



RESEARCH GARDENER

I. DEFINITION

RESEARCH GARDENER

This is skilled gardening work related to research and/or instruction within the University of Wisconsin System. Positions allocated to this classification assist researchers and conduct agricultural, horticultural, and related experiments, and/or cultivate plant materials for research and/or instructional purposes. Work is performed under the general supervision of an academic staff position.

Examples Of Work Performed:

- Provide and set up equipment according to research requirements.
- Mix, sterilize, and/or till soil in preparation of planting.
- Propagate plants by seed cuttings, graftings, and/or transplanting.
- Pollinate and/or inoculate plants.
- Plant, cultivate, and irrigate plant materials.
- Apply fertilizers, insecticides, pesticides, herbicides, and fungicides, and/or use non-chemical treatments to promote growth and control harmful insects and disease, as directed.
- Harvest crops.
- Grade and clean seed stocks.
- Maintain and care for nursery and greenhouse plants.
- Maintain and care for historic horticultural collections.
- Observe growing areas and record research data, using manual or computer methods, for evaluation by professional staff.
- Recommend designs for historic landscapes.
- Assist in the restoration and management of native plant communities.
- Maintain labeling system for plant collections.
- Monitor and maintain heating, cooling, lighting, and irrigation systems of research environment.
- Perform routine maintenance and repair of facility, equipment, and tools.
- Clean facility, equipment, and tools to maintain an orderly work area, and/or to maintain sanitation and biological isolation of research experiment.
- Use and operate a variety of equipment, such as hand and power implements, scales, chemical applicators, tractors, and harvesters.
- Deliver plants to classroom or laboratory.
- Assist with laboratory or classroom demonstrations.
- Conduct tours of facility, as necessary.
- Perform related work, as requested.
- May maintain grounds of research and/or instructional facility.
- May direct limited term employees, student workers, and/or other workers.

II. QUALIFICATIONS

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

III. RELATED POSITIONS



Positions that for a majority of the time (more than 50%) perform non-research gardening work at a state facility and are more appropriately classified as Gardener.

Positions that for a majority of the time (more than 50%) maintain the grounds at a state facility and are more appropriately classified as Groundskeeper.

Positions that for a majority of the time (more than 50%) perform grounds crew leadworker duties and are more appropriately classified as Grounds Crew Lead.

RESEARCH VESSEL CAPTAIN

I. DEFINITIONS

RESEARCH VESSEL CAPTAIN

Positions are responsible for all aspects of operation and maintenance of a research vessel. The primary responsibility is to operate a vessel year round under potentially hazardous conditions to conduct a variety of research related activities. Operation includes navigation of the vessel using a global positioning system (GPS), autopilot, GPS/autopilot interface, radar, marine radio, compass, depth sounder or dead reckoning and maintenance of vessel logs and records. Duties include oversight and direction of the crew in deploying and retrieving research equipment; determination of safe operating conditions and when to cease operations because of hazardous working conditions; compliance with all state and federal laws on safety for operation of the vessel; oversight of the maintenance of the navigation, electrical, and mechanical systems; and direction of the maintenance and repair of docks, buildings, equipment, and other gear involved in completing objectives.

Representative Positions:

University of Wisconsin-Milwaukee: In addition to the work described in the general definition statement positions provide the means for scientist and academic researchers to obtain a variety of samples and conduct experiments for their studies of the Great Lakes; provides training and instructions to clients with a wide variety of experience as to how to conduct research on the vessel, sampling techniques and safety procedures. The Captain works closely with the Chief Scientist to plan and execute the research program.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Special Requirement: U.S. Coast Guard Master's License for Great Lakes, 100 tons or more, and Inland waters, inspected or uninspected.

III. RELATED POSITIONS

Positions which are more appropriately classified as Research Vessel Crew Leader.

SECRETARY-CONFIDENTIAL



I. DEFINITION

SECRETARY-CONFIDENTIAL

This is office work related to the provision of personal secretarial services to professionals, supervisors, managers, or administrators. Positions allocated to this classification perform a variety of secretarial duties, including, but not limited to: screen visitors, telephone calls, and mail; take and transcribe dictation; make arrangements for meetings or travel; type letters, reports, graphs, and charts; draft general correspondence; take minutes at meetings; maintain fiscal records and verify orders and invoices against purchase requests; file; develop and maintain filing systems; order supplies and equipment; and operate a variety of office equipment. Work is performed under general supervision.

II. QUALIFICATIONS

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

III. RELATED TITLES

Executive Staff Secretary
Executive Staff Assistant
Program Assistant Confidential
Program Assistant Advanced Confidential

SECURITY OFFICER SERIES

I. DEFINITIONS

SECURITY OFFICER 1

This is entry or objective level security and protection work. Positions at the objective level are primarily responsible for maintaining watch at an assigned station. In this regard employees at the objective level secure building entrances and windows, record arrivals and departures from buildings, check equipment for proper operation, report from a given station at regular intervals, and report irregularities and unusual circumstances to superiors. Minimal patrol of buildings and immediate grounds within well defined check points may also be performed. Positions at the entry level perform work as described at the Security Officer 2 or higher level but in a training capacity under close supervision.

SECURITY OFFICER 2

This is entry or objective level security and protection or parking enforcement work. Positions at the objective level are (1) primarily responsible for making limited patrols of assigned buildings and grounds to guard against trespass, vandalism, fire, theft and property damage, and reporting incidents or violations to appropriate authorities; OR (2) enforcing parking regulations at a state owned or leased property. Work is performed under general supervision. Positions at the entry level perform work as described at the Security Officer 3 or higher level but in a training capacity under close to limited supervision.

Representative Positions:



General Security: Under general supervision position is responsible for the security of the general library or residence halls at the University of Wisconsin - Madison campus. This work involves patrolling assigned buildings to ensure all doors are properly locked and secure; taking necessary steps to insure that property is safe from fire, theft and vandalism; providing varied assistance to staff and visitors; and providing security support services to library or residence halls staff. May perform parking enforcement.

Parking Enforcement: Under general supervision, this position is responsible for enforcement of parking regulations in a parking system where parking rules and policies are prescribed and enforcement does not require extensive decision-making and interpretation. This work involves patrolling, by motor vehicle or foot, parking areas containing metered or rented spaces; issuing parking citations for violations; coordinating removal of vehicles parked illegally; performing other work related to the parking program to include such items as collection of meter monies, field repair and maintenance of parking control equipment, positioning barricades for traffic control; and performing backup dispatch duties.

SECURITY OFFICER 3

This is objective or lead level security and protection or parking enforcement work. Positions at the objective level are (1) responsible for providing extended general security and protection services at a University of Wisconsin campus where the majority of time is allocated to the physical security of persons and property involving extensive patrolling of all buildings and grounds; may perform limited (less than a majority of time) enforcement activities such as those pertaining to parking regulations, traffic rules and regulations at the facility and investigating complaints resulting from traffic incidents or possible law violations; OR (2) acting as a transportation field resource and liaison regarding a range of transportation programs, where parking enforcement involves the administration of rules and policies that are complex and varied as characterized by the volume and variety of users and types of vehicles (e.g. bicycles, mopeds, motorcycles, buses), frequency of customer interactions, congestion and traffic conflicts, and administration of complex parking rules meant to accommodate high demand for limited space. Solutions to parking problems require the consideration of multiple issues such as adjoining and overlapping borders with other enforcement agencies, collaboration with independent local, national, and other stakeholders, evaluating multiple competing needs, and a constantly changing population.

Positions may function as a leadworker over permanently assigned positions which are identified at the objective Security Officer 2 level performing general security work or parking enforcement work.

Representative Positions:

General Security: Under general supervision this position is responsible for providing security and protection of all University buildings, grounds and equipment from loss or damage; providing emergency assistance as needed; observing and reporting any situation that could cause injury or loss to the University, its faculty, staff or students; and ensuring that the rules and laws applicable to the campus are effectively enforced by directing compliance, issuing warnings/citations, and reporting violations to the appropriate authorities as necessary.

Transportation Field Resource/Parking Enforcement: Under general supervision these positions are responsible for acting as a resource and liaison for a range of transportation programs, including enforcement of parking regulations in a parking system where rules and policies are



complex and enforcement requires extensive decision-making and interpretation. This work involves patrolling, by motor vehicle or foot, parking areas containing metered or rented spaces; issuing parking citations for violations; coordinating removal of vehicles parked illegally; performing other work related to the parking program to include such items as collection of meter monies, field repair and maintenance of parking control equipment, positioning barricades for traffic control; and performing backup dispatch duties.

Parking Enforcement-Lead: Under general supervision this position is responsible for leadworking one or more permanently assigned Security Officer 2's which perform parking enforcement work a majority of the time as described at the Security Officer 2-Parking Enforcement level. Assigns, instructs and reviews work of subordinate staff.

SECURITY OFFICER 4

This is objective or lead level security and protection work. Responsible for providing security and protection services on a University of Wisconsin campus as described at the Security Officer 3 Objective level and in addition are responsible for patrolling with Police Officers in higher crime areas or areas of heightened concern; providing high level access control/building monitoring; troubleshooting problems with very complex access control systems and responding to intrusions; conducting special security surveys; responding to emergency calls and issues; and working with Emergency Management staff to facilitate the completion of Occupant Emergency Plans (OEP).

Positions may function as a leadworker over permanently assigned positions which are identified at the objective Security Officer 3 level who in turn perform general security work as identified at that level.

Representative Positions - Objective

Security Officer – University of Wisconsin-Madison: Under general supervision these positions are responsible for providing dedicated protection and security to all University properties and personnel, as well as the general public visiting campus or attending campus events. Positions ensure the rules and laws applicable to the campus are effectively enforced by directing compliance, issuing warnings, and reporting violations to the appropriate authorities; patrol all University buildings and grounds, both by foot and by vehicle, alone and also partner and work directly with Police Officers in providing security and responding to calls; work with Police Officers in higher crime areas, or areas of heightened concern. Positions provide high level access control/building monitoring, and troubleshoot problems with very complex access control systems (e.g. biometric reader, CCTV, DVR, REX devices, etc.); respond to intrusions or access events in restricted areas. They serve as first responders at incidents; assist with initial entry, assessment and evacuation of building occupants, as well as holding both inner and outer perimeters during extensive responses; work in coordination with the local Police Department for buildings off campus; and work with Emergency Management staff to facilitate the completion of the Occupant Emergency Plans (OEP) for facilities on campus.

Representative Positions - Lead

Lead Security Officer – UW Stevens Point: Under general supervision, this leadwork position is responsible for planning, assigning and guiding the work of Security Officer 3's on a shift. In addition the position provides security by patrolling campus by automobile and foot, checking the interior and exterior of buildings to ensure entrances are secure and access is by authorized



individuals only; investigates and reports incidents by conducting initial investigation, obtaining statements and filing reports; and maintains liaison with local law enforcement agencies.

II. QUALIFICATIONS

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

Special Requirement: Some positions may require certification in firearms.

III. RELATED TITLE

Police Officer

SECURITY SUPERVISOR

I. DEFINITION

SECURITY SUPERVISOR

This is responsible supervisory work related to the provision of building security at a state facility or university campus. Positions allocated to this classification function as (1) a shift supervisor, (2) an assistant to the director of security and protection services, **OR** (3) a director of all security and protection services. Duties and responsibilities include supervising security officers, preparing and maintaining shift work schedules, reviewing and conducting thorough incident investigations, training security staff, and assisting in operational policy development. Work is performed under general supervision.

Representative Positions:

University of Wisconsin-Stevens Point Assistant Security Director: Under general direction of the director of protective services, position functions as assistant director, assisting in all phases of departmental functions and programs. Duties include assisting the director in all phases of the security and protection program, maintaining departmental records, developing security and safety programs, and functioning as chief investigator for the department.

University of Wisconsin Campus, Security Director: Under general direction, position administers the campus' entire security and protective services program. Duties and responsibilities include developing and administering the emergency operations program, processing small claims court cases, administering the campus parking operations program, planning and coordinating staff training,; planning and coordinating employee safety and defensive driver training programs, acting as liaison with city and county law enforcement agencies, and administering the unit's budget.

Department of Military Affairs, Security Supervisor: Under general direction of a federal security superintendent, supervise armed security staff which provide security and resource protection to an Air National Guard base. Duties include training personnel in the job requirements, procedures, base traffic regulations, and use of firearms; assisting in securing military driver's licenses for subordinates and monitoring them to ensure continual qualification for same; investigating accidents and other incidents and making reports; requisitioning and maintaining records for uniforms, weapons, ammunition, and other security items; recommending



and implementing policies, procedures, and regulations; recommending changes for the resource protection plan which affects state operations; issuing military/dependent and agency state personnel identification cards; assisting in the conduct of controlled area inspections; and issuing traffic and parking citations.

II. QUALIFICATIONS

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

Special Requirement: Some positions may require certification in firearms.

SHEET METAL WORKER

I. DEFINITION

SHEET METAL WORKER

This is journey level sheet metal work. Employees perform sheet metal work at the journeyman level of skill under general supervision. Positions fabricate, assemble, install, and repair sheet metal products and equipment such as ducts, control boxes, drainpipes, and furnace casings. Work may involve any of the following: setting up and operating fabricating machines to cut, bend, and straighten sheet metal; shaping metal over anvils, blocks, or forms using hammer; operating soldering and welding equipment to join sheet metal parts; inspecting, assembling and smoothing seams and joints of burred surfaces. Sheet metal work is performed at the journey level of skill, normally 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 responsible for performing any combination of the following duties:

- Determine project requirements, including scope, assembly sequence, and required methods and materials, according to blueprints, drawings, and written or verbal instructions.
- Drill and punch holes in metal, for screws, bolts and rivets.
- Fasten seams and joints together with welds, bolts, cement, rivets, solder, caulks, metal drive clips, and bonds in order to assemble components into products or to repair sheet metal items.
- Finish parts, using hacksaws, and hand, rotary, or squaring shears.
- Inspect individual parts, assemblies, and installations for conformance to specifications and building codes, using measuring instruments such as tape measures and rulers.
- Install assemblies, such as flashing, pipes, tubes, heating and air conditioning ducts, exhaust ducts, furnace casings, rain gutters, and down spouts, in supportive frameworks.
- Lay out, measure, and mark dimensions and reference lines on materials, such as roofing panels, according to drawings or templates, using calculators, scribes, dividers, squares, and rulers.
- Select gauges and types of sheet metal or non-metallic materials, according to product specifications.
- Shape metal material over anvils, blocks, or other forms, using hand tools.
- Trim, file, grind, deburr, buff, and smooth surfaces, seams, and joints of assembled parts, using hand tools and portable pneumatic power tools.
- Select materials and design and develop patterns.



- Lay out materials in accordance with blue prints, patterns, plans or measurements.
- Center punch materials to be cut and formed.
- Cut material and sheets with hand snips, square shears or other cutting tools and machines.
- Form material on stakes, brakes and other forming equipment and machines including computer operated brakes, shears, plasma machine, and other cutting machines.
- Weld and assemble such items as hangers, brackets or reinforcements and fit them into units for erection. Install hangers, assemble brackets and supports for duct work, fans and equipment.
- Punch or drill holes for rivets, bolts and screws.
- Erect scaffolding and hoisting equipment.
- Erect and fasten material specified.
- Weld and grind or file seams, joints and rough surfaces to a smooth finish.
- Weld, cut and finish stainless steel from drawings and install end product.
- Service and maintain VAV (Variable Air Volume), mixing boxes and dampers that regulate building and exhaust air.
- Air balance buildings and areas according to blueprints and specifications.
- Direct and instruct apprentices, helpers and other assistants in the trade.
- Keep records and make reports.

II. QUALIFICATIONS

Graduation from high school or attainment of age 18 and completion of an apprenticeship approved by the Department of Workforce Development as a sheet metal worker. Formal recognition of status by the appropriate international or local trade organization or some type of similar formal validation of journey status may also be accepted. Persons having informal training and experience equivalent to the formal apprenticeship and journey status may also be accepted upon submission of documented proof of such training and experience. Such evidence may include letters or statements from past customers/clients and/or employers.

III. RELATED TITLES

Facilities Repair Worker
Facilities Mechanic

SHIPPING AND MAILING ASSOCIATE

I. DEFINITIONS

SHIPPING AND MAILING ASSOCIATE

Positions allocated to this classification are at the objective level. The duties performed generally are repetitive in nature and may require independent judgment. Positions may independently perform a variety of tasks and activities, or may assist higher level positions in performing work. Positions may perform tasks related to maintaining the inventory of documents or publications, but such activities are not performed for a majority of the time. Supervision may range from limited to general.



Positions allocated to this classification perform any combination of the following duties and responsibilities:

Shipping/Delivery

- Receive, sort, prioritize and route incoming mail.
- Pickup and deliver mail and packages, including United States Postal Service, campus, and inter-departmental mail.
- Lift and handle large mail containers, trays and cartons.
- Sort, categorize, wrap, weigh, meter, route and process mail and packages for shipment or delivery outside the agency.
- Coordinate incoming/outgoing shipments with mail carriers (e.g., Federal Express, UPS, DHL).
- Develop and establish mail delivery schedules.

Machine/Equipment

- Setup and operate mail processing equipment, including computerized accounting systems, multi-purpose, multi-station machines or high speed labelers.
- Set up and adjust basic meters for usage.
- Operate equipment such as scales, machine folders, bursters, and meters.
- Operate pallet jacks, dollies, hand jacks, or other material handling equipment.
- Perform minor adjustments or maintenance such as lubrication or cleaning of machines.
- Maintain complex equipment by performing minor maintenance or initiating service requests.
- Operate high speed, high capacity floor model folders.
- Operate motor vehicle to pick up or deliver mail.
- Assist with the operation of the most complex equipment (e.g., Automated Inserting Mailing System, AIMS).

Supplies/Inventory

- Monitor and maintain adequate inventories of mailroom supplies.
- Place orders or requisition for materials.
- Monitor inventory of supplies used in a mail processing center operation (e.g., envelopes, twine, USPS forms).

Customer Service

- Provide assistance to customers on the most effective way to send packages/mail.
- Provide guidance and respond to inquiries from users regarding USPS regulations and procedures, department billings, or other postal regulations and mail procedures.

Computer/Forms

- Record data/activity of various customer accounts on appropriate mail forms.
- Monitor work orders to identify the forms, publications, etc., to be processed and mailed out.
- Enter, verify or correct data to maintain production records.
- Utilize the Internet to access the USPS website for postal regulations, etc.
- Operate mailing system software and hardware to manage mail distribution activities (e.g., JETS, Spee Dee).
- Administer and utilize mailing software for bulk mailing operations.
- Post charges to department accounts using computer software.



- Assist users with updating mailing lists.
- Perform database, spreadsheet, and word processing applications in managing customer accounts, records, shipping information, etc.
- Prepare necessary and required forms used by USPS or those used by private carriers.
- Verify charges requested by USPS or private carriers for services rendered.
- Monitor, maintain and transfer postage money into proper accounts.

Technical

- Determine applicable postage rates.
- Interpret postal regulations.

Other

- Guide activities of student or limited term employees.

SHIPPING AND MAILING ASSOCIATE – ADVANCED

This is advanced mail processing work, exercising considerable judgment and initiative. Positions function in one of the following three roles for the majority of the time:

- (1) Primary operator of an Automated Inserting Mailing System (AIMS), or comparable system;
- (2) The sole employee responsible for the mail operation of an agency or campus involving the performance of a wide range of shipping and mailing responsibilities requiring independent judgment; or
- (3) Leadworker, responsible for training, assisting, guiding, instructing, assigning and reviewing the work of two or more permanent full-time equivalent classified employees. Leadworkers do not have supervisory authority as defined under s. 111.81(19), Wis. Stats. Leadworkers cannot “share” the responsibility of leading the work of employees. For example, if two leadworkers lead the work of one employee each and together jointly lead the work of one more employee, neither position will meet the definition of leadworker. The work is performed under general supervision.

Positions allocated to this classification level perform any combination or all work examples as described under the Shipping and Mailing Associate classification and in addition may perform any of the following duties and responsibilities:

- Set up and operate complex or computerized mail processing equipment (e.g., AIMS, PostalSoft Software and Seacap Labeling Machine).
- Assist with preparing specifications for acquisition of new equipment.
- Select proper software programs; format computerized machines to process new jobs.
- Analyze, plan, develop and recommend procedures to enhance efficiency and productivity of the mail room operation.
- Prioritize, direct or coordinate and monitor work of other staff, student workers or limited term employees.
- Provide assistance and advice to customers and other staff relative to all aspects of the mail room operation.
- Train and instruct other mail room staff.
- Audit and verify reports or records.
- Maintain time sheets or leave records.
- Maintain or monitor mailroom budget expenditures and records.



II. QUALIFICATIONS

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

III. RELATED POSITION TITLES

Clerical Assistant
Document Production Assistant
Office Associate
Inventory Control Assistant
Motor Vehicle Operator-Light

SHIPPING AND MAILING SUPERVISOR

I. DEFINITION

SHIPPING AND MAILING SUPERVISOR

Positions are responsible for the supervision of one or more: (1) a shipping and mail processing center on a campus or in an agency; (2) a central mail room or rooms serving several divisions of a major agency; (3) a sub-unit of a mail processing operation serving several buildings or facilities of one organization; or (4) a sub-unit of a very large and complex center (i.e., a center within a large agency or serving more than one organization that is responsible for performing a broad range of shipping and mailing functions). Work is performed under general supervision.

Examples of work include, but are not limited to:

- Plan, schedule, and supervise the work of staff.
- Recommend changes in policies and procedures.
- Plan, evaluate, organize, and implement changes to operational activities.
- Coordinate shipping and mailing services with United States Postal Service.
- Analyze spending levels, postal trends, surpluses/deficits, and other reports to assist with budget preparation.
- Assist with the procurement of equipment, including analyzing cost effectiveness, developing specifications, and recommending acquisition or leasing.
- Maintain customer services/relations.
- Monitor vendor contracts.
- Maintain records, including computerized charge-back processes or other invoice preparation, private carrier logs, usage statistics, and equipment maintenance.
- Ensure that safety standards, security procedures, and departmental work rules are observed and maintained.

II. QUALIFICATIONS

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

III. RELATED TITLES

Inventory Control Supervisor



SHOP SUPERVISOR

I. DEFINITION

SHOP SUPERVISOR

This is professional supervisory work in a fully equipped construction and maintenance shop. Positions allocated to this class are responsible for the complete operations of the shop, including planning, laying out, assigning and reviewing the work of subordinate supervisors. Although positions allocated to this class may spend a minimal portion of their time directly supervising non-supervisory subordinate employees, these positions are differentiated from other classification levels by the fact that the majority of their time is spent directing the total operation through subordinate levels of supervision. Work is performed under the general supervision of an administrator who reviews work through periodic conferences, reports and inspections.

Examples of Work Performed:

- Effectively recommends the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline, and adjustment of grievances of subordinate employees.
- Evaluates operational needs for new equipment.
- Prepares requisitions and purchase orders for equipment and materials needed.
- Coordinates, schedules, plans for and assigns construction, remodeling and maintenance projects.
- Prepares cost estimates for jobs using plans, specifications, labor and material costs.
- Assists in the development of the budget for the total operational needs of the shop.
- Plans and conducts a preventive maintenance program for all shop equipment.
- Prepares daily time slips and absence reports.
- Other assigned work may include tasks not specifically enumerated above which are of a similar kind and level.

II. QUALIFICATIONS

Required Knowledge, Skills and Abilities:

- Broad but thorough knowledge and understanding of the equipment and tools, methods and techniques of maintenance shops as essential background and experience necessary to provide administrative direction and supervision to skilled craftsmen and mechanical maintenance personnel in an extensive construction and maintenance shop complex.*
- Thorough knowledge of safety precautions and procedures applicable to maintenance shops and mechanical maintenance personnel in an extensive construction and maintenance shop complex.*
- Considerable knowledge of modern supervisory techniques, responsibilities, procedures, controls, and practices.*
- Considerable knowledge of the capabilities and limitations of construction or maintenance shop equipment and facilities in terms of time, work flow, and production standards.
- Ability to read, interpret, and disseminate information contained in technical manuals, repair bulletins, modification work orders, and related instructional material.



- Skill in orally communicating complex maintenance, repair or construction concepts and instructions.*
- Ability to initiate and maintain records, reports and related administrative paperwork associated with maintenance shop operations, controls and responsibilities.*
- Thorough knowledge of production and quality control principles and procedures as applicable to maintenance and construction shop operations.
- Possession of self-reliance, initiative, and independent judgment sufficient to diagnose and resolve complex and difficult maintenance, repair, construction or related problems without frequently seeking advice or counsel from higher supervision.*
- Must possess high degree of leadership, ability to demonstrate initiative, vigor, courage, aggressiveness, will power, decisiveness, self-confidence, and skill in supervising subordinates, planning the proper work distribution of personnel and materials, and directing group activities to achieve common goals.

* = Essential for entry to this class

Training and Experience:

Five years of progressively responsible experience at the journeyman level in a trade relating to maintenance or construction shop operations two years of which shall have been in a supervisory capacity. An equivalent combination of training and experience may also be considered.

NOTE: If special experience is considered essential to successful performance in a particular position, up to three years of experience at the journeyman level may be in a designated trade area or in one particular trade.

STEAMFITTER

I. DEFINITION

STEAMFITTER

This is journey level steamfitter work. Employees lay out, assemble, install and maintain pipe systems, pipe supports, and related hydraulic and pneumatic equipment for steam, hot water, heating, cooling, lubricating, sprinkling, and industrial production and processing systems. Employees perform steamfitter work at the journey level of skill, normally 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 and secure pipes, tubes, fittings and related equipment, according to specifications, by welding, brazing, cementing, soldering and threading joints.
- Attach pipes to walls, structures and fixtures, such as radiators or tanks, using brackets, clamps, tools or welding equipment.
- Cut and bore holes in structures, such as bulkheads, decks, walls, and mains, prior to pipe installation, using hand and power tools.
- Cut, thread, and hammer pipe to specifications, using tools such as saws, cutting torches, and pipe threaders and benders.



- Inspect, examine, and test installed systems and pipe lines, using pressure gauge, hydrostatic testing, observation, or other methods.
- Lay out full scale drawings of pipe systems, supports, and related equipment, following blueprints.
- Measure and mark pipes for cutting and threading.
- Modify, clean, and maintain pipe systems, units, fittings, and related machines and equipment, following specifications and using hand and power tools.
- Plan pipe system layout, installation, or repair according to specifications.
- Select pipe sizes and types and related materials, such as supports, hangers, and hydraulic cylinders, according to specifications.
- Install, repair and replace steam pipes, valves, traps, fittings, connections and equipment.
- Install heating and refrigerating systems.
- Repair hot water tanks, autoclaves, sterilizers and other steam equipment.
- Maintain, repair and calibrate the more complex thermostats, air conditioning controls and water meters.
- Maintain and repair power house steam lines.
- Perform gas and arc welding.
- Direct and instruct apprentices, helpers and other assistants in the trade.
- Keep records and make reports.

II. QUALIFICATIONS

Steamfitter: Graduation from high school or attainment of age 18 and completion of an apprenticeship approved by the Department of Workforce Development as a steamfitter. Formal recognition of status by the appropriate international or local trade organization or some type of similar formal validation of journey status may also be accepted. Persons having informal training and experience equivalent to the formal apprenticeship and journey 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 8,000 hours of training and experience in all of the following work processes: (1) installation of residential and apartment heating systems; (2) installation of industrial and commercial heating, ventilation and refrigeration systems; (3) installation and repair of power house systems; (4) repair and servicing of all types of heating, refrigeration and air conditioning systems; (5) installation and final testing of all types of refrigeration and air conditioning systems; (6) installation and final adjustment of temperature controls; and (7) completion of 500 hours of prescribed instruction. Such evidence may include letters or statements from past customers/clients and/or employers.

III. RELATED TITLES

Facilities Repair Worker
Facilities Mechanic
HVAC Specialist



I. DEFINITIONS

STUDENT STATUS EXAMINER ASSOCIATE

There are two allocations levels for this classification. Positions allocated to an entry level within this classification perform duties described in the allocations for Admissions or Undergraduate/Graduate Degree Audit at the Student Status Examiner Senior level, but are under close, progressing to general supervision. (NOTE: Positions located in a department or college outside of a central Admissions or Undergraduate/Graduate Degree office may perform a combination of duties in both of the below allocations, but for a specific graduate program area within a UW-institution).

Positions allocated to the objective level of this classification provide routine duties involving the examination of student applications for admission to university study, for monitoring students' progress towards achieving a degree, and/or the review of student academic records to ensure graduation requirements have been met. Positions function under limited supervision.

Admissions:

Positions allocated to this area examine transcripts, test scores, recommendations, and similar documentation to determine the acceptance or rejection of applications on the basis of established and predetermined rules, regulations and policies; determine if application is complete; look-up transcript and test scores; correspond with students or high school regarding missing official documents; code applications for entry; record holds for missing documents on a database. Positions at this level may determine residency status for more routine Admission cases. Application determinations are generally straightforward; complex, questionable, or borderline cases are normally referred to the supervisor or a higher level Student Status Examiner. In addition positions at this level may determine residency status and assist in the registration process.

Examples of Work Performed:

- Download and print electronic applications; ensures files for each admission application is complete; enters all appropriate information into a database.
- Examine and evaluate applications including transcripts, test scores, and other documents for routine freshman and routine transfer students.
- Calculate GPA for admission applications. Refer borderline applicants to higher level admissions staff.
- Confer with applicants, students and parents and prepares routine correspondence regarding incomplete applications, admission requirements, or other related subjects.
- Consult with other university offices to resolve issues with applicant's files.
- Determine the more routine residence status for tuition purposes.
- Compile data and statistics and assists in various studies regarding admissions.
- Assist students with questions and problems relating to their admission enrollment and suggest solutions.
- Assist in registration period activities, performing a variety of tasks.

Undergraduate/Graduate Degree Audit:

Positions allocated to this area examine student academic records to determine if major and minor degree requirements, grade point level, credit accumulations, and other requirements have been met prior to graduation; act as liaison between department, advisor, faculty and prospective



student; process warrant requests and degree audit; schedule Ph.D. prelim exams; assist with fellowship nominations and student placement services. Work is performed under general supervision.

Examples of Work Performed:

- Review the academic records for students to ensure that they have the necessary courses, credits, field experience, grade point average, and other academic requirements necessary for graduation.
- Prepare Degree Audit Reports (DARs/degree progress reports..
- Maintain student records and transcripts and oversees the recording of grades.

- Refer students to Graduate advisors for questions regarding Graduate School regulations and requirements.
- Process grade changes forms.
- Process authorizations for course repeats, re-enrollment, grade changes, transfer of courses and credits, drops and adds, withdrawal of classes.
- Process information for graduation e.g., receives applications, review student files, provides graduation lists, and examine student records.
- Access, view, verify, analyze, and enter data in the Student Information System database.
- Request warrant for Masters and PD.d. candidates
- Assist with fellowship nominations.
- Assist with graduate student placement services.
- Manage databases for field placements and certifications; update records and provide reports as needed.
- Prepare license applications for a Certification Officer's signature, inform applicants of rejection/acceptance.

STUDENT STATUS EXAMINER SENIOR

These are paraprofessional positions performing complex work of moderate difficulty involving the examination of non-routine student applications for admission to university study, monitoring complex degree progress reviews, and/or the review of problematic student academic records to verify the completion of graduation requirements. Positions require considerable knowledge of the assigned academic areas at a UW-institution in order to enable the employee to work effectively and independently. This work involves the examination of transcripts, test scores, recommendations, and similar documentation in instances where predetermined admissions policies and regulations are NOT immediately applicable; and the examination of academic records for graduation verification on cases presenting questionable credits, class completions, or transferals of credits. Impact on potential students and graduating students is significant; an inappropriate analysis or untimely processing of transfer credits may result in the inadmissibility of a student; the student not being adequately prepared for their academic level, the student not being able to graduate, or a negative perception of the institution. Work is performed under general supervision. (NOTE: Positions located in a department or college outside of a central Admissions or Undergraduate/Graduate Degree office may perform a combination of duties in both of the below allocations, but for a specific graduate program area within a UW-institution).

Admissions:

Positions allocated to this area determine the admissibility of non-routine admissions; these include international student applications; non-routine student transfer applications; and returning adult student applications. Positions analyze student applicant admission materials to determine



the acceptance or rejection of applications; act as liaison with high schools/colleges in assisting in the evaluation process of establishing course equivalency and the assignment of appropriate credits for transfer from other UW-institutions or non-UW institutions; and act as the resource person for making complex residency decisions. Positions have the authority to admit non-routine student applications to a university without higher level review. Work is performed under general supervision.

Examples of Work Performed:

- Examine and evaluate applications for admission involving complex, questionable, and border-line cases, such as foreign applications submitted with supporting materials in a foreign language.
- Determine residence status in complex and problematic cases, generally referred by other lower-level Student Status Examiners.
- Oversee and, as required, performs the compilation and tabulation of admissions statistics and other materials for reports.
- Analyze non-routine problems in specific admissions area (i.e., freshman, foreign, graduate, etc) and recommends and implements solutions.
- Read and interprets essays, recommendations, and other materials included in non-standard admission applications.
- Work with students on problems with application material, recommend and resolve issue; provide advice and counsel to students who have been denied admission.
- Respond to appeals from students, parents, counselors.
- Represent the department at various committee meetings.
- Research other universities and high schools to ascertain course equivalencies and institutional quality. Consult with faculty concerning findings and make recommendations as to appropriate equivalency.
- Compose admission and rejection letters for situation not covered by form letters.

Undergraduate/Graduate Degree Audit:

Positions advise students on their general degree requirements and degree progress reports and may serve as a source of information to all departments at a UW-institution concerning general degree requirements and degree progress reports. Positions examine academic records for graduation verification on cases presenting questionable credits, class completions, or transfers of credits to determine if all requirements have been met prior to graduation. Positions may have the authority to allow students to graduate based on the fulfillment of class requirements or to deny graduation, and also have the authority to process exceptions and waivers to degree requirements. Positions function as a liaison between other offices, departments, chairs and advisors on campus to facilitate students completing a degree. Positions may also set timelines and goals for graduation for each semester, and train, supervise, and coordinate the workload of student employees to assist in the graduation process. Work is performed under general supervision.

Examples of Work Performed:

- Provide assistance to students regarding declaring filing academic plans (declaring appropriate major/minor combinations) and interdisciplinary requirements.
- Review each student's record for proper enrollment (number of credits) each semester and adherence to timeline (major completion, minor completion, prelims, degree



completion); clarify degree requirements for students; work with students to resolve progress concerns.

- Act as liaison between students, faculty, advisors and/or Department Academic Advisory Committee when appropriate.
- Work with student on academic overload approval; authorize overload when appropriate.
- Examine academic records to verify Masters or Ph.D. graduation credit requirements have been met and that all incomplete, unreported or progress grades have been cleared; ensure deadlines are met for requesting warrants and completion of degree.
- Coordinate final dissertation defense for Ph.D. candidates, work closely with students to resolve all problems.
- Advise transfer students on degree requirements and provide assistance to students in resolving degree requirement deficiencies.
- Provide information to prospective students concerning application procedures and policies for Master degree programs.
- Represent the office on UW-institution Undergraduate and/or Graduate Program committees.
- Advise returning students about older general degree requirements and the university rules about using these requirements. Advise returning students and department chairs about policies pertaining to use of old requirements for majors and minors.
- Answer questions from Deans, department chairs, faculty advisors and other UW-institutions about general degree requirements and degree progress reports.
- Oversee and evaluate students in licensure processing (e.g. Teacher Licensure) and notify applicants of problems or omissions regarding licensure requests. Advise students on licensure requirements.

II. QUALIFICATIONS

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

TECHNICAL TYPIST SERIES

I. DEFINITIONS

TECHNICAL TYPIST

Positions classified at this level type technical terminology a majority of the time that includes complex medical, scientific, foreign language, or mathematical terminology in technical papers, research papers, reports, tables, grant proposals, manuscripts, abstracts, tests and lecture notes from handwritten notes, tapes, or typed rough drafts. Work is performed under close progressing to general supervision. Positions may also perform related duties, such as typing correspondence, duplicating, collating, filing, mailing letters and other documents, answering phones and various other general clerical duties, but these duties do not constitute a majority of the position's time.

TECHNICAL TYPIST SENIOR

This is senior level work performing complex technical typing duties. Work is performed under general supervision. There are two general allocation patterns: (1) Positions spend the majority of time engaged in technical typing for publication in various journals or books. The text of the chapters or papers is complex and requires a high degree of accuracy. Most journal articles must be prepared in photocopy ready form. Highly complex chemical and mathematical equations and symbols are produced by hand or from a computer program and inserted into the article. The drafts



must be modified to fit the specific journal formats. The typing must be in compliance with the requirements of the various journals that includes setting up the text, footnotes and bibliography in the specific format required by each journal. Positions at this level work with a high degree of independence; (2) Positions in the second allocation pattern spend the majority of their time generating complex chemical or mathematical equations or formulas for lectures, tests, letters, papers, etc. The typing requires learning and utilizing the advanced features of word processing programs, such as the equation editor in WordPerfect, a majority of the time. Duties are performed under general supervision.

II. QUALIFICATIONS

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

III. RELATED TITLES

Legal Assistant
Legal Secretary
Document Production Assistant
Clerical Assistant
Secretary
Program Assistant

TERRAZZO AND TILE SETTER

I. DEFINITION

TERRAZZO AND TILE SETTER

This is journey level terrazzo and tile setter work. Positions in this classification apply a mixture of cement, sand, pigment, or marble chips to floors, stairways, and cabinet fixtures to fashion durable and decorative surfaces. Employees perform terrazzo and tile setting work at the journey level of skill under general supervision, normally 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:

- Blend marble chip mixtures and place into panels, then push a roller over the surface to embed the chips.
- Cut metal division strips and press them into the terrazzo base wherever there is to be a joint or change of color, to form desired designs or patterns, and to help prevent cracks.
- Grind curved surfaces and areas inaccessible to surfacing machine, such as stairways and cabinet tops, with portable hand grinder.
- Grind surfaces with a power grinder and polish surfaces with polishing or surfacing machines.



- Measure designated amounts of ingredients for terrazzo or grout according to standard formulas and specifications, using graduated containers and scale, and load ingredients into portable mixer.
- Mix cement, sand, and water to produce concrete, grout, or slurry, using hoe, trowel, tamper, scraper, or concrete-mixing machine.
- Modify mixing, grouting, grinding, and cleaning procedures according to type of installation or material used.
- Mold expansion joints and edges, using edging tools, jointers, and straightedges.
- Position and secure moisture membrane and wire mesh prior to pouring base materials for terrazzo installation.
- Spread roofing paper on surface foundation, and spread concrete onto roofing paper with trowel to form terrazzo base.
- Apply metal lathing and scratch coating.
- Cut tile as required.
- Set tile and terrazzo on walls and floors.
- Set guide strips and straight edge.
- Beat terrazzo and tile into place and finish.
- Grout finished work.
- Wash floors with acid.
- Perform related work as required.
- Direct and instruct apprentices, helpers and other assistants in the trade.
- Keep records and make reports.

II. QUALIFICATIONS

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

III. RELATED TITLES

Facilities Repair Worker
Facilities Mechanic

TREE PRUNER

I. DEFINITION

TREE PRUNER

This is specialized and semi-skilled work related to the care of trees and shrubs. Positions allocated to this classification are responsible for the cultivation and maintenance of trees and shrubs located on the grounds of a University of Wisconsin campus. Positions also perform other



groundskeeping work to support the overall groundskeeping operation of a University of Wisconsin campus, but not for a majority of time. Work is performed under general supervision.

Examples of work performed:

- Examine trees and shrubs to determine the general health of plants.
- Diagnose problems and implement appropriate chemical or cultural practices to remedy condition.
- Cut away and dispose of damaged, dying, and dead wood.
- Remove and dispose of diseased wood in accordance with silvicultural practices to avoid the spread of disease to other plants.
- Clean and treat wounds using protective compounds and aseptic techniques.
- Prune woody plants for shape relative to species and/or location.
- Shear deciduous and evergreen hedges.
- Mulch tree bases and shrubbery beds to eliminate weeds and protect tree trunks.
- Excavate planting sites with power equipment and/or hand tools and amend soil.
- Install new woody plants, and wrap and secure young trees with stake or guy wires.
- Cable and/or guy weak branches of mature trees.
- Maintain nursery stock.
- Climb trees using climbing hooks and belts, and/or climb ladders to gain access to work area.
- Use and operate a variety of equipment used in tree and shrubbery maintenance, such as hand and chain saws, pruning hooks, shears, long-handled clippers, hydraulic chemical sprayers, brush chippers, tree spades, backhoes, and dump and pickup trucks.
- Inspect, clean, and perform routine maintenance on equipment used for tree and shrubbery maintenance.
- Maintain records of tree and shrubbery maintenance activities.
- Assist other groundskeeping staff with snow removal and other groundskeeping projects, as requested.
- Perform other duties as assigned by the Supervisor.
- May direct limited term employees, student workers, inmates, and/or other workers assisting with tree and shrubbery maintenance work.

II. QUALIFICATIONS

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

III. RELATED TITLES

Gardener
Groundskeeper
Grounds Crew Lead

TYPESETTING INPUT OPERATOR

I. DEFINITION



TYPESETTING INPUT OPERATOR

This is work involving the operation of a variety of computer typesetting equipment in a text processing and composition or comparable unit. Positions operate machines for the purpose of converting written text information into computer printed formats. Positions are responsible for typing test copy and mark-up codes; selecting, interpreting, and filing computer codes based on general format guidelines; assisting in the development of work methods and procedures for the unit; operating and maintaining video display terminals, cathode ray tube typesetter, tape drives, disk packs, lines printer, TTY, and photopaper processor; providing users with cost estimates for composition; reviewing and making corrections to text as necessary on video display terminals; proofreading test and format; processing camera ready copy; retrieving and logging tapes; performing minimum maintenance on equipment for operation; performing daily preventive maintenance; editing and proofing materials before and after composition; and keeping records and developing reports. Work is performed under general supervision.

II. QUALIFICATIONS

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

III. RELATED TITLES

Document Production Assistant
Technical Typist

ULTRASOUND TECHNICIAN

I. DEFINITION

ULTRASOUND TECHNICIAN

Positions in this classification are responsible for technical diagnostic ultrasound work at the UW-Madison School of Veterinary Medicine's Veterinary Medical Teaching Hospital (VMTH). Positions perform the most complex and difficult diagnostic ultrasound procedures, interpret procedures and assist with research and development of ultrasound techniques. Positions in this classification also participate in the instruction and supervision of student clinical experience. Work at this level is performed under the general supervision of clinical faculty.

II. QUALIFICATIONS

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

UNIVERSITY CONFERENCE COORDINATOR

I. DEFINITION

UNIVERSITY CONFERENCE COORDINATOR

Positions are responsible for performing large and complex event management and/or conference coordination for large facilities located on campus or off-site. Events may range in size with the largest events comprising up to 85,000 guests. Conference attendees are university, city, state, national, and international, and frequently include large numbers of youth attendees. Positions



are responsible for all aspects of conference and event planning for the following types of events; youth camps, music concerts, athletic events, commencement and homecoming events, large and complex conferences, seminars, and/or training institutes; festivals; and other special events for off-campus clients and the university community.

The duties and responsibilities of the position must include a combination of those identified in each of the following functional areas for a majority of the time.

Administration: hire and coordinate the duties of student workers during events; coordinate the preparation of marketing tools such as brochures, flyers, posters, newspaper ads, radio ads, cable television promotions, website content, banners, and direct mail pieces; serve as a resource/liaison to related community organizations; and participate on committees to determine the content of events or festivals.

Fiscal: negotiate costs, develop the conference budget, and coordinate the billing and accounting for events; draft the conference contract, including insurance liabilities, and resolve customer billing issues; assist management with setting rates for facilities.

Promotion of services: interpret and administer policy as it relates to use of university facilities and space; meet with prospective clients to assess needs; develop food and beverage plans; coordinate housing for large events occurring in the community.

Coordination of Services: meet with prospective clients to assess special equipment or set-up needs including sound set-up, videotaping, acoustical needs, lighting, stage seating, stage set set-up and stage traffic flow; work with vendors to provide tents, shuttle services, and specialized equipment; coordinate crowd management, coordinate the set-up of first aid stations, lifeguards, and health stations; function as event manager during the event and resolving problems; work with police and security both on and off campus for relaxed street parking, crowd safety; youth safety, building safety, missing persons, severe weather guidelines, and fire code requirements.

II. QUALIFICATIONS

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

III. RELATED TITLES

Marketing Specialist
Operations Program Associate
Office Operations Associate

UNIVERSITY CONFERENCE COORDINATOR - SUPERVISOR

I. DEFINITION

UNIVERSITY CONFERENCE COORDINATOR-SUPERVISOR

Positions in this classification function as supervisory positions located within the University of Wisconsin System responsible for all aspects of conference planning for university, city, state, national, and international conference clients, including supervision of staff. Positions allocated to this classification supervise and perform a combination of administrative duties such as



developing marketing tools, promoting the university as a conference center for events such as camps, conference seminars, meetings and other special events for off campus clients and university community, and interpreting and administering policy as it relates to the use of university facilities and space. Positions are responsible for working with vendors and contractors in all facets to insure the cost effectiveness, material quality, and workmanship of the project from research, planning, and development to execution and completion. Positions function as the primary liaison for university, public and private sector clients and perform a combination of the following administrative functions: negotiating and writing conference contracts; providing full decision making authority in terms of budget and policy in order to meet the needs of the client to include, but not limited to, conference budget development, conference expenditures, billing and accounting coordination, and contractual services negotiation performed by non-university businesses; developing marketing tools; promoting the university as a conference center; administering policy as it relates to the use of university facilities and space; meeting with prospective clients to assess needs; drafting tentative event plans including cost estimates for use of facilities and services; presenting a complete conference package to clients; and implementing event plans including coordinating lodging, food service, space management, parking, recreational facilities and other physical plant services. Positions also serve as a resource/liasion to related community organizations and hire and train office staff and conference support staff. Work is performed under general supervision.

II. QUALIFICATIONS

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

III. RELATED TITLES

Program Assistant Supervisor
Program Assistant Supervisor Advanced

UNIVERSITY SERVICES ASSOCIATE SERIES

I. DEFINITIONS

UNIVERSITY SERVICES ASSOCIATE 1

Positions allocated to an entry level within this title perform duties described at the University Services Associate 2 level, but are under close, progressing to limited supervision.

Positions allocated to the objective level provide routine duties in support of an office or department which is primarily responsible for a student program or a program area unique to higher education. These positions perform program-related and/or administrative functions which support student programs, social programs that compliment classroom learning, instructional programs, or research programs. Positions at this level provide support to administrators, faculty, academic and/or research staff. Positions perform a variety of routine support functions where predetermined policies and regulations are applicable. The worker activities are well defined and require minimal discretion by the employee. Positions may guide the work of student workers or temporary employees). Positions might not have direct interaction with students or direct involvement in the specific student or higher education program area administered by the office or department. Work is performed under close to general supervision.



Routine Program-Related Functions: Positions at this level may provide written and verbal information regarding student admission policies and procedures for graduate and undergraduate programs; establish and maintain initial student information files; compile admission applications and materials; assist students in filling out special forms such as major declarations, add/drop course forms, internship and scholarship applications, athletic eligibility, housing applications, etc.; process and record grade change forms; distribute final grade lists to faculty; code and enter student data; generate mailing of university information to prospective students; schedule course evaluations; authorize students to register for courses; prepare and enter timetable information; prepare course evaluation packets for teaching faculty; respond to and assist with applications and requests for student service; coordinate course enrollment; coordinate textbook ordering; tabulate and summarize student evaluations; maintain class rosters, grade sheets, class assignments; and collect student forms.

Routine Administrative-Related Functions: Positions at this level may type and compose correspondence; schedule and maintain appointments and meetings; verify and reconcile monthly expenditures; compile data; order office supplies and equipment; coordinate office management duties; answer routine inquiries about university or program policies and procedures; screen and direct calls; prepare meeting minutes and written agendas; maintain office records and files; assist with travel arrangements; enter information into a database; maintain database files; open and sort mail; schedule facilities and rooms; operate various office equipment; provide administrative support to search and screen committees; maintain department budget; and prepare end of month reports.

UNIVERSITY SERVICES ASSOCIATE 2

This is the objective level for positions that provide complex duties for a majority of time (more than 50%) under limited, progressing to general supervision, in support of an office or department which is primarily responsible for a program area unique to higher education. These positions perform program-related and/or administrative functions which support student programs, social programs that compliment classroom learning, instructional programs, or research programs. Positions at this level provide support to administrators, faculty, academic and/or research staff. Positions at this level require analytical or independent reasoning and duties are more complex than those performed at the lower level. Positions at this level review program related documents to determine if they meet program requirements and are in compliance with a variety of complex rules and regulations. Consequence of error is greater at this level than the work described at the lower level. Performance of these worker activities requires extensive contact with operating units within the department, between campus departments, affiliated programs offering internships and clerkships, the general public, and may also include contact with students. Positions at this level may guide the work of permanent staff, students or temporary employees. Positions may perform duties listed in the entry level definition above, however the objective level also requires the ability to exercise judgment and independent decision-making along program lines. Positions might not have direct interaction with students or direct involvement in the specific student or higher education program area administered by the office or department.

Completed Program-Related Functions: The following are examples of program areas unique to higher education including typical tasks performed in these program areas.

Admissions: determine current entrance coding for admission of students and enter admission information such as applications, test scores, college transcripts, course authorization and enrollment limits; investigate admission problems and find solutions; counsel prospective students on admission issues and department policies; send student admission or rejection letters; meet with faculty committee to determine improvements in admissions process and implement



changes; plan and implement student orientation meetings; interpret university and department policies regarding fellowships and coordinate the selection process for fellowships and awards; prepare immigration documents and forms; verify valid student status in order to process certification letters and immigration documents.

Career Services: plan and coordinate job/career fairs and events; advertise job openings; schedule on-campus interviews; provide clients with career resources and job searches; maintain and organize database of employer contacts; provide information on open positions, internships, and current employment/salary trends (locally and nationally).

Counseling: triage callers or walk-ins to assess appropriate action; prepare advisor packets; create and maintain current student advisement information (placement test scores, transfer analysis, degree audits, credit committee petitions); process course request forms and drop/add forms; assist students with advisement process; order, install, administer psychological, career personality assessments and tests.

Distance Learning Continuing Education: create and distribute marketing material; schedule course offerings; coordinate invoices and other program related financial information; coordinate instructor fee payments, travel, and room arrangements; create and print grade rosters.

Financial Aid: organize and coordinate the annual scholarship application process; create and maintain databases related to the scholarship program; work with admissions office to compile summary materials; draft the budget for scholarship awards; assist with the development and production of scholarship program publications; serve as first line of contact regarding the scholarship program.

Instructional: coordinate timetable development and entries; develop and produce faculty information packet and request forms; determine number of discussions, sessions and room assignments; monitor, raise or lower course registration limits per department policies; update student enrollment changes, adds, and drops on class rosters; prepare daily enrollment audits; troubleshoot student application problems; act as a resource for questions regarding the programs; coordinate course evaluation process.

Registration: coordinate the web enrollment registration process; enter registration data such as applications, test scores, college transcripts, course authorization and enrollment limits; monitor registration patterns; prepare timetable grid for department review and input timetable information; design and develop various databases regarding student demographics; prepare immigration letters of certification for advisor signature; verify grade changes; notify students, faculty and department of incomplete grade; provide students record information to the Dean's Office, Registrar's Office and other campus offices.

Research: assist research staff in preparing federal and non-federal grant proposals, submissions and renewals; prepare technical reports and coordinate the timeliness or report submissions; maintain grant budgets; analyze research protocol content for completeness and process protocols; assist in facilitating international and national research collaboration.

Residence Life: assess and monitor charges to student's account (e.g., damages, facilities, use charges); maintain database (demographics, room assignment preference); insure compliance with Board of Regents Housing Policy; maintain guest housing reservations; process leases.



Social: assist with the development and implementation of social programs that compliment classroom learning; develop and distribute program marketing and promotional materials; coordinate the program registration process; update and maintain catalog listings; prepare and distribute course offerings; coordinate membership sales.

Testing: receive, review and approve proctor approval forms; review and administer exam policy procedures; administer and oversee testing area for classroom and make-up, placement, and self paced exams; scan and score examinations.

UW Foundation: document and process donations, pledges and disbursements; provide information to public/clients regarding procedures to establish or withdraw from an account; prepare and distribute marketing materials; coordinate the alumni scholarship application and recognition nomination process; process award letters for scholarship recipients; input donor pledges into dataset; generate receipts, track and report donors, coordinate membership relations (i.e., developing and sending renewal letters, developing and sending member acknowledgement letters and processing membership contributions).

Complex Administrative-Related Functions: Positions at this level perform complex administrative functions such as develop program or operating policies and procedures; reconcile budget or grant items; prepare and process grant/ financial reports and records; monitor and analyze financial reports; analyze and process for payment invoices, travel vouchers, and other specialized invoices; respond to program specific questions; interpret program policies and procedures; analyze documents and compile program data; serve as liaison for the program with internal and external constituents; procure supplies and equipment; function as vendor liaison for supplies, equipment, software; lead and/or train staff on program policies and procedures; provide hardware/software support to users; maintain databases; enter program data into complex databases; update and publish program related web pages.

II. QUALIFICATIONS

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

III. RELATED TITLES

University Services Program Associate
Student Status Examiner

UNIVERSITY SERVICES PROGRAM ASSOCIATE

I. DEFINITIONS

UNIVERSITY SERVICES PROGRAM ASSOCIATE

These are paraprofessional positions that spend the majority of time (more than 50%) providing support to an office or department that is primarily responsible for a student program or a program area unique to higher education. These positions perform a combination of complex program-related and/or administrative program functions that support student programs, social programs that compliment classroom learning, instructional programs or research programs. Positions at this level provide support to administrators, faculty, academic and/or research staff. Positions require considerable knowledge of the program area to enable the employee to work



effectively and independently in a wide range of work situations. Positions exercise a high level of complexity as evidenced by the degree of involvement, interpretation of regulations and impact of decisions required. Positions have a significant role and responsibility to make complex independent judgments and decisions within the scope of their responsibility as a result of delegated authority. The worker activities are governed by a variety of complex rules and regulations, which often require analysis and interpretation. Performance of these worker activities requires extensive contact with operating units within the department and/or between campus departments, the general public, and may include student contact. Positions at this level may also perform lead-work duties, including training, assigning work, and reviewing the work of others in the assigned program areas. Work is performed under general supervision.

Complex Program-Related Functions: Positions perform a combination of complex, program duties in support of a professional program area(s) for the majority of the time. Positions relieve supervisors 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 institutions of higher education, federal and non-federal granting agencies, federal government, and local units of government, 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.

Examples of positions in complex program areas unique to higher education include positions in the Admissions/ Registrar or Bursar's office that administer campus-wide programs (e.g., oversee student records, course records, grade change reports, student tuition, fee records, and student account service hold records; and collect student account receivables); positions that coordinate and administer school or college-wide student programs such as student records, registration, and degree audit report systems; positions located in an academic department that serve as the primary administrator for a student program such as the graduate, undergraduate, or certificate program.

Complex Administrative-Related Functions: Positions assigned to this allocation function independently in order to relieve administrators, faculty, academic or research staff 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 lead worker, if accompanied by two or more permanent administrative support positions.

Positions perform a combination of complex duties in support of critical administrative functions including but not limited to communication, fiscal, grants, resource services, technology maintenance for the majority of the time. Positions have the responsibility and designated role of relieving supervisory or administrators, faculty, academic or research 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, administrators, faculty, academic, or research staff 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 Complex Program allocation for less than a majority of the time.

II. QUALIFICATIONS

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

III. RELATED TITLES

University Services Associate 1 or 2
Student Status Examiner

UPHOLSTERER

I. DEFINITION

UPHOLSTERER

This is responsible upholstery work. Positions are responsible for repairing, rebuilding, recovering and refinishing metal or wood furniture and equipment; sewing and repairing rugs and carpets; making and repairing window shades and awnings, cushions and mattresses, canvas articles and specialties. Work also may include assembling furniture or making and painting signs. Work is performed independently and only occasionally is the finished product reviewed for quality of workmanship.

II. QUALIFICATIONS

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

UW ADMINISTRATIVE PROGRAM SUPERVISOR

I. DEFINITIONS

UW ADMINISTRATIVE PROGRAM SUPERVISOR

The positions in this classification are professional supervisory positions located within a University of Wisconsin System campus which administer programs. Positions allocated to this class supervise professional staff; or supervise subordinate supervisors with a large number of subordinates; or supervise non-professional staff but the supervisor spends the majority of the time performing professional work. Positions are responsible for program planning, policy and procedure input and development, budget development, and supervision of staff within their respective program area. Positions allocated to this series recommend the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline, and adjustment of grievances of subordinate staff.

Positions allocated to this classification function as the: (1) the Printing Services Director for the UW-Madison Division of Information Technology at UW-Madison; (2) the Director of



Telecommunications at UW-Stevens Point; (3) the Physical Plant Business Manager at UW-Stout; (4) the Facilities Administrative and Support Services Division Manager at UW-Eau Claire; (5) the Assistant Director of Support Services Logistics for the Division of Information Technology at UW-Madison; (6) the Director of General Support Services at UW-La Crosse; (7) the Manager of Materials Distribution Services at UW-Madison; (8) the Assistant Director of Procurement and Materials Management at UW-Stout; (9) the Facilities Services Associate Director at UW-Milwaukee; (10) the Facility Services Business Manager at UW-Stevens Point; (11) the Business Manager of Facilities Planning & Management at UW-Whitewater; or (12) the Business Manager of Facilities Management at UW-River Falls.

- (1) Printing Services Director for the UW-Madison Division of Information Technology: administers and manages the DoIT Printing Services Department; develops policy and provides direction in managing technologies used by Printing Services; serves as a representative in developing a campus output management policy; is responsible for future technology planning, short-and long range planning; management of a \$10 million budget and oversight of approximately 85 employees; works closely with managerial, technical experts, and administrative staff to recommend solutions, ensure compatibility in technology management, standards development and compliance, network and telecommunication services and production/distribution operations.
- (2) UW-Stevens Point Director of Telecommunications: provides leadership in the direction, formulation, evaluation, and the recommendation and implementation of telecommunications policy and the administration of telecommunications plans and projects for the campus; directs budget preparation of \$2.2 million; directs the university's privately owned telephone switch, the administration of long distance networking, trunking, and traffic engineering, long and short range plan development, analysis and monitoring or telecommunications development, overseeing special telecommunications projects, and designing, recommending and implementing policy, management changes, and major equipment installations, and the supervision and management of personnel.
- (3) UW-Stout's Physical Plant Business Manager: directs the Administrative Services of the Physical Plant including the development and administration of the Physical Plant's annual budget of approximately \$4 million; provides direct supervision of 8 classified employees; provides oversight for six units or areas of the Physical Plant operation which include fleet vehicles, purchasing, stores, administrative office clerical staff, key control and network support; as the department accountant this position has signature authority for purchase orders up to \$25,000; serves as the department's Accountant Administrator with responsibility for 17 accounts from 5 different funding sources.
- (4) UW-Eau Claire Facilities Administrative and Support Services Division Manager: manages and supervises the provision of division budget control, cost accounting, and other accounting support; supervises the office support services and personnel for Facilities Management; manages and supervises the Division Materials Management System; and provides network, systems, and desktop computing/processing support.
- (5) Assistant Director of Support Services Logistics for the Division of Information Technology at UW-Madison: develops and monitors the operating budgets, financial controls and processes, business plans, and group policies, procedures, standards and guidelines to insure cost-effective, customer-focused delivery of application development systems and services; manages and supervises receiving, inventory control, delivery and fleet management for DoIT, including the fulfillment of software e-Commerce orders; and manages the phases of



- the Oracle Financials DoIT Common Business System (CBS) which relate to logistics, (CBS is an enterprise resource planning client/server system to integrate accounting, accounts receivable, inventory, sales, purchasing, accounts payable, fixed assets management, project costing and project billing business processes).
- (6) UW-La Crosse Director of General Support Services: directs campus general support programs, which includes purchasing, campus and maintenance stores operations, receiving and delivery of supplies, capital equipment inventory management and surplus property disposition. This position directs the business operations and budget development of three program revenue enterprises and provides leadership of the unit's staff. This position also serves as the campus procurement liaison, acting as consultant to academic and administrative departments for the purchase of goods and services, serves as the campus risk manager, and administers the institution's liability and loss prevention programs.
 - (7) UW-Madison Manager of Materials Distribution Services: manages the Materials Distribution Services (MDS) and Surplus with a Purpose (SWAP), sales programs. This position is responsible for the operational, financial and personnel activities of sales programs with sales in excess of \$29 million. The Manager of Materials Distribution Services supervises five professionals and managers who each supervise operational staff.
 - (8) UW-Stout - Assistant Director of Procurement and Materials Management: reports to the Director of Procurement & Materials Management, in the Administration and Student Life Services Division. The assistant director is responsible for the purchase of printing and other commodities, the operation of the Duplicating Center, the Campus Wide Convenience Copier Program and Publication Services. The assistant director also serves as the Agency Forms Officer, as delegated by the State of Wisconsin Public Records and Forms Board, and as the Account Representative for the Licensing Program, as managed by Licensing Resource Group.
 - (9) UW-Milwaukee Facilities Services Associate Director: manages the Administrative Services sub-department of Physical Plant Services which includes responsibility for the following areas: development of the annual and biennial operating budget for Physical Plant Services which is in excess of \$22 million; direct supervision of five permanent classified employees who provide accounting duties, personnel and payroll processing, procurement and insurance claims processing, IT development and maintenance, billing activities, Work Order Center activities, and Trouble Report and Dispatch/Reception duties; responsibility for the development of user fee rates, the determination of sales credit levels, and the analysis of associated costs for sub-departments; development of techniques to monitor and control expenditures; development of managerial work procedures and practices; and assuring the collection of approximately eight million dollars in sales credits from other academic and administrative departments on campus.
 - (10) Stevens Point Facility Services Business Manager: operates under the supervision of the Director of Facilities Services. On Behalf of the Facility Services department, the incumbent formulates and manages all aspects of GPR and PR budgets (combined total of approximately \$8-9 million dollars annually) including: accounting, payables, financial, utilities and refuse/recycling reporting, planning, procurement management and inventory control activities; review and analysis of operating results and monthly variance reporting. Analysis will also include evaluation of operational issues, policies and procedures, as well as the coordination of analytical and programmatic support needs. In addition the incumbent will manage the day-to-day operations of the Facility Services administrative office through the



direct supervision of four personnel in three different Facilities Services functional areas, including Work Control Center, Transportation Services and Surplus Stores. This position has a high level of responsibility, its analysis and proposals are critical, and the consequence of error is significant.

- (11) UW-Whitewater Business Manager of Facilities Planning & Management (FP&M): responsible for providing campus direction and oversight of procurement, campus materials management, telecom functions, transportation functions, leadership for and business operations and management support to the FP&M Director. Campus materials management includes purchasing, receiving, mail center, warehouse, deliveries and surplus property operations. Business operations include fiscal planning and financial management of all state functions. This person will supervise up to nine permanent staff including: Telecom Technician, Purchasing Agent, Financial Specialist, Shipping and Mail Clerks and Storekeeper. The position reports to the Director of FP&M.
- (12) UW-River Falls Business Manager of Facilities Management: responsible for providing budget control, cost accounting and other financial support. This position assists with the annual budget development and ensures effective handling of construction project finances. The position manages the UWRF fleet program, including auditing the credit card fleet program and oversees the day-to-day operation of purchasing, stores, inventory control, information systems, key control and work order processing. This position will supervise up to five permanent staff including: one IS Technical Services-Senior, one Inventory Control Coordinator Supervisor, one Purchasing Agent, and reports to the Director of Facilities.

II. QUALIFICATIONS

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

UW AGRICULTURE SUPERVISOR

I. DEFINITION

UW AGRICULTURE SUPERVISOR

This is responsible agricultural work related to the supervision and coordination of specialized agricultural research projects or operations on a university farm or agricultural research station. Positions (1) supervise all employees assigned to the agricultural program, which may include subordinate-level supervisors; **OR** (2) supervise and coordinate the operations involved in the care of research animal herds, experimental farm production, and/or field and maintenance operations.

II. QUALIFICATIONS

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

UW ATHLETICS PROGRAM SPECIALIST

I. DEFINITION



UW ATHLETICS PROGRAM SPECIALIST

Positions in this classification provide a wide variety of staff support to administrators in the Division of Intercollegiate Athletics at UW-Madison, serving as the principal staff to the program director. Positions manage specific athletic projects; research athletic rules and regulations and develop operating policies; perform liaison functions with various external customers of the Division; and require extensive knowledge of the University, Big Ten, and NCAA rules and regulations.

II. QUALIFICATIONS

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

UW ATHLETICS PROGRAM SPECIALIST – CONFIDENTIAL UW ATHLETICS PROGRAM SPECIALIST - SUPERVISOR

I. DEFINITION

UW ATHLETICS PROGRAM SPECIALIST-CONFIDENTIAL UW ATHLETICS PROGRAM SPECIALIST SUPERVISOR

Positions in this classification provide a wide variety of staff support to administrators in the UW-Madison's Division of Intercollegiate Athletics, serving as the principal staff to the program director. Positions manage specific athletics projects; research athletic rules and regulations and develop operating policies; perform liaison functions with various external customers of the division; and apply extensive knowledge of the University, Big Ten, and NCAA rules and regulations to specific situations. Work is performed under general supervision. Positions allocated to this classification must meet the statutory definition of confidential, as defined in s. 111.81 (7), Wis. Stats., or supervisor, as defined in s. 111.81(19), Wis. Stats

II. QUALIFICATIONS

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

UW INFORMATION SYSTEMS (IS) CUSTOMER SALES TECHNICIAN UW INFORMATION SYSTEMS (IS) CUSTOMER SALES TECHNICIAN-LEADSERIES

I. DEFINITIONS

UW IS CUSTOMER SALES TECHNICIAN

The technical positions in this classification are responsible for providing product sales customer service to University of Wisconsin students, faculty, staff, and departments. The positions require an extensive knowledge of information technology products including microcomputer hardware, software, and special-orders; computer and printer supplies; a wide variety of computer



components, memory upgrades, and options; peripheral equipment, accessories, and parts; computer site licensing and licensing requirements; and computer and network repair and installation. Job duties are performed face-to-face and/or over the telephone and include: answering inquiries and technical questions from customers; providing product information; advocating for dissatisfied customers; initiating complex work order requisitions; evaluating first level diagnostic problems on newly purchased hardware, upgrades, software, and software licensing products; evaluating computer product selection alternatives and customer needs; processing customer requests for licenses; maintaining customer backorder and special order records; maintaining a variety of data bases; and assuring computer components are packaged correctly for delivery. Job duties are performed under general supervision.

UW IS CUSTOMER SALES TECHNICIAN-LEAD

The positions in this classification lead permanent UW IS Customer Sales Technicians, temporary, and student employees, which includes training and orienting sales staff. The Lead positions are responsible for all the work described at the UW IS Customer Sales Technician level. In addition, the positions are responsible for analyzing, developing, and implementing procedures to improve the efficiency of existing systems and participating in the planning and coordinating of new systems; designing forms required for receipt and ordering; designing a variety of data bases; monitoring backorders and special orders; communicating with administrative support staff to create and update daily pricing and inventory databases for file transfer to the Internet and DoIt catalog; developing workflow processes including databases for tracing employee work measurement statistics; working closely with the on-line Catalogue to insure accurate and up to date product listings; working closely with the E-Commerce Team to insure proper functionality of user interface; and providing technical support for the staff and for computer systems.

II. QUALIFICATIONS

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

UW PROGRAM SPECIALIST SUPERVISOR

I. DEFINITION

UW PROGRAM SPECIALIST SUPERVISOR

Positions allocated to this classification manage the administrative activities of a college/school or major administrative department/unit, including participating in the development of administrative goals, objectives, policies and procedures, and establishing standards, procedures, and priorities for data resources; supervising staff support. Positions may be responsible for planning, directing, and managing the budget process. These activities support campus-wide programs or services. Work is performed under general supervision.

II. QUALIFICATIONS

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

III. RELATED TITLE

UW Administrative Program Supervisor

VETERINARY TECHNICIAN 1, 2, 3

I. DEFINITIONS

VETERINARY TECHNICIAN 1

This is entry level Veterinary Technician work providing technical support in the operational needs of the UW-Madison's School of Veterinary Medicine facilities located at the Veterinary Medical Teaching Hospital (VMTH). Employees perform a variety of technical and animal patient care responsibilities under the close supervision of professional medical or technical personnel. Specific responsibilities will be determined by assigned area of responsibility (e.g. Critical Care Unit, Small or Large Animal Ward, Surgery Area).

Examples of work performed:

- Catches, restrains, and handles both large and small animals
- Administers and/or prepares drugs for administration as directed to large and small animals
- Assists in and/or initiates procedural setup, insuring proper equipment is present and aseptic techniques are followed.
- Assists professional medical personnel in procedures.
- Performs medical nursing skills such as urinary and intravenous catheter placement, physical and hydrotherapy, dental prophylaxis, etc.
- Prepares patients for anesthesia and monitors patients' vital signs.
- Collects specimens and performs routine laboratory tests as required.
- Maintains, prepares and assembles accurate, concise medical and treatment records for inpatient and outpatient animals.
- Assists veterinary students with patient care needs and responsibilities.

VETERINARY TECHNICIAN 2

This is objective level Veterinary Technician work performing a variety of technical and animal patient care responsibilities directly assisting professional medical personnel in the primary care of animal patients. Employees in this class are required to independently anticipate, initiate and follow-through with technical responsibilities in the primary care of patients within a specialty area of the VMTH. They are additionally responsible for prioritizing workflow needs and actively participating in problem-solving activities in their assigned area. Specific specialties will be determined by assigned area of responsibility. The work at this level is performed under limited supervision.

Examples of work performed:

Independently performs all duties identified at the Veterinary Technician 1 level, and in addition:

- Assists in veterinary techniques and coordinates and guides work flow in procedures specific to area of specialization.
- Anticipates needs of clinicians and staff during procedures and in primary animal care.
- Assists in the instruction and training of veterinary students and new Veterinary Technicians.

- Demonstrates initiative in follow-through of ideas and projects in times of low patient caseload.
- Ensures technical quality and proper functioning of equipment.
- Contributes to and participates in team building by assisting in problem-solving activities.
- Demonstrates ability to act responsibly and maturely in stressful situations.

VETERINARY TECHNICIAN 3

This is advanced level Veterinary Technician work requiring extensive technical knowledge, skill and independence of action working with professional medical personnel to oversee and ensure that high quality nursing care is administered and maintained. The primary emphasis of positions at this level is significant involvement in the clinical instructional program for professional veterinary students. Employees in this class are responsible for independently developing instructional techniques and procedures in an area of specialization, overseeing and directing students and new staff in patient care responsibilities, working with faculty to establish needs and develop client relation instructional aids, and providing instruction in the use, care and maintenance of specialized equipment. Positions at this level require considerable initiative and the ability to make independent discretionary judgments with respect to both instructional and technical responsibilities. The work at this level is performed under general supervision.

Examples of work performed:

Independently and proficiently performs all duties identified at the Veterinary Technician 2 level, and in addition

- Develops techniques and procedures in area of specialization to aid in clinical teaching area.
- Assists clinicians in the development of client relation instructional materials.
- Takes direct responsibility for instruction in the use, care and maintenance of equipment in area of specialization.
- Performs administrative tasks in assigned area, such as coordinating special projects, maintaining area case logs and inventory, and assisting in ordering instruments, equipment and supplies.
- Works with area supervisor to project needs and anticipate and solve problems.
- Demonstrates ability to organize, direct and work effectively with small groups of veterinary students.
- Demonstrates basic skill proficiency in other areas of the VMTH to provide technical assistance as needed.
- Demonstrates good interpersonal skills and the ability to effectively communicate proposed ideas.

II. QUALIFICATIONS

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

Special Requirement: Certification by the State of Wisconsin as an Animal Health Technician is required.

III. RELATED TITLES

Animal Research Technician

VETERINARY TECHNICIAN SUPERVISOR

I. DEFINITION

VETERINARY TECHNICIAN SUPERVISOR

This is highly responsible Veterinary Technician Supervisory work in the UW-Madison's School of Veterinary Medicine Facilities at the Veterinary Medical Teaching Hospital. Under general supervision, this position supervises the technical work performed by Veterinary Technicians. This position is responsible for achieving and maintaining optimum levels of animal care on a daily basis in all specialty areas of the Veterinary Medical Teaching Hospital. This position assists the professional veterinary medical staff in meeting long-range instructional and veterinary practice goals established for the Veterinary Medical Teaching Hospital; develops procedure and protocol reference materials for use in training new veterinary technicians and students; works with subareas to enhance productivity and develop team cooperation; and initiates informative memos regarding VMTH procedures and formats. The work performed requires considerable independent action, discretionary judgment and decision-making ability, as well as extensive knowledge of the technical skills utilized by Veterinary Technicians.

Examples of work performed:

- Effectively recommends the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline and adjustment of grievances of Veterinary Technicians.
- Supervises the technical work performed and coordinates projects with area leadwork Veterinary Technicians.
- Oversees the scheduling of Veterinary Technicians and coordinates with other supervisors to ensure adequate staff coverage in all areas of the VMTH.
- Assists VMTH professional staff in determining program goals, projecting needs and resolving personnel problems through conferences and/or written reports.
- Participates in evaluations of lower level Veterinary Technicians, student and temporary employees.
- Develops procedure and protocol reference materials for use in training new Veterinary Technicians and students.
- Establishes and maintains all necessary records.
- Initiates informative memos regarding VMTH procedures, format, requests, and reminders.
- Works with subareas to enhance productivity and develop team cooperation.
- Participates in problem solving activities in subareas.
- Performs technical responsibilities in a back-up capacity for after hours staffing needs.

II. **QUALIFICATIONS**

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

Special Requirement: Certification by the State of Wisconsin as an Animal Health Technician is required.

WASTE MANAGEMENT SUPERVISOR

I. **DEFINITIONS**

WASTE MANAGEMENT SUPERVISOR

Under the general supervision of a Waste Manager or higher level administrative supervisor, positions at this level typically function as a waste management unit leader in the central or field offices or on a UW System campus.

Duties include: effectively recommending the hiring, assignment, evaluation, discipline, and adjustment of grievances of subordinate employees; supervising, coordinating, and reviewing the work of professional waste management specialists and others to assure conformance with established policy, procedures, and standards; planning and conducting training and orientation for waste management specialists, related technical employees and others, and instructing/training them in the appropriate methods of waste management techniques; directing the preparation of materials for presentation to the appropriate department, state, or local personnel for further follow-up, analysis or remedial action; analyzing waste management and related programs and assisting in the development and implementation of improved waste management related analyses, evaluation, and regulatory techniques and procedures; recommending needed changes to applicable laws, rules, regulations, policies, and procedures to higher level supervisors and program administrators; participating in or responsible for the performance of special project activities relating to the development of new waste management regulations and/or the revisions of existing ones; giving expert testimony in court; maintaining liaison and working contacts with federal, state, and local

natural resources, environmental and/or other waste management and related agencies, other regulatory agencies, and other pertinent persons and/or organizations; coordinating joint scientific investigations or related activities as required with other agencies or regulatory bodies; and conducting informational activities relative to the interpretation and application of the objectives and requirements of waste management and related programs. General supervision is received from higher-level supervisors or managers.

Representative Position:

Waste Management Supervisor (UW Safety Department - Madison): Responsible for maintaining and keeping three permitted/licensed hazardous waste treatment and storage facilities within UW's license requirements. Accountable for actions of professional and supervised staff who are involved in receiving, handling, transporting, incinerating, treating and disposing of all of UW-Madison's hazardous waste. Responsible for all of UW-Madison's hazardous waste shipments to waste recycling, incineration, and disposal facilities nationwide. Acts as chief incinerator operator at UW-Madison's two permitted incinerators. Reviews and interprets upcoming or new hazardous waste disposal methods or regulations, and advises departmental staff. Monitors all required records associated with hazardous waste activities. Also responsible for waste minimization activities.

II. QUALIFICATIONS

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

WELDER

I. DEFINITION

WELDER

This is journey level construction welding work of a complex nature that is regulated by the Department of Commerce and those standards set forth by the American Society of Mechanical Engineers (ASME) and the American Welding Society (AWS). Positions in this classification must be assigned welding duties that are subject to the aforementioned authority; i.e. structural and critical members, boilers, pressure vessels, or high-pressure piping. Employees perform welding work at the journey level under general supervision, normally on a full time basis; however, other related duties may also be assigned as necessary, such as designing, constructing, and repairing ornamental iron work, iron gratings, railings, heavy door hinges, chisels, wrenches, miscellaneous iron parts and fittings, equipment frames and construction tools; keeping records and making reports. Positions in this classification may also direct and instruct apprentices, helpers and other assistants.

Positions are responsible for performing any combination of the following duties:

- Perform oxyacetylen, electric or gas welding, cutting and brazing in the installation, repair and maintenance of high and low pressure steam lines, fixtures and boilers.

- Design, construct, and repair ornamental iron work, iron gratings, railings, heavy door hinges, fire escapes, chisels, wrenches, miscellaneous iron parts and fittings, equipment frames and construction tools.
- Through knowledge of properties of ferrous and nonferrous metals in relation to welding and brazing.
- Direct and instruct apprentices, helpers and other assistants in the trade.
- Keep records and make reports.

II. QUALIFICATIONS

No person may perform structural welding or welding of boilers, high-pressure piping or pressurized vessels without being registered with the Department of Commerce, upon satisfying the standards of the American Society of Mechanical Engineers (ASME) and the American Welding Society (AWS).
