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 FRANK NOVAK,
 Appellant,
 v.
 Secretary, DEPARTMENT OF
 EMPLOYMENT RELATIONS,
 Respondent.
 Case No. 83-0104-PC
 * * * * *

DECISION
 AND
 ORDER

A proposed decision and order in this matter was issued on November 6, 1984, and the parties were granted until November 26, 1984 to submit written arguments or to request oral argument before the Commission. Respondent's attorney of record in the case died unexpectedly on November 16, 1984 and substitute counsel requested and received an extension until December 18, 1984 to file written objections. On December 19, 1984 respondent requested and received an additional extension until January 11, 1985. This extension was granted ex parte because appellant was on vacation.

Respondent had not filed objections by January 14, 1985 and the appellant did not waive objection to late filing.

On January 15, 1985, respondent hand-delivered to the Commission his objections to the proposed decision and order. The attached cover letter was dated January 15, 1985 and failed to provide any justification for the respondent's failure to meet the January 11, 1985 deadline.

In light of the facts as set out above, the Commission has declined to consider the respondent's untimely objections.

The Commission adopts the attached proposed decision and order, as written, in its entirety.

Dated: Jan 17, 1985 STATE PERSONNEL COMMISSION


DONALD R. MURPHY, Chairperson


LAURIE R. McCALLUM, Commissioner


DENNIS P. MCGILLIGAN, Commissioner

KMS:jgf
JGF001/2

Parties

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 FRANK NOVAK,
 Appellant,
 v.
 Secretary, DEPARTMENT OF
 EMPLOYMENT RELATIONS,
 Respondent.
 Case No. 83-0104-PC
 * * * * *

PROPOSED
 DECISION
 AND
 ORDER

This matter arises from a classification survey carried out by the respondent. The following issues for hearing were established by the Commission in an interim decision and order dated February 29, 1984:

1. Whether or not, as a result of the Research [Analysis], and Planning Survey, the decision of the administrator to reallocate this position to the Research Analyst series was correct. [Sec. 230.09(2)(a)]
2. Whether or not, as a result of the Research, [Analysis], and Planning Survey, the decision of the administrator to reallocate this position to Research Analyst 6 level was correct. [Sec. 230.09(2)(b)]
3. If not, whether the appellant's position is more properly classified as a Civil Engineer 5 - Transportation - Supervisor or Civil Engineer 6 - Transportation Supervisor.

FINDING OF FACT

1. The appellant holds a degree in civil engineering from the University of Wisconsin and is a registered professional engineer.
2. The appellant commenced state employment in 1957 with the State Highway Commission as a civil engineer in District 2. After periods spent as resident engineer and project engineer and as design group leader in the Civil Engineer 3 classification, he was promoted to a position in the Division of Planning in 1969.

3. From 1969 until the 1983 reallocation, the appellant's position was classified as a Planning Analyst 4 - Supervisor. Initially, appellant served as supervisor in the Data Control Index Unit, Highway Network Data and Information System (HNDI) Section of the Bureau of Program Planning in the Division of Planning. The appellant's responsibilities in this position included:

1. Advise and assist the Chief of HNDI particularly in formulating, or receiving and recommending for approval, proposals for policies pertaining to the activities of his unit.
2. Within limits of approved policies and procedures, exercise direct supervision over his unit, covering the following operations:
 - (a) Selection, documentation, and system inclusion of control indices (reference points and coordinates) for updating highway system stages implemented and for implementation of stages being initiated.
 - (b) Updating and maintenance by documentation and inclusion of boundary changes (including state, county, town, township, city, and village boundaries) into the HNDI system.
 - (c) Coordination, compilation, and dissemination of documentation to users to maintain a current system.
3. Develop the techniques, write the procedures and coordinate the operations to support the activity of his unit.
4. Develop new methods for activities under or related to his jurisdiction.
5. Provide services, management and technical, in connection with any other subject related to his field of activities, when requested to do so.
6. Maintain liaison or membership with his activity state and national professional organizations.
7. Assist in the preparation and updating of procedures in the Division of Planning manual.

4. Since 1969, the appellant's position has been assigned certain additional duties and has moved within various bureaus and divisions in the

Department of Transportation . As of the date of the reallocation, the appellant served as the supervisor of the Facilities Data Unit, System of Data Analysis Section, Bureau of Environmental and Data Analysis, Division of Transportation Districts. In all other respects, the appellant's position is adequately described in the goals and worker activities portion of his position description. A copy of that portion of appellant's position description is attached hereto and incorporated as if fully set forth below.

5. In performing his responsibilities, the appellant is required to have knowledge of certain engineering terms, principles, practices and standards.

6. The current Civil Engineer - Transportation position standard has been in existence since 1970. Those standards provide, in part, as follows:

Coverage in this Series

This series encompasses all engineering positions in the Department of Transportation, Division of Highways as well as other divisions of the department which may require a position with a civil engineering background.

* * *

Subtitles

The following subtitles are examples of those that may be used in this series. Subtitle determination can normally be made by referring to the section in which the position is allocated.

1. Bridge Engineer
2. Construction Engineer
3. Design Engineer
4. Maintenance Engineer
5. Materials Engineer
6. Planning Engineer
7. Traffic Engineer
8. Utilities Engineer
9. Other - this may be used for the "generalist," or may more definitely recognize a particular type of position not indicated in items 1-8 above.

* * *

II. SPECIFIC ALLOCATIONS AND EXAMPLES OF WORK PERFORMED

The following allocation of duties and/or positions to specific classification levels provides both examples and patterns for present as well as future duties. Many different technical, managerial and administrative engineering tasks exist within the Department of Transportation. This position standard does not attempt to cover every eventuality or combination of duties as they currently exist or as they possibly could exist in the future. It is intended, rather, to be a framework within which classifications can be applied equitably to the present program and also adjusted to equitably meet future personnel relationships and patterns that develop as a result of changing programs and emphasis.

Civil Engineer 3 - Transportation (SR1-14)

This is advanced technical engineering work in the planning, programming, location, design, construction, maintenance and/or operation of highways, structures and other transportation facilities. As employe in this class implements transportation engineering programs through the coordination of field activities, the instruction of subordinates, and participating in difficult research, programming, planning, design, construction, traffic, data processing and/or other engineering oriented operations. (Supervision may be exercised over a small staff of technical assistants. Work is performed independently but is reviewed by a professional superior for general progress and upon completion for technical correctness and conformances to departmental policies and objectives. An employe in this class has had at least one year of experience at the Civil Engineer 2 - Transportation level.

DIVISION OF PLANNING

Planning

Group Leader - Data Unit - Supervises the collection and programming of traffic counts, and vehicle weight and classification counts.

Group Leader - Data Control Index Unit - Supervises, guides, and trains a staff in selecting reference points; editing, updating and digitizing data to be used in the HNDI system. Develops systems methods and procedures and makes recommendations concerning system design concepts developed by consultants.

* * *

Civil Engineer 5 - Transportation (SR1-16)

This is difficult technical and/or supervisory engineering work of a professional nature in the planning, design, construction, maintenance and/or operation of highways,

structures and related transportation facilities. Employees in this class at the central office level assist in the administration of a major statewide transportation engineering program such as construction bridge, road design, materials, maintenance, traffic, planning, research, aeronautics or other transportation engineering specialties; or at the district level serve as professional assistant to district design, construction, maintenance or traffic engineers as supervisors of small engineering programs or areas. Employees directly supervise professional and technical highway personnel and/or function as consultants to local units or government on various aspects of transportation engineering. Assignment affords opportunity for use of independent judgment, while work is reviewed through the evaluation of recommendations, the analysis of field performance and the review of estimates and reports.

* * *

DISTRICT

Planning

District Planning Supervisor - prepares and recommends advanced plans for the State's highway system and elements thereof. Assists local government units in the formulation of long range community plans and reviews and recommends highway system layouts and proposed changes thereto for compliance with coordinated state and local plans. Supervises collection, compilation and evaluation of traffic volume data.

District Program and Scheduling Supervisor - In coordination with all sections of the district, prepares and maintains a long range program of highway improvements and coordinates the scheduling of the district's projects in accordance with the available funds and the long range program.

* * *

Engineer 6 - Highways (SR1-17)

This is highly technical and/or supervisory engineering work of a professional nature in transportation engineering. Employees in this class are responsible for a program area and may report directly to the District Engineer or Section Chief. Supervision is normally exercised over a staff of professional, technical and clerical employees. Work is reviewed through conferences and the analysis of reports to determine the effectiveness of activities and adherence to established policies and standards.

* * *

PLANNING

Highway Planning Research Coordinator - Administers the

statistical and office services units in the Division of Planning.
Coordinates all planning-research and highway statistical activities.

7. Effective June 12, 1983, respondent reallocated the appellant's position from Planning Analyst 4 - Supervisor to Research Analyst 6 - Supervisor. The reallocation was based on a statewide classification survey that resulted in the promulgation of a new "Research and Analysis Position Standard" which provides, in part, as follows:

I. INTRODUCTION

A. Purpose of the Standard

This position standard is the basic authority for making classification decisions relative to present and future positions performing professional research, statistical analysis and/or statistical information reporting duties in State service. This position standard will allow evaluation of all combinations of duties and responsibilities that make up positions which have the primary function of research, statistical analysis, and/or statistical information reporting as defined by the Inclusions and Exclusions noted below. Positions will be evaluated by comparing their duties and responsibilities with the class and factor/level definitions in this standard. Illustrations in this standard and comparisons with other positions allocated to a particular class or level shall be used for interpretive purposes only.

B. Inclusions

- 1) The Research Analyst series encompasses positions which have the primary purpose of conducting research, performing statistical analysis, or developing and maintaining statistical information reporting systems. Positions must be professional, as defined in §111.81(11), Stats., and typically require a professional knowledge of statistical or other quantitative research or analysis methods, or of the specific research methodology of a professional discipline such as history, demography, or psychology. Positions in this series provide information, interpretations, and analysis to program planners, evaluators, administrators, or the public, with the common feature of enabling these users to know or forecast key features of the environment of their activities;

* * *

- 4) The Research Analyst - Supervisor series encompasses positions which have the characteristics described for the Research Analyst series, or have the primary purpose of supervising such positions, and also meet the definition of "Supervisor" in §111.81(19). The Research Analyst - Confidential/Supervisor series encompasses Research Analyst - Confidential positions which also meet the definition of "Supervisor" contained in §111.81(10);

* * *

C. Exclusions

Excluded from classes described in this position standard are:

* * *

- 4) Positions performing applied or theoretical research in the natural or medical sciences, or which are identified in other classification series which are based on the specific discipline in which knowledge is required (e.g., economists);

8. The appellant's position is adequately identified in the Civil Engineer - Transportation position standard, a standard based on the specific discipline (civil engineering) in which knowledge is required for performing the duties assigned to appellant's position.

9. The appellant's position lacks the scope of responsibility assigned to the Highway Planning Research Coordinator, a position identified within the CE-Transportation position standard as a specific allocation at the CE6-T level. That position is responsible for "[administering] the statistical and office services units in the Division of Planning."

10. The appellant's position is more appropriately classified at the CE5-T-Supervisor level than the CE6-T-Supervisor level or in the Research and Analysis position standard.

CONCLUSIONS OF LAW

1. This matter is appropriately before the Commission pursuant to §230.44(1)(b), Stats.

2. The appellant has the burden of proving that respondent's decision to reallocate appellant's position to the Research Analyst 6 level was incorrect and that the position is more properly classified as a Civil Engineer 5 - Transportation - Supervisor or a Civil Engineer 6 - Transportation - Supervisor.

3. The appellant has met his burden of proof by showing that the position is more properly classified as a Civil Engineer 5 - Transportation - Supervisor.

4. The respondent's decision reallocating the appellant's position to the RA 6 level was incorrect and the position is more properly classified at the CE5-Transportation-Supervisor level.

OPINION

A. The Series

The initial question posed in this case is whether the appellant's position belongs in the Research Analyst series or in the Civil Engineering - Transportation series. There is little question that the primary goal of the appellant's position is to develop and maintain a "statistical information reporting system," a term defined in the RA position standard as:

The set of processes and procedures necessary to collect, compile, report, and store quantitative data about a particular population on an ongoing basis. Typically, these systems utilize electronic data processing methods and equipment to compile and store data, as well as depending on statistical concepts and methods to guide the collection and interpretation of the data.

There is also little question that the appellant is required to have knowledge of certain engineering terms, principles, practices and standards in order to carry out his work.

The general statement of coverage for the CE-T series is very broad. It "encompasses all engineering positions in the Department of Transportation ... which may require a position with a civil engineering background." Many of the specific allocations identified in the standard refer to positions in "hard engineering" areas such as construction, bridge and design engineering. The standards also specifically identify positions in the planning area such as that of group leader - Data Control Index Unit. (See Finding of Fact #6). Although the appellant supervises the Facilities Control Unit (the successor to the Data Control Index Unit) rather than acts as a group leader for that unit, he must have similar engineering knowledge as a group leader in order to supervise the work of the unit and to direct the five transportation planning study projects identified in goal 13 of his position description. The appellant's engineering knowledge is analogous to that required of the Highway Planning Research Coordinator position allocated to the CE6-T level. That position is described in the standards as follows:

Administers the statistical and office services units in the Division of Planning. Coordinates all planning research and highway statistical activities.

While this allocation also does not specifically identify the appellant's position, it makes it clear that statistical activities are included within the CE-T series.

The general "inclusions" statement in the Research Analyst series is certainly broad enough to include a position, such as the appellant's, responsible for overseeing information reporting systems. However, the RA position standard specifically excludes:

Positions ... identified in other classification series which are based on the specific discipline in which knowledge is required (e.g. economists);

We have already seen that the CE-T series specifically includes positions responsible for coordinating, planning, research and statistical activities and positions responsible for developing information reporting systems and entering data in those systems. Even though the appellant's position is not specifically identified within the CE-T series, it is still identified by that series and as such must be excluded from the RA series.

B. The Level

Very little testimony or argument was offered on the question of which level (5 or 6) within the CE-T series best identifies the appellant's position. Neither definition at the two levels is specific enough to exclude the appellant's position. The CE5-T definition refers to "assist[ing] in the administration of a major statewide transportation engineering program... Employees directly supervise professional and technical highway personnel." In contrast, the 6 level definition includes those employees who "are responsible for a program area and may report directly to the District Engineer or Section Chief."

While it is true that appellant reports directly to a section chief, a particular allocation identified at the CE6-T level indicates that the appellant's position is better described at the 5 level. The allocation involved is that of Highway Planning Research Coordinator. That position is responsible for administering both the statistical and the office services units within the Division of Planning. It also is described as coordinating all planning research and highway statistical activities. This identified position is broader in scope than the appellant's position which is limited to statistical information reporting systems regarding transportation facilities and which does not include statistical reporting systems for highway traffic nor does it include planning research as such.

For the reasons set out above, the appellant's position is best identified at the CE5-T level and, because of his supervisory responsibilities, should be designated a a Civil Engineer 5 - Transportation - Supervisor.

ORDER

Respondent's decision is rejected and this matter is remanded for action in accordance with the decision.

Dated: _____, 1984

STATE PERSONNEL COMMISSION

KMS:ers

DONALD R. MURPHY, Chairperson

LAURIE R. McCALLUM, Commissioner

DENNIS P. McGILLIGAN, Commissioner

Parties

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Madison, WI 53711

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POSITION DESCRIPTION

DER-PERS-70 (Rev 1-78)
 State of Wisconsin
 Department of Employment Relations
 DIVISION OF PERSONNEL

FWU

1. Position No 032012	2. Cert/Reclass Request No SURVEY UPDATE	3. Agency No 395
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4. NAME OF EMPLOYEE Frank W. Novak	5. DEPARTMENT, UNIT, WORK ADDRESS Department of Transportation Div. of Planning & Budget Bureau of Data Management Facilities Data Unit
6. CLASSIFICATION TITLE OF POSITION Planning Analyst 4-Supervisor	RECEIVED MAY 14 1984
7. CLASS TITLE OPTION (To be Filled Out By Personnel Office)	8. NAME AND CLASS OF FORMER INCUMBENT Personnel Commission
9. AGENCY WORKING TITLE OF POSITION Supervisor, Facilities Data Unit	10. NAME AND CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES
11. NAME AND CLASS OF FIRST-LINE SUPERVISOR John F. Pamperin, Planning Analyst 6-Mgmt.	12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?
13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? AND ATTACH A SUPERVISORY POSITION ANALYSIS FORM (DER-PERS-84) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> IF YES, COMPLETE	

14. POSITION SUMMARY - PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION
 Supervise a staff of eight professional/technical employees (Facilities Data Unit) working in the areas of highway/transportation facilities data management, highway needs, performance and structural obsolescence studies. Direct five continuing transportation planning study projects (annual budget \$823,000) involving participation of the unit staff, eight district planning staffs, and other DOPB and DOT sections. Coordinate and/or maintain

(Continue pg. 2)

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION (Please see sample format and instructions on back of last page)

-GOALS Describe the major achievements, outputs, or results List them in descending order of importance
 -WORKER ACTIVITIES Under each goal, list the worker activities performed to meet that goal.
 -TIME %. Include for goals and major worker activities.

TIME %	GOALS AND WORKER ACTIVITIES
30%	A. Supervision of the Facilities Data Unit staff (Civil Engineer 3(1), Planning Analyst 2(1), Research Analyst 3(1), Engineer Tech. 4(2), Management Information Tech. 2(2) and Management Information Tech. 1(1). (The work affects the efficiency of operation of the Facilities Data Unit which has the function of providing valid highway information (physical, geometric, jurisdicitive, administrative, statistical) and analysis in various formats for management, administration, planning development of highway systems.)

(Continue pg. 2)

16. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION (See Instructions on Back of last page)

a. The supervision, direction, and review given to the work of this position is [] close [] limited [] general
 b. The statements and time estimates above and on attachments accurately describe the work assigned to the position. (Please initial and date attachments)

Signature of first-line supervisor: *John F. Pamperin* Date: *10/27/81*

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position (Please initial and date attachments)

Signature of employee: *Frank W. Novak* Date: *10-26-81*

Signature of Personnel Manager: *Christa A. Thompson* Date: *10-28-81*

14. Position Summary (continued)

liaison with other DOT or external agencies for the review and analysis of selected issues involving or requiring the use of Transportation Facilities informational service. Report to Chief of the Transportation Network Data Section.

15. Goals and Worker Activities (continued)

Time %

Goals and Worker Activities

- A1. Recommend hiring, dismissal, discipline, conduct performance evaluations, first step grievances and supervise general performance of unit.
- A2. Establish unit operating, training and employee orientation procedures.
- A3. Determine work assignments and review work of unit employees and provide job related counseling and functional guidance.
- A4. Determine job needs and provide environment (specialized equipment such as desk top calculators, computer terminals and display tubes, microfilm and photolog viewers, sound amplifying device on telephone for hearing impaired personnel; or such things as table/desk space required to perform specific function, storage cabinets, etc.) for staff employees to efficiently perform their functions. Also determine district special equipment needs and procedures, electronic distance measuring devices, odometer, etc.
- A5. Interpret and implement department policies/procedures, directives and applicable union contract provisions.
- A6. Determine need for LTE help, if necessary, prepare request and support documentation.
- A7. Prepare and/or review position descriptions, reclassification requests, exam questions, overtime requests, etc.
- A8. Arrange for training of staff in computer processing retrievals and other job related courses.

-
- 50% B. Direction of five continuing transportation planning study projects and their specific studies or analyses involving highway inventory, needs and performance. The five continuing projects and their objectives are as follows:

~~STH~~ ^{Interstates} (State Trunk Highway) and Connecting Highway and Mileage Tables (80-81 budget \$210,000).

Objective:

To maintain an up-to-date inventory record (Transportation Data System - State Trunk Network file) of highway characteristics and related features

based on construction, administrative and system changes on the State Trunk Highway and Connecting Highway Systems; and to process and analyze these data to produce various annual/special reports and system tabulations. The characteristics/features included in the file are: system, surface width and type, access control, federal aid system and route number, federal urban/rural classification, state urban/rural, sub-jurisdictional classification, median type and width, shoulder width, curb, traveled lanes, length, average daily traffic, auxiliary lanes (types), functional classification, system changes, various at grade intersecting roads, boundaries, bridges on highway, bridges over highway, railroad at grade crossings and light poles.

→ ~~Local~~ Road Inventories and Mileage Certification (80-81 budget \$469,000).

Objectives:

- 1) To maintain on a continuous basis, highway inventory data for local roads (county trunks, town roads, city/village streets, state/county park and forest roads, rural roads, national forest highways, national forest development roads, etc.).

Data in the local road inventory file includes: county, municipality, road number, plat, town-range-section, grid, road name, termini from and to, length, inventory, median width, one-way indicator, number of lanes, surface type and year, parking, curbs, shoulder type and width, estimated right of way, ADT, highway system, federal urban/rural, federal-aid class, functional class and reason (change) code.

- 2) To provide current mileage and physical characteristics data for transportation planning requirements, needs study input, and state-aid allotments for local roads.
- 3) To make system procedure and operations modifications and enhancements to the decentralized data input and mileage certification system, based on experiences/problems of the first operating year of this system. (Mileage certification is the process by which highway/road mileage jurisdiction of each county and municipality is certified as of January 1, as eligible for state transportation aids.)
- 4) Continue the County Trunk Network Reference Point/Name file, plat and associated documentation maintenance process. This is a set of base Town plats on which RP's (reference points) have been located at intersecting roads along each county trunk highway. A computer file of all RP's with the name of the intersecting road is being maintained.
- 5) To make annual corrections and updates (due to construction changes, system changes and annexations, etc.) on the local road plat maps (towns, cities and villages to reflect change of location, section lengths or termini, jurisdiction or boundary road names, and other related features.

→ Highway Performance Monitoring System (HPMS) (80-81 budget \$50,000).

Objective:

To develop, in cooperation with the Federal Highway Administration, a highway performance monitoring system mechanism that can serve a wide variety of transportation planning needs. This includes the maintenance of a select net of data elements on a controlled sample of statewide highway segments. The major types of data collected and reported include universe mileage data (all mileage for a given highway system), sample (inventory, condition, operational and capital improvement) data, and area wide (mileage, travel, accidents, bus usage, land area and population) data.

→ Structural Needs Studies (80-81 budget \$25,000).

Objectives:

To review road life data, photo log data, pavement serviceability ratings, and other related data to refine road life data and to develop updated structural obsolescence indicators for use in needs studies and special reports; and to consolidate, maintain, and update computerized files on roadway and structures inventories, existing conditions, needs and cost data on all rural and urban roads required for a federal, state, or local road needs study.

→ Railroad-Highway Grade Crossing Inventories (80-81 budget \$55,000).

Objectives:

To develop and maintain a railroad-highway grade crossing inventory of over 13,000 crossings as required in Section 203 of the 1973 Highway Act (1976, as amended); to continue to develop and update the existing file in conjunction with FHWA-FRA-AAR inventory; and to develop coordinates to relate crossing data to other on-line railroad and highway data.

Impact Statement: (The work affects the design and operation of the above projects which supply information, reports, and analyses for the following uses:

- to Impact Statement
1. Federal government requires annual reports and Highway Planning Research funds - 2/3 of which are Federal monies - for planning in the eight Wisconsin Transportation Districts are based on this information. Some Federal funds for Division of Transportation Facilities Bridge, Maintenance and Facilities Development are affected by this information.
 2. Local Road Inventory and Mileage Certification is used as a basis for state reimbursement to 1921 counties, cities/village and towns in the amount of \$113,000,000 per year.
 3. The HPMS project provides feedback for long range federal planning and programming and is an area of emphasis of the Federal Highway Administration.

Part B
Project
Statement

- 4. Monitoring investments in bridge and road surfaces affected by retirements/resurfacing and is used to project future highway planning in the Division of Planning and Budget and by the Division of Highway Districts in formulating their six year improvement programs.
- 5. A project coordinated for the American Association of Railroads forming the basis of the Hazard Index used to establish priorities for the \$1,250,000 per year crossing protection improvement program.)
- B1. Develop project budget estimates based on estimated staff/time - travel costs and object costs necessary to accomplish project, in order to obtain project and funding approvals.
- B2. Develop written project guidelines and procedures for district data collection operations on new projects and modify, revise and upgrade current procedures in the Planning Manual to improve efficiency and document new requirements of the Transportation Data System (TDS). (The Planning Manual is a detailed set of procedures developed and maintained by the Department of Transportation's Division of Planning and Budget. The manual describes the functioning systems, purpose of each system, how each system operates, the responsibilities of each system and how and by whom the responsibilities are to be carried out.)
- B3. Meet and coordinate with Bureau of Systems and Data Processing managers/supervisors for system support requiring advanced computer programming and analysis.
- B4. Monitor and evaluate project charges such as district personnel wages for time spent performing functions required to accomplish project goals in order to maintain financial control and prepare deviation reports for management analysis.
- B5. Monitor and evaluate project progress to assure compliance with schedules and standards, compatibility of system operations, and data integrity.
- B6. Advise district planning staffs on procedures to be used in highway inventory evaluations and related operations.
- B7. Evaluate quality of data received by unit by making comparisons to previous data, to previous highway system change documentation, to functional classification system maps and change documentation, to federal urban boundary maps and change documentation, and by determining the valid relationships between various data elements. Discuss problems encountered to determine need for training of district's staff in proper project reporting procedures.
- B8. Monitor and evaluate inventory operating systems in order to determine the necessity for systems revisions, changes in computer software programs, and data input and retrieval programs.
- B9. Direct the development and production of transportation data publications, reports and analyses such as the "Wisconsin Highway Mileage Data" report, "STN Roadway Log", and "Highway Performance Monitoring System" report and tapes.

- 6
- B10. Compare and analyze current versus historical records to determine highway trends (construction type, costs, etc.) by various breakdowns (system, jurisdiction) for reports and needs studies.
 - B11. Analyze records and provide support information such as graphs, tables, charts, etc. for special studies such as Bikeway Study (Dept. of Business Development), Interstate Cost Estimate and Interstate Traveled-Way (FHWA).
 - B12. ~~Direct~~ the production of reports and file retrievals and based on extensive knowledge of highways (design, construction, systems planning, ~~statutes, etc.~~) determine reasonableness, integrity and correctness of information presented in report/retrievals. (Such as vehicle miles reports/tabulations for Traffic Forecasting Sections' state/federal reporting; and Base Year Mileage Reduction report and Connecting Highway Change report for the Bureau of Transportation Assistance.
 - B13. Review and evaluate the maintenance of data elements to determine expansion/necessity of additional or elimination of elements, so that only useful information is being maintained.
 - B14. Direct and/or coordinate transportation system performance/needs studies such as the National Highway Inventory Performance Study, ~~Interstate Cost Estimate, Interstate Traveled-Way, etc.~~ to provide management/legislators with performance results of existing systems and costs of projected future highway systems.
 - B15. Direct the development of "Road Life" data and the analyses of the records to provide forecasts of highway obsolescence and effectiveness of varied highway investments.

20% C. Review and analysis of selected issues involving or requiring the use of Transportation Facilities information/service.

Impact Statement

(The work performed facilitates the work of others who require the use of the unit's information or service for traffic studies and travel analyses highway system planning and system changes, highway program planning, highway research projects, vehicle accident analyses, and for operational programs such as highway maintenance. Others include trucking agencies, legislature, local government officials, private research/informational groups, other state agencies such as Department of Development, Department of Natural Resources; the general public, federal agencies such as Federal Highway Administration (FHWA), U.S. Forest Service and Bureau of Indian Affairs; and other operating divisions of the Department of Transportation.)

C1. Represent the Bureau of Data Management in special studies to provide conceptual input and to analyze/comment on proposed transportation data techniques/procedures/policies. One such study was the Integrated Transportation Program conducted to design a computerized local road aids distribution formula based on functional highway system classification, a state responsibility factor and a relative cost factor.

- C2. Communicate with Department of Development to resolve problems related to the units review of proposed annexations for compliance with statutes and validity of description/maps for various cities and villages.
- C3. Analyze requests from others for information and service, determine if information/service can be supplied by unit, and if positive, notify requestor with an explanation of any modifications of information/service provided.
- C4. Review and comment on proposed, legislation, rules, policies and operating procedures (by others) that may impact on future operations of Facilities Data Unit.
- C5. Review county and town road improvement certification statements for compliance to standards and recommend to Section Chief penalty citations when non-compliance is determined.