities for the majority of time and are more appropriately classified as Clerical Assistant.

Positions that perform routine or complex administrative office support activities that implement existing policy and procedures for the majority of the time and are more appropriately classified as Office Associate or Office Operations Associate.

Positions that perform work activities in a specific administrative functional area for a majority of the time and are more properly classified by a more specific classification such as Financial Specialist, Payroll & Benefits Specialist, etc.

Positions that perform paraprofessional administrative duties with a broad scope providing support to a division administrator or agency head, with confidential duties and reporting relationships that are more appropriately classified as Academic Department Associate, Academic Department Specialist, Dean Assistant, Executive Staff Secretary, Executive Staff Assistant, University Executive Staff Assistant, or University Business Specialist.

Positions performing confidential administrative duties as defined in s. 111.81(15), Wis. Stats., that are more appropriately classified as Program Assistant-Confidential and Program Assistant Advanced-Confidential.

Positions that perform paraprofessional administrative support for a student program or a program area unique to higher education and are more appropriately classified as University Services Program Associate.

PAINTER

I. DEFINITION

PAINTER

This is journey level painter work. Employees in this classification paint walls, equipment, buildings, bridges, and other structural surfaces, using brushes, rollers, and spray guns. May remove old paint to prepare surface prior to painting and may mix colors or oils to obtain desired color or consistency. May design, fabricate and install signage. Positions in this classification may also direct and instruct apprentices, helpers and other assistants.



Positions are assigned any combination of the following duties:

- Prepare interior and exterior walls, ceilings, floors, and other surfaces for painting.
- Apply primer materials.
- Paint surfaces, using brushes, spray gun, or rollers.
- Apply paint to simulate wood grain, marble, brick, or stonework.
- Cut stencils, brush and spray lettering and decorations on surfaces.
- Sand surfaces between coats and polish final coat to specified finish.
- Bake finish on painted and enameled articles in baking oven.
- Wash and treat surfaces with oil, turpentine, mildew remover, or other preparations.
- Mix and match colors of paint, stain, or varnish.
- Fill cracks, holes, and joints with caulk putty, plaster, or other filler, using caulking gun or putty knife.
- Read work order or receive instructions from supervisor.
- Erect scaffolding or set up ladders to work above ground level.
- Prepare interior and exterior walls, ceilings, floors, and other surfaces for painting.
- Remove soiled or excess paint.
- Apply primer materials.
- Mix and match paints and other protective materials.
- Apply paint, shellac, varnish, enamel, stain or other protective material to prepared surfaces, using brush, spray, roller, cloth or other means.
- Design, fabricate and install new signage systems or to match existing signage systems.
- Keep records and make reports.
- Direct and instruct apprentices, helpers and assistants in the work of the trade.

II. QUALIFICATIONS

Painter: Graduation from high school or attainment of age 18 and completion of an apprenticeship approved by the Department of Workforce Development as a painter. 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 at least 6,240 hours total of exterior and interior preparation and finish, paper hanging, decorating, spraying/rigging and care/use of tools and equipment including related instruction and safety procedures. Such evidence may include letters or statements from past customers/clients and/or employers.

III. RELATED POSITION

Positions that perform semi-skilled trades work for a majority of the time such as Facilities Repair Worker or Facilities Mechanic. Semi-skilled trades work means the repair or replacement of existing equipment or building components with equipment or components of the same kind and does not alter or affect the performance of any building system, structure, exterior walls, roof or exits.

PAYROLL AND BENEFITS SPECIALIST CLASSIFICATION SERIES

I. DEFINITIONS

Terminology:

Satellite Office: Payroll and benefits administration offices at UW Service Center (UWSC), College, Department level.

Complex Satellite Office: A satellite office with delegated authority from the UWSC campus central payroll office or College Dean level payroll office (e.g. College of Letters & Science Dean's Office, Department of Chemistry) that meet three or more of the following criteria: (1) significant organizational diversity in terms of the number and variety of classifications used and/or employment types; (2) multiple work shifts; (3) multiple geographic locations; (4) large number of appropriations with complex funding requirements and structure with significant impact on the budget process; (5) non-standard benefits plan administration; (6) application of international tax laws and treaties; (7) application of visa requirements; (8) comprehensive benefits counseling performed; (9) tuition remission; or (10) requires significant and complicated Worker's Compensation, Unemployment Compensation, or 230.36 activities.

Along with the complexity of the duties as defined above the number of employees served by the satellite office may be a factor in determining complexity.

Complex Agency: A state agency that meets three or more of the following criteria: (1) requires non-standard tax reporting (e.g., international tax implications); (2) non-standard benefits plan administration (e.g., educational institution tax sheltered annuity programs); (3) University benefit plans (e.g., Tax Shelter Annuities, major medical, various life insurance plans and Graduate Assistant health plans), (4) non-standard benefits reporting; (5) contains large number of agency appropriations; (6) uses unique agency specific payroll subsystem(s); (7) uses extensive numbers of special employment types (e.g., board or commission members, national guard, youth camps, conservation corps, foster parents., etc.) or extensive numbers of seasonal limited term employees; (8) requires significant and complicated Worker's Compensation, Unemployment Compensation or 230.36 activities; or (9) contain significant organizational diversity in terms of the number and variety of classification series used, multiple work shifts, multiple geographic locations, and seven-day-a-week, twenty-four hour per day operations.

Central Payroll & Benefits Office: Payroll and benefits administration offices that perform the centralized payroll and benefits function for an entire campus.

PAYROLL AND BENEFITS SPECIALIST

This level is either an entry level or an objective level for positions performing the full range of routine to complex confidential payroll and benefits specialist work or for positions that specialize in a specific functional area of payroll.

Positions may be organizationally located in a campus, region, or an equivalent organizational sub-unit in the agency's central payroll and benefits office.



Entry level positions operate under close progressing to limited supervision and are assigned a variety of tasks that are progressively more difficult and complex and which are intended to develop the necessary knowledge, skills, and abilities to progress to the higher level.

This is objective level work for payroll and benefits specialists working in satellite offices that do not operate under delegation from a central office. Positions in this classification perform progressively more difficult and complex work and are assigned a variety of tasks that are intended to develop the necessary knowledge, skills and abilities needed to perform the full range of payroll and benefits specialist work that is limited in scope and complexity by virtue of the fact that positions refer the more complex questions and issues to a higher level payroll and benefits specialist and/or to the agency central payroll office.

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

Positions work closely with human resources staff and provide back-up to many of the services provided by HR assistants, coordinators and specialists. Positions are often required to consult with management on the impacts of proposed employment related settlements and organizational and staffing changes.

The most complex positions described by this classification level are distinguished by the responsibility for making final determinations on payroll and benefits issues of a complex nature, as opposed to routine, recurring determinations rather than having those complex issues resolved by higher level payroll positions. The most complex positions operate under general supervision and perform the full range of activities (i.e., from routine to complex) in two or more of the following areas for a majority of the time: (1) establish and maintain payroll records for multiple employment types which may include classified, unclassified, limited term and, in the university system, student hourly; (2) process and monitor time and attendance records; (3) explain benefits programs and consult with employees regarding benefits and impact of moving between employment types; (4) coordinate the Worker's Compensation and/or Unemployment Compensation program(s); (5) prepare and submit monthly insurance reports; or (6) reconcile detailed and complex appointment and payroll information for positions with multiple funding sources and requirements within the UW system.

The consequence of error for positions at this level is significant and can have a financial and personal impact on employees if the work is not completed accurately and timely. Positions in this classification are responsible for ensuring employees are provided with detailed and timely information regarding payroll and benefits programs and activities and that documents are appropriately completed and submitted to the necessary parties for final processing.

PAYROLL AND BENEFITS SPECIALIST – ADVANCED

This level encompasses positions that perform the most complex payroll and benefits related functions for a majority of time within (1) the central payroll and benefits office of a UW campus, **OR** (2) a complex satellite office of a UW campus (as defined in Section II of this specification).



Positions that perform the most complex payroll and benefits functions within (1) or (2) above:

Positions in this classification within the University of Wisconsin System may be located within the central payroll office of a University of Wisconsin campus or a complex satellite office (as defined in Section II of this specification). Positions at this level operate very independently, referring only the most complex questions to higher level supervisors or administrators, and may lead the work of payroll and benefits staff or program support staff. Positions have responsibility for multiple employment types including any combination of classified, faculty, academic staff, graduate assistants and research assistants, employees in training, post grad trainees, post doc fellows, project, and student hourly.

In addition to the allocations listed above, positions in the University of Wisconsin System allocated to this classification meet at least one of the following allocations: (1) function as the sole or lead payroll and benefits staff with oversight for all payroll and benefits activities in a UW College Dean level payroll office or complex UW satellite office where no payroll program supervisor position exists; or (2) perform complex payroll and benefits functions in a UW campus central payroll office, college Dean level central payroll office or complex satellite office; or (3) serve as a program expert for managing a payroll function as identified above providing expertise and customer service to the 26 campuses in the UW system; or (4) reconcile the UW accounting system records to DOA records including salary and fringe benefit expenditures, analyze and resolve discrepancies between the two systems and manage large complex expenditure ledgers and accounts for the 26 campuses.

II. QUALIFICATIONS

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

III. RELATED POSITIONS

Positions which perform payroll systems coordination work for a majority of the time and are more appropriately classified as Central Payroll Systems Coordinator or Payroll and Benefits Systems Coordinator and Payroll and Benefits Systems Coordinator Senior.

**PHARMACY TECHNICIAN
CLASSIFICATION SERIES**

I. DEFINITIONS

PHARMACY TECHNICIAN-ENTRY

This is entry-level technical pharmaceutical work in a, UW-institution. The work performed is identical to that described at the objective level but is performed under the close, progressing to limited, supervision of a Pharmacy Technician Supervisor or Pharmacist Supervisor.

PHARMACY TECHNICIAN-OBJECTIVE

This is objective-level technical pharmaceutical work. Positions allocated to this classification perform any combination of the following duties to assist professional pharmacy staff provide



pharmaceutical services in, UW- institution prepare prescriptions for delivery by completing assembly and/or compounding functions- calculate and mix solutions, suspensions, creams and ointments of medication as prescribed; package and label pharmaceuticals and affix prescription labels; maintain a supply of prefilled medications and bulk supplies and store in an orderly fashion; check expiration dates of pharmaceutical supplies and remove expired products from stock; receive and review returned supplies of pharmaceuticals, identify unusable and usable items and dispose or reuse, as appropriate; assist with unit-dose preparation and distribution; assist with computer order entry of prescription orders and requisitions; IV compounding; narcotic medication processing and record keeping; assist in inventory management; assist with onsite reviews; assist in orientation and training of new staff; maintain written and/or computerized records, and prepare reports; and perform related work, as requested. Work is performed under the general supervision of a Pharmacy Technician Supervisor or Pharmacist Supervisor.

II. QUALIFICATIONS

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

PHOTO LAB TECHNICIAN SERIES

I. DEFINITIONS

PHOTO LAB TECHNICIAN-ENTRY

This is entry level photographic production work. Employees possess a **working knowledge** of the area of photographic production. The majority of time is spent printing and processing black and white or color film and prints; slide duplication and mounting; photo copy; or portrait and passport photography. Make photo copies of materials, artwork, etc.. Prepare photographic solutions. Process, trim, mount and sort prints. Tone photographic prints. Make black and white or color photographic prints. Perform routine maintenance on equipment. Keep accurate production records. Maintain a photographic library. Work is performed in accordance with established procedures or from detailed instructions under close supervision.

PHOTO LAB TECHNICIAN

This is full performance photographic production work. Employees possess **considerable knowledge** of the area of photographic production. The majority of time is spent in the lab taking color and black and white photographs using a 35mm photo copy stand, 35mm and view camera. In addition to the duties performed at the entry level, employees at the full performance level spend more time conferring with clients to determine needs and providing a budget estimate for the project. Work is performed under general supervision.

PHOTO LAB TECHNICIAN-SENIOR

This is senior photographic production work. Employees possess **extensive knowledge** of the area of photographic production. In addition to the duties performed at the lower levels, employees at this level provide lead work activities in a photographic laboratory. As a lead worker, incumbents spend the majority of their time assigning work, training staff, resolving problems, coordinating quality control, recommending and planning new services or equipment acquisitions. Employee must possess a demonstrated proficiency in uses of all equipment in the unit, perform quality control of work leaving unit, monitor and adjust work flow, determine



supply needs, and confer with clients to determine if their needs have been met. Work is performed under general supervision.

II. QUALIFICATIONS

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

III. RELATED POSITIONS

Positions which spend the majority of time accurately or artistically portraying a wide variety of subjects and events for publications, lecture, research, publicity and documentation and would be more appropriately identified by the Photographer classification specification.

Positions which, for a majority of the time, duplicate printed material on sensitized paper, plates, cloth, or film according to customer specifications and are more appropriately identified by the Graphic Reproduction Technician classification specification.

PHOTOGRAPHER SERIES

I. DEFINITIONS

PHOTOGRAPHER-ENTRY

This is entry level photographic work. Employees possess a **working knowledge** in the area of photography. Create original photographs using a variety of photographic equipment or electronic methods according to instructions of client or higher level photographer. Present photographic work to higher level photographer or client for approval. Has limited contact with clients during the production process. Work is performed under close supervision.

PHOTOGRAPHER

This is full performance photographic work. Employees possess **considerable knowledge** in the area of photography. Employees spend the majority of their time consulting with clients and completing a variety of photographic projects. Photograph a wide variety of subjects and events. Creatively apply the technical aspects of light, lens, film, filters, and camera settings to capture a mood or tell a story. Work is performed on location and in the studio. Select and assemble equipment according to subject material, anticipated conditions, and knowledge of function and limitations of various types of cameras, lenses, films, and accessories. View subject and setting and plan composition, lighting, camera position, and camera angle to produce desired effect. Confer with client to determine needs. Provide client with a budget estimate for the project. May produce black and white and color negatives, slides, transparencies, or mosaics. May provide electronic imaging services. Work is performed under general supervision.

PHOTOGRAPHER-SENIOR

This is senior level photographic work. Employees possess **extensive knowledge** in the area of photography. Employees at this level spend the majority of time functioning as an advanced photographer responsible for planning and organizing the day-to-day operation of a small photographic production unit or aerial photographic missions. In addition to the duties performed at the objective level, employees deal with the most complicated problems or photographic techniques. Confer with clients to identify their needs and develop a plan to meet those needs. Originate plans and ideas for: aerial photographs; mosaic compilation; video production; two



dimensional photography; photographing lab experiments or botanical specimens; macrophotography; photomicrography; or electronic imaging. May develop policies and procedures governing work schedules, billing, sales, and use of equipment. May specialize in a particular field, medium, or type of photography. Work is performed under general supervision.

Representative Positions:

University of Wisconsin-Madison: College of Letters & Science, Department of Botany, Coordinator of Photographic Services. The majority of time is spent coordinating all photographic needs for the Department of Botany. This includes: photographing botanical specimens and lab experiments using two dimensional photography (DNA sequencing in electrophoresis gels), macrophotography, field photography, and photomicrography; providing copy photography services which include color and black & white: transparencies, negatives, diagrams, graphs, tables, maps, illustrations, photo plates, composites, etc. Advise faculty and staff on best method of communicating scientific information. Research new technology and photographic equipment. Plan and execute program of improvement and maintenance as well as establishing quality control guidelines. Establish policies and procedures governing work schedules, ordering supplies, billing, and use of equipment.

II. QUALIFICATIONS

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

III. RELATED POSITIONS

Positions which spend the majority of time processing film and creating photo copies of materials using standard photographic equipment and techniques and are more appropriately identified by the Photo Lab Technician classification specification.

Positions which spend the majority of time planning and producing audiovisual material and are more appropriately identified by the Audiovisual Production Specialist classification specification.

Positions which duplicate printed material on sensitized paper, plates, cloth, or film according to customer specifications and are more appropriately identified by the Graphic Reproduction Technician classification specifications.

**PHYSICAL EDUCATION/SPORTS EQUIPMENT
AREA COORDINATOR**

I. DEFINITIONS

PHYSICAL EDUCATION/SPORTS EQUIPMENT AREA COORDINATOR

This is responsible work coordinating and managing equipment and services used at recreational facilities and provided for physical education and athletic departments at a University of Wisconsin campus. Positions direct the activities of student employees; issue equipment to faculty, students and athletes; receive fees; maintain inventories of supplies and equipment;



ensure maintenance and repair of equipment, lockers and locker rooms; ensure adequate security for the storage of equipment and supplies; maintain records; and are responsible for laundry services. Supervision is general.

Examples of Work Performed:

- Issue uniforms, towels, locks and equipment to faculty, students or athletes.
- Check-off equipment when returned.
- Maintain inventory records for equipment, towels, uniforms and supplies.
- Recommend acquisition or replacement of equipment to maintain inventory levels.
- Receive new equipment or supplies.
- Assign locks and lockers; maintain related records.
- Reserve equipment, courts, etc.
- Receive fees, issue receipts and refunds.
- Operate cash registers; keep daily records.
- Provide information relative to fees, schedules, availability of equipment, etc.
- Ensure conformance to rules and regulations regarding conduct and use of equipment and facilities.
- Fit players with uniforms.
- Prepare travel bags for athletes' trips; pack necessary game equipment.
- Repair, refinish, restring rackets or otherwise maintain condition of athletic, physical education, recreational sports and exercise equipment such as helmets, face guards, shoulder pads, ski bindings, hurdles, blocking sleds and dummies, throwing nets, exercise and weight room equipment, etc.
- Measure, mark/paint and maintain playing fields and activity areas, including but not limited to football, soccer, track, tennis, archery, golf, gymnastics, badminton, racquetball, volleyball and squash.
- Interview and recommend employment for student workers.
- Organize schedules, train and direct activities of student workers; maintain time records.
- Clean equipment; provide or maintain laundry services for uniforms and towels.
- Ensure maintenance and cleaning of equipment room and locker rooms.
- Store equipment when not in use or during off-season.
- Issue audio-visual (AV) equipment as requested.
- Prepare movie projectors or other AV equipment for use.
- Train or assist with training new staff, including limited term employees or students.
- Recommend and implement procedures for improved building and equipment management.
- May operate equipment to maintain playing fields such as light duty trucks, tractors, riding or hand mowers.
- May assist with set-up for special events.

II. QUALIFICATIONS

The qualifications required for positions allocated to this classification will be determined on a position-by-position basis at the time of recruitment.



III. RELATED POSITIONS

Excluded from this classification specification are positions responsible for spending a majority (i.e., more than 50%) of their work time in the performance of the following duties and functions:

- Stocking supplies, filling orders and assisting with duties related to a stores or supplies operation.
- Directing, operating and maintaining a recreation room.
- Directing or assisting with the direction of a recreation program.

PHYSICAL THERAPY ASSISTANT

I. DEFINITION

PHYSICAL THERAPY ASSISTANT

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

II. QUALIFICATIONS

448.51 License Required. (1) Except as provided in s.448.52, no person may practice physical therapy unless the person is licensed as a physical therapist under this subchapter.

(1s) No person may designate himself or herself as a physical therapist assistant, use or assume the title "physical therapist assistant," ...unless the person is licensed as a physical therapist assistant under this subchapter."

III. RELATED POSITIONS

Positions that perform technical occupational therapy work a majority of the time (50% or more) and are more appropriately classified as Occupational Therapy Assistant.

Positions that perform technical respiratory therapy work a majority of the time (50% or more) and are more appropriately classified as Respiratory Therapist.

Positions that perform technical therapy work a majority of the time (50% or more) where no degree, certification, or license is required, and are more appropriately classified as a Therapy Assistant.

Positions that perform professional physical therapy work a majority of the time (50% or more) and are more appropriately classified as Physical Therapist.

Positions that do not meet the licensure requirements in 448.51 and perform Physical Therapy Assistant duties and responsibilities shall be allocated to a different classification series.

PLASTERER

I. DEFINITION

PLASTERER

This is journey level plasterer work. Employees in this classification perform plasterer work at the journeyman level of skill under general supervision. Plasterer work is normally performed on a full time basis; however, other related duties may also be assigned as necessary. Positions in this classification may also direct and instruct apprentices, helpers and other assistants.

Positions are assigned any combination of the following duties:

- Apply plaster to new walls and ceilings.
- Remove cracked and loose plaster.
- Patch and repair old plaster.
- Lay metal lathing.
- Erect scaffolding.
- Keep records and make reports.
- Paint surfaces, using brushes, spray gun, or rollers.
- Direct and instruct apprentices, helpers and assistants in the work of the trade.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Graduation from high school or attainment of age 18 and completion of an apprenticeship approved by an appropriate authority, or documentable experience and training equivalent to what a plasterer apprentice would experience to earn recognition as a journey level worker in the plastering trade. 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 at least 4,180 hours on-the-job training and 500 hours paid instruction. Such evidence may include letters or statements from past customers/clients and/or employers.

III. RELATED POSITIONS

Positions that perform semi-skilled trades work for a majority of the time such as Facilities Repair Worker or Facilities Mechanic. Semi-skilled trades work means the repair or replacement of existing equipment or building components with equipment or components of the same kind and does not alter or affect the performance of any building system, structure, exterior walls, roof or exits.

PLUMBER

I. DEFINITIONS

PLUMBER

This is journey level plumber work. Employees in this classification perform plumber work at the journeyman level of skill under general supervision. Employees assemble, install, and repair pipes, fittings, and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes. Plumber work is normally performed on a full time basis; however, other related duties may also be assigned as necessary. Positions in this classification may also direct and instruct apprentices, helpers and other assistants.

Positions are assigned any combination of the following duties:

- Assemble pipe sections, tubing and fittings, using couplings, clamps, screws, bolts, cement, plastic solvent, caulking, or soldering, brazing and welding equipment.
- Fill pipes or plumbing fixtures with water or air and observe pressure gauges to detect and locate leaks.
- Review blueprints and buildings codes and specifications to determine work details and procedures.
- Prepare written work cost estimates.
- Study building plans and inspect structures to assess material and equipment needs, to establish the sequence of pipe installations, and to plan installation around obstructions such as electrical wiring.
- Perform complex calculations and planning for special or very large jobs.
- Locate and mark the position of pipe installations, connections, passage holes, and fixtures in structures, using measuring instruments such as rulers and levels.
- Measure, cut, thread, and bend pipe to required angle, using hand and power tools or machines such as pipe cutters, pipe-threading machines, and pipe-bending machines.
- Install pipe assemblies, fittings, valves, appliances such as dishwashers and water heaters, and fixtures such as sinks and toilets, using hand and power tools.
- Assemble and install air, gas, water and waste-disposal systems, cutting openings in walls for pipes, cutting, reaming and threading pipes.



- Install gas, water and sanitary fixtures and equipment with their supports, hangers or foundations.
- Melt and caulk lead joints, using cutting and welding equipment.
- Open sewers and keep them free from stoppage.
- Clean and repair any defective items in the system.
- Install and test backflow prevention devices, apply for all required permits and documentation.
- Install suitable fire stop system.
- Install laboratory equipment.
- Keep records and make reports.
- Perform related work as required.

II. QUALIFICATIONS

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

Graduation from high school or attainment of age 18 and possession of an unrestricted journeyman plumber's license issued by the Department of Commerce. Completion of a plumbing apprenticeship approved by the Department of Workforce Development is preferred. Certain positions may require possession of a master plumber's license.

Equivalent training and experience for this craft: Evidence of at least 8,000 hours total of sewer and private sewage disposal systems; cold and hot water piping including installation and connection of industrial piping and water mains; installation and connection of domestic hot water tanks, heaters and softeners; setting and connection of plumbing fixtures and appliances using supply and drainage systems; repair and service of gas stove piping; remodeling of plumbing and drainage systems; remodeling of plumbing and drainage systems; and related instruction and safety procedures. Such evidence may include letters or statements from past customers/clients and/or employers.

III. RELATED POSITIONS

Positions that perform semi-skilled trades work for a majority of the time such as Facilities Repair Worker or Facilities Mechanic. Semi-skilled trades work means the repair or replacement of existing equipment or building components with equipment or components of the same kind and does not alter or affect the performance of any building system, structure, exterior walls, roof or exits.

POLICE COMMUNICATIONS OPERATOR

I. DEFINITION

POLICE COMMUNICATIONS OPERATOR

Employees in this classification are responsible for the transmission, receipt and relay of information concerning public safety and law enforcement activities to, from and between UW Police and Security personnel and other State and Federal law enforcement and governmental



agencies. Positions will perform a majority of the following duties for a majority of the time: operate two way radio systems; provide adequate highway sector coverage, determining need for and directing patrol vehicles to handle emergency situations and requesting assistance from local authorities, emergency response teams, and off duty personnel as needed; receive requests for and obtain information (drivers license, records of wanted persons, vehicle registration, motor vehicle laws and codes, etc.) for a variety of law enforcement agencies, the media, and the general public; compile data, produce reports and maintain records and logs of district communications activities; and handle cash and bond postings. The position may function as a lead worker in the direction of the communications center through such duties as training, assigning and reviewing work of other Police Communication Operators. Work is performed under the general supervision of a Police Communications Supervisor or a similar supervisory position with the Capitol Police or the University System.

II. QUALIFICATIONS

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

POLICE DETECTIVE

I. DEFINITION

POLICE DETECTIVE

Positions in this classification spend the majority of their time conducting criminal investigations and performing law enforcement activities. Interview victims, witnesses and suspects resulting from alleged criminal acts, violations of agency rules, and various other assignments which require careful and detailed investigative interview methods. Collect and preserve physical evidence, or direct the efforts of trained evidence technicians, at the scenes of crimes and accidents. Prepare reports of all investigations. Effect the arrest and incarceration of people named in warrants and bring them before a court of law. Appear as a witness in a court of law. Prepare and present training and information sessions at public meetings and police training conferences. Perform investigations in cooperation with members of other state, local, and federal law enforcement agencies; maintain regular individual contacts within these and other social service agencies. May serve as an investigator in a specialized unit formed to investigate specific crimes on a continuing basis.

II. QUALIFICATIONS

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

POLICE OFFICER

I. DEFINITION

POLICE OFFICER



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

II. QUALIFICATIONS

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

POLICE SERVICES ASSOCIATE

I. DEFINITION

POLICE SERVICES ASSOCIATE

Positions in this classification provide administrative and law enforcement programmatic support functions to police departments within state government. Duties performed for a majority of the time include general office functions, recordkeeping, budgetary responsibilities, maintenance of databases and preparation of reports, and dispatching duties.

General office functions: performed within a police office includes issuing parking permits; providing notary public services; researching information to determine ownership of vehicles; collecting monies and issuing receipts for citations, warrants and summons; disposing of property in accordance with departmental policy; providing key control for the department; opening and distributing mail and preparing outgoing mail; working with departments to ensure that special requirements for after-hour, weekend, holiday and special activities are met; processing background requests; coordinating court appearances; and notifying owners of found or returned property which may have been reported lost or stolen as requested.

Recordkeeping: includes purging, updating, and maintaining stolen property reports, license plate cards, defective meter repair reports, lost and found item reports, incident reports, motorist assist



reports, criminal records, juvenile cases, warning ticket notices, complaint and message logs, parking violation registers, drug information cases, and sexual/harassment/abuse cases.

Budgetary responsibilities: include preparation and management of parking budgets, departmental police budgets, and office supply budgets.

Maintenance of databases and preparation of reports: includes preparing supplemental complaint reports, court forms, trial cases, and related correspondence; entering data into the computer for parking tickets, parking permits, warning tickets issued; maintaining the department's computerized police recordkeeping system, and maintaining and preparing confidential law enforcement information for the Chief of Police.

Dispatcher responsibilities: which occupy less than a majority of the time, include monitoring telephone and radio calls and determining priority of calls; taking and relaying messages; providing assistance to visitors, faculty, staff and students; obtaining information for officers in locating students, faculty or staff in case of emergency situations; providing information on towing services; performing switchboard and/or pager duties; and providing a variety of police related information to the public and governmental agencies. Duties require operation of automated equipment such as two-way radios, the state/federal teletype computer network; computers, copiers, printers, high volume copiers, MDC systems, alarm systems, magnetic key systems, and transcribers and recorders. Positions may function as a leadworker over student or other temporary workers performing limited police dispatching duties. Positions may perform some duties of Police Communication Operators, but not for the majority of the time.

II. QUALIFICATIONS

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

III. RELATED POSITION TITLES

Positions that provide support to police departments and perform the following duties for a majority of the time: operate two-way radio systems; provide adequate campus sector coverage, determine need for and direct patrol vehicles to handle emergency situations, request assistance from local authorities, request assistance from emergency response teams and off duty personnel as needed; obtain information as requested for driver licenses, records of wanted persons, vehicle registrations, motor vehicle laws and codes, etc. for a variety of law enforcement agencies, the media, and the general public; compile data, produce reports, and maintain records and logs of district communications activities; and handle cash and bond postings. These positions spend limited time performing clerical support tasks and are more appropriately classified as Police Communications Operators.

POWER PLANT OPERATOR CLASSIFICATION SERIES

I. DEFINITIONS

POWER PLANT OPERATOR CLASSIFICATION SERIES



Positions in this classification series are responsible for a majority of the time for the operation and/or monitoring and maintenance of coal, gas and/or oil-fired boilers and/or chillers, and/or electric generators, and related auxiliary equipment in a state-operated power plant. Positions which perform operator duties a majority of the time may also perform a variety of maintenance activities on the power plant equipment and/or have responsibility for operating water treatment facilities less than a majority of the time. Positions which perform maintenance activities on power plant equipment a majority of the time must also function as plant operator as needed.

Examples of work performed:

- Place boilers on line and make adjustments for proper operation.
- Monitor equipment control systems, observe changes in boiler pressure, temperature, steam flow, air flow, water level, etc., and take necessary corrective action.
- Monitor and adjust fuel and air flows and adjust boiler controls in order to maintain plant compliance with environmental regulations applicable to the plant.
- Adjust equipment controls to provide for optimum operating levels and conditions.
- Monitor the operation of auxiliary boiler equipment such as air compressors, feedwater pumps, condensate pumps and fuel forwarding equipment.
- Test water for chemical treatment purposes.
- Take readings from charts, meters and gauges at established intervals and take corrective steps as necessary. Initiate appropriate remedial action when operating conditions such as low water, excess back pressure, fuel failure or other equipment malfunctions occur.
- Regenerate water softeners to assure the proper water condition for boiler use.
- Adjust controls of water and fuel feed systems, blowers, and igniters to start or shut down boilers.
- Adjust boiler controls to provide steam at specified temperature and pressure for turbine loads according to power demands.
- Place standby emergency electrical generators on line in emergencies and monitor the temperature, output, and lubrication of the system.
- Start boiler feed pumps and put them in service on the boiler.
- Switch boiler operation from one type of fuel use to another.
- Operate coal handling equipment within a plant.
- Adjust fuel/air intake as necessary to achieve optimum boiler efficiency.
- Monitor and adjust the operation of a chiller(s) within the plant.
- Monitor and test boiler water quality.
- Operate potable water plant.
- Operate sewage handling equipment.
- Make repairs to power plant equipment.
- Perform routine maintenance on plant equipment.
- Perform scheduled maintenance on plant equipment.
- Assist craftworkers in major repairs of plant equipment.

POWER PLANT OPERATOR



Positions allocated to this level perform the full range of duties in a power plant under close progressing to general supervision.

POWER PLANT OPERATOR - SENIOR

Positions allocated to the senior level perform the full range of duties in a power plant under general supervision and: (1) act as the sole operator on a shift responsible for operation of the entire plant during the shift; or (2) perform assigned maintenance duties related to power plant equipment for a majority of the time and function as plant operator as needed; or (3) perform the full range of duties in a power plant which has a combination of at least two of the following three characteristics: (a) multiple fuel capability for heating and cooling purposes beyond that of an emergency, back-up operation; (b) electrical co-generation capability which is utilized within the plant; or (c) multiple chillers within the plant.

POWER PLANT OPERATOR - IN CHARGE

Positions allocated to this level perform the full range of duties in a power plant and: (1) act as a leadworker/team leader of all power plant operators in a plant; or (2) act as a leadworker/team leader of all power plant operators on a shift within a plant; or (3), in plants which do not have an assistant power plant superintendent, are in charge of a significant program function in a power plant such as the maintenance and repair program of the plant and the coordination of plant activities in the absence of the superintendent; or (4) act as a leadworker of all power plant maintenance personnel. Responsibilities include troubleshooting, diagnosis, calibration and repair of all gages, transmitters, recorders, flow meters, positioners, and actuators throughout the power plant. This allocation also acts as the emergency power plant operator in-charge. Work is performed under general supervision.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Some positions may require certification for chlorofluorocarbons (CFC) to handle the maintenance and repair of refrigeration equipment.

III. RELATED POSITIONS

Positions which are, for a majority of the time, engaged in providing mechanical maintenance to a variety of building systems and other related equipment and are more appropriately classified as Maintenance Mechanic.

Positions which are, for a majority of the time, engaged in custodial activities within a power plant and are more appropriately classified as Custodian.

Positions which are, for a majority of the time, engaged in work in a state-operated high-pressure power plant assisting Power Plant Operators in the operation, monitoring and maintenance of the plant and its equipment and are more appropriately classified as Power Plant Assistant.

Positions which are, for a majority of the time, engaged in buildings and grounds maintenance and repair work and are more appropriately classified as Facilities Repair Worker.



PRINTING ASSISTANT

I. DEFINITION

This is entry level technical printing work assisting in various phases of estimating and auditing the cost and type of printing and binding work requisitioned by state agencies. Employees in this class function in a specific technical phase of the printing process such as writing printing production specifications or computing net and gross estimated costs of printing orders and related services, or assisting in all phases of printing technician work. Work is performed under direct supervision and is reviewed in process and upon completion for conformance to prescribed procedures and techniques.

Examples of Work Performed:

- Writes detailed printing production specifications. Details the required production steps and channels required by mark-up of the shop work order as it is prepared for shop entry.
- Computes net and gross estimated costs of printing orders and related services.
- Audits invoices for printing and related orders.
- Assists in all phases of printing technician work.
- Keeps records and makes reports.
- Handles follow-up and expediting of difficult in-process or completed orders.
- Performs related work as required.

II. QUALIFICATIONS

Required Knowledge, Skills and Abilities:

- Some knowledge of printing laws and printing procurement procedures.
- Some knowledge of the methods and practices of all printing trades.
- Some knowledge of the methods of estimating costs of printing and related services.
- Some knowledge of the kinds of printing paper.
- Some knowledge of electrotyping, newspaper advertising, embossing, engraving and binding.
- Ability to determine conformity of completed jobs with specifications.
- Ability to establish and maintain effective working relationships with representatives of printing firms and of state agencies.

Training and Experience: Three years of responsible diversified experience in the printing trades or an equivalent combination of training and experience.

PRINTING TECHNICIAN

I. DEFINITIONS



PRINTING TECHNICIAN

This classification is used as an entry-level progressing to objective level for positions that perform Printing Technician work. Work is performed under close progressing to general supervision.

Positions in this classification write printing specifications for bid specifications and printing orders; estimate costs; determine related printing services such as engravings, mattes, binding, and paper; compute net and gross estimated costs of printing orders; review printing requisitions to determine which method of production is most advantageous in terms of time, cost and other requirements; perform some copy fitting and copy marking; audit invoices for printing and binding work; and coordinate the production process for a variety of printing services requisitioned by state agencies. Some positions function as leadworkers and train, assign, and review the work of other Printing Technicians.

II. QUALIFICATIONS

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

III. RELATED POSITIONS

Positions which, for a majority of the time, perform duties which are more appropriately classified as Binder Worker.

Position which, for a majority of the time, perform duties which are more appropriately classified as Purchasing Agent.

Positions which, for a majority of the time, perform duties which are more appropriately classified as Offset Press Operator.

PROGRAM ASSISTANT-ADVANCED-CONFIDENTIAL

I. DEFINITION

PROGRAM ASSISTANT-ADVANCED-CONFIDENTIAL

This is confidential paraprofessional work of considerable difficulty providing program support assistance to the head of a major program function or organizational activity, or to supervisory, professional, or administrative staff. Positions allocated to this classification spend the majority of the time administering and coordinating program activities rather than performing clerical/administrative tasks. Positions exercise a significant degree of independence and latitude along program lines which are governed by a variety of complex rules and regulations. Positions allocated to this classification are differentiated from Program Assistant-Confidential positions on the basis of the size and scope of the assigned program, the number and complexity of rules and regulations which must be interpreted, the independence of action, the degree of involvement in making decisions, the impact of decisions, and the judgment required by the position. Work is performed under general supervision.

Examples of work performed include, but are not limited to:

- Prepare reports, project data, budget information, mailing lists, record-keeping policies and procedures, training programs, and schedules, and generally oversee operations



- Interpret rules, regulations, policies, and procedures for faculty, other employers and the public
- Analyze, interpret, and prepare various informational, factual, and statistical reports
- Assist in the development and revision of policies, laws, rules, and procedures affecting the entire program or operation
- Coordinate units within the department, between departments, or with the general public in an informative capacity for a variety of complex matters
- Conduct special projects; analyze, assemble, or obtain information
- Research and produce, as recommended by federal regulations and through the direction of an immediate supervisor, necessary data and information to prepare grant applications based on federal, state, and local funding regulations
- Prepare equipment and material specifications, receives bids and authorize the purchase of an operating department's equipment, material, and supplies
- Answer questions regarding the program or division via telephone, correspondence or face-to-face contact
- Compile data and assist with writing reports needed for an accredited program
- Compose correspondence, maintain files of program-related data, set up schedules, and perform any related administrative support functions necessary to the operation of the program
- May coordinate various aspects of a public relations for the program, such as preparing and sending out pamphlets, brochures, and various program publications, and responding to inquiries
- Plan, assign, and guide the activities of a unit engaged in current projects or programs

II. QUALIFICATIONS

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

III. RELATED POSITIONS

Positions which provide program support assistance of moderate difficulty and are more appropriately classified as Program Assistant-Confidential.

PROGRAM ASSISTANT-CONFIDENTIAL

I. DEFINITION

PROGRAM ASSISTANT-CONFIDENTIAL

This is confidential support work of moderate difficulty providing program support assistance to supervisory, professional, or administrative staff. Positions allocated to this classification are assigned a specific, defined program or a significant segment of a program, and perform tasks which may be similar to those performed by clerical/administrative support staff but are differentiated by the degree of programmatic involvement and accountability. The degree of programmatic involvement and accountability is measured by the variety, scope, and complexity of the program area; the complexity of problem solving; the level of independence of action and accountability; the



degree of personal or procedural control over program activities; the consequence of error when making decisions; and the level of administrative and coordinative responsibilities. Work is performed under general supervision.

Examples of work performed include, but are not limited to:

- Serve as acknowledged expert, who resolves the most difficult problems of a complex clerical/administrative nature
- Perform most intricate clerical/administrative operations, processing documents and performing other clerical/administrative operations where comprehensive knowledge of legislation or organization is required
- Gather and organize information into summary reports, as assigned
- Maintain department or program schedule.
- Develop and revise operating procedures affecting the immediate work unit
- Compose and type correspondence requiring knowledge of departmental operations and regulations, which may not be reviewed by a superior
- Counsel and assist the public when applying for services provided by the program assigned, and may interview applicants to determine eligibility for program benefits and/or services
- Schedule department facilities usage
- Maintain inventory and related records and/or reports and orders supplies
- Conduct special projects
- Maintain liaison between various groups, both public and private
- Prepare budget estimates, plans office operations, control bookkeeping functions and handle personnel transactions
- Correspond with various outside vendors or agencies to procure goods or information for program operation
- Screen and/or review publications
- Make arrangements for meetings and maintain agendas and reports
- Maintain extensive contact with other operating units within the department, between departments, or with the general public in a coordinative or informative capacity on a variety of matters
- Prepare information materials and publications for unit involved, and arrange for distribution of completed items
- Prepare reports, project data, budget information, mailing lists, record-keeping policies and procedures, training programs, and schedules, and generally oversee operations
- Develop and/or revise selected policies and procedures affecting the administration of the program
- Answer questions regarding the program or division via telephone, correspondence or face-to-face contact
- Maintain files of program-related data, set up schedules, and perform any related clerical/administrative support functions necessary to the operation of the program

II. QUALIFICATIONS

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



III. RELATED POSITION TITLES

Positions which provide paraprofessional program support assistance of considerable difficulty for a majority of the time and are more appropriately classified as Program Assistant-Advanced-Confidential.

PURCHASING ASSOCIATE

I. DEFINITION

PURCHASING ASSOCIATE

Positions in this classification perform complex administrative support activities under general supervision to assist with professional purchasing functions. Positions are responsible for the details of purchasing for a campus, college, or other work unit or program area under the direction of a Purchasing Agent. Duties include preparing complete request for proposal (RFP) or bid solicitation documents. Positions pre-audit requisitions for accuracy of all accounting, procurement, and enterprise wide software detail; research the market to determine potential sources of supply/disposal and to gauge market value of products being purchased/disposed of. Positions requisition items within the state's purchasing practices and agency guidelines and maintain all related purchasing records. Positions contact vendors to obtain information on products and services and to clarify specifications. They procure items and select the best source in terms of quality, price and other pertinent considerations. Positions check invoices against materials received; manage receipt of materials; compile purchasing reports; and review purchase vouchers for accuracy, coding, prices and quantities. Positions verify prices on requisitions; maintain and utilize automated inventory systems for tracking and approval processes; provide guidance and direction to program staff on procurement policies and procedures; and coordinate purchasing cards, process card applications, review card statements and receipts, and verify purchases/travel are in accordance with established policies and guidelines.

Positions providing administrative purchasing support to a program area implement existing contracts or have limited purchasing authorization within delegated spending limits. Purchasing Associates who do not report directly to a Purchasing Agent may work under the direction of a non-purchasing supervisor or manager, but coordinate the purchasing activities with a professional level Purchasing Agent. Positions reporting to a Purchasing Agent may specialize in defined segments of the overall purchasing program such as coordination of purchasing cards, operation and maintenance of automated systems, processing of RFPs and bid documents, etc.

II. QUALIFICATIONS

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

III. RELATED POSITIONS

Positions that are, for a majority of the time (more than 50%), performing tasks necessary for the maintenance and management of a storeroom/warehouse, involving the storage (space allocations, stock rotation, locating systems, shelf life factors, etc.) and distribution of goods (delivery schedules, sales or pricing duties) and the maintenance of delivery vehicles and equipment such that it is appropriately classified as a Storekeeper.



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Positions that are, for a majority of the time (more than 50%), performing manual activities in a warehouse or storeroom and are more appropriately classified as Stock Clerk.

Positions that are, for a majority of the time (more than 50%), engaged in professional purchasing activities such as the development of bids and contracts, developing requests for proposals, negotiating contracts, awarding contracts, etc., such that they are more appropriately classified as Purchasing Agent.

Positions that, for a majority of the time (more than 50%), provide administrative support not associated with purchasing activities and are more properly classified as Office Associate or Office Operations Associate.
