

**Effective Date: November 14, 1993**

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**VETERINARIAN**

**I. INTRODUCTION**

A. Purpose and Use of this Classification Specification

This classification specification is the basic authority (under ER 2.04, Wis. Adm. Code) for making classification decisions relative to present and future positions located primarily within the Department of Agriculture, Trade and Consumer Protection's Division of Animal Health and Division of Food Safety.

The Division of Animal Health is responsible for the control of diseases affecting animals as animal diseases may seriously affect livestock producers and consumers of animal products. The Division operates state animal health laboratories to provide specialized diagnostic services for the diagnosis and control of animal diseases, on a fee basis. The division also administers laws to ensure the humane treatment of animals, to prevent fraud and deception in the sale or consignment of animals, and to protect humans from zoonotic animal diseases.

The Division of Food Safety is responsible for the enforcement of Wisconsin's food safety laws. These laws help ensure that the public food supply is safe, wholesome, and unadulterated. The Division regulates the entire food chain, from the point of production, to the point of retail sale and consumption, for several programs through a variety of activities, including: inspection, sampling, and compliance monitoring; license and permit controls; enforcement; and regulatory development.

This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as the framework for classification decision-making in this occupational area.

B. Inclusions

This classification encompasses represented, professional veterinarian positions in the Science Professionals Bargaining Unit, found in the Department of Agriculture, Trade and Consumer Protection's Division of Animal Health's Bureau of Field Services and Bureau of Program Services; Division of Food Safety's Bureau of Meat Safety and Inspection and Regional Offices; or the Office of the Secretary and functioning as skilled veterinarians with responsibilities for: providing field veterinary services in the areas of eradication and control of animal diseases, administering animal disease programs, enforcing animal health rules and regulations, and providing consultation in the investigation of humane cases; providing technical assistance in the area of stray voltage; or as a veterinary examiner performing scientific inspections and enforcement of laws, regulations, and standards pertaining to all aspects of antemortem and postmortem slaughter inspections, and the processing and manufacturing of meat and meat food products.

Work involves either: (1) performing field veterinary duties vis a vis disease eradication and control in an assigned area; administering animal disease control programs and investigating animal

disease problems; conducting studies; reporting potential exotic disease problems; enforcing animal health rules and regulations and humane laws; and providing educational information to the public, other veterinary practitioners, and industry groups; (2) performing veterinary inspections and enforcing laws, regulations, and standards pertaining to all aspects of ante-and post mortem slaughter inspections, processing and manufacturing of meat and meat food products; performing inspections of meat slaughter operations; assisting in the inspection of meat processing establishments; providing essential veterinary support for the Division of Food Safety; making dispositions concerning the wholesomeness of carcasses, based on immediate professional diagnoses of pathological conditions; performing veterinary oversight and training for Meat Safety Inspectors; and other related responsibilities; (3) performing technical veterinary evaluations and analysis involving stray voltage; serving as a technical consultant to the Stray Voltage Analysis Team and private veterinary practitioners on complex animal diseases, herd health examinations, field and clinical exams and complex diagnostic procedures; (4) serving as the State Humane Officer providing expert veterinary consultation to local law enforcement agencies and humane officers investigating humane cases; or (5) serving as a veterinary inspector conducting and coordinating a state-wide review program and acting as the Chief of the Veterinary Services Section for the Bureau of Meat Safety and Inspection.

C. Exclusions

The focus of positions allocated to this classification is scientific in nature. Positions in this classification require background, expertise, and credentials in the area of veterinary medicine.

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

1. Working in program areas which are not primarily of a true veterinary or scientific nature. For example, positions specializing in policy analysis, program planning, facility or regional planning, land use, purchasing, personnel, or budgeting activities which do not require the ongoing application of professional scientific principles and which are better identified within a different classification series;
2. Managing/supervising of positions performing non-veterinary technical field inspections fostering and enforcing laws, regulations, and standards pertaining to the food, meat, produce, and dairy industries;
3. Investigations related to civil violations of state and federal laws, rules, and regulations;
4. Functioning as Chemists or Microbiologists;
5. Supervisory and managerial duties as statutorily defined; and
6. All other positions which are more appropriately identified by other series.

D. Entrance Into This Classification

Employees enter this classification through competitive examination, and must be credentialed, or eligible to be credentialed, as enumerated in Section III, below.

E. Definitions of Terms Used in this Classification Specification

Bacteriology: The study of bacteria, especially in relation to medicine and agriculture.

Complexity: considers the nature, number, and variety of task inputs (information and materials received), the degree to which actions to be taken are pre-established or standardized, the nature, number, and variety of steps, methods, or processes needed to complete each task, and the number and variety of tasks needed to accomplish each goal.

Chief Veterinarian: This is a working title used by the Department of Agriculture, Trade and Consumer Protection, Division of Food Safety, Bureau of Meat Safety and Inspection, for positions with program review and/or lead work responsibilities, which does not include supervisory responsibilities as defined in s. 111.81 (19).

Diagnostic: Serving to identify a particular disease/ characteristic, **or** the art or practice of medical diagnosis.

Guideline(s): Information communicated in written or oral form which provides the context on which the work is to be accomplished, or imposes constraints on what work is done and in what manner. Guidelines include, but are not limited to: manuals; established procedures; precedents; policies; regulations; judicial decisions; traditional and professional practices; and reference materials.

Knowledge, (Depth of): (1) Some Knowledge - implies familiarity only with the elementary principles and terminology of the subject or subjects indicated to effectively communicate with subject matter specialists. (2) Working Knowledge - implies sufficient knowledge of the subject to enable the employee to work effectively in a limited range of work situations. (3) Considerable Knowledge - implies enough knowledge of work situations to enable the employee to work effectively in a wide range of work situations and with little direct supervision. (4) Extensive Knowledge - implies an advanced knowledge of the subject matter so as to permit solution of unusually difficult work problems or issues, advising on technical questions, and planning methods for resolving these problems or issues. (5) Thorough Knowledge - implies an unusually specialized in-depth knowledge and means, such that work calls for an almost complete mastery of the subject. It is used rarely, and only for especially advanced positions.

Management: includes those personnel engaged predominantly in executive and managerial functions, including such officials as division administrators, bureau directors, institutional heads, and employes exercising similar functions and responsibilities as determined by the Wisconsin Employment Relations Commission.

Pathology: The scientific study of the nature of disease, its causes, processes, development and consequences; **or** the anatomic or functional manifestations of disease.

Policy: A broad guideline or framework within which decisions are made regarding the distribution of program resources or benefits. Policy controls the conceptual nature of program outputs by defining what will be done, for whom it will be done, and the priorities to be applied to specific program objectives.

Procedure: The specific steps, rules, or methods followed in order to accomplish program objectives or implement policies.

Professional Employe: **(a)** Any employe in the classified service who is engaged in work: i. Predominantly intellectual work that is varied in character, as opposed to routine mental, manual, mechanical, or physical work; ii. Involving the consistent exercise of discretion and judgement in its

performance; iii. Of such a character that the output produced or the result accomplished cannot be standardized in relation to a given period of time; iv. Requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study in an institution of higher learning or a hospital, as distinguished from a general academic education, or from an apprenticeship, or from training in the performance of routine mental, manual, or physical processes; or **(b)** Any employe in the classified service who: i. Has completed courses of specialized intellectual instruction and study as described in par. (a) 4, above; and ii. Is performing related work under the supervision of a professional person to qualify him/herself to become a professional employe as defined in par. (a), above.

**Program:** An ongoing set of coordinated activities carried out by a number of people, aimed at providing a specific service or benefit to a specific group, organization, or group of organizations. A program typically has a unique set of policies, regulations, or procedures, a unique set of activities to be performed in providing the service or achieving the program's goals, and a unique set of persons specializing in carrying these out. A program involves a variety of specific projects or functions coordinated to achieve program objectives.

**Project:** A coordinated set of analytic activities aimed at reaching a conclusion, recommendation, or decision on a specific question, problem, or issue. Projects do not continue indefinitely, but are expected to end in the foreseeable future, i.e., when a conclusion is reached. A **project** differs from a **program** in that it has narrower scope, is situational in focus, and is temporary in duration.

**Research:** The process of defining a set of measurable variables, establishing their level, and specifying their interrelationships, for the purpose of understanding or explaining a particular phenomenon or set of phenomena, or predicting future states of affairs.

**Science:** The observation, identification, description, experimental investigation, methodological activity, discipline, study, and theoretical explanation of natural, physical, chemical, environmental, and/or man-made phenomena.

**Supervisor:** means any individual whose principal work is different from his/her subordinates and who has authority, in the interest of the employer, to: hire; transfer; suspend; layoff; recall; promote; discharge; assign; reward; or discipline employees; or to adjust their grievances; or to authoritatively recommend such action, if his/her exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgement.

**Toxicology:** The study of the nature, effects, and detection of poisons, and the treatment of poisoning.

**Veterinary:** Of, pertaining to, or being the science of the diagnosis and treatment of diseases and injuries of animals.

**Virology:** The study of viruses and viral diseases.

**Zoonotic:** Transmissible from animals to humans, as in diseases or conditions, e.g., brucellosis, rabies, etc.

## II. DEFINITIONS

### VETERINARIAN - OBJECTIVE

This is full performance professional, objective-level field veterinary or veterinary inspection work. Positions allocated to this level perform a full range of work assignments, perform at a high level of competency within their area, and function in one of the following capacities: (1) a field veterinarian responsible for directing and coordinating work on one or more animal diseases to assist in developing and implementing effective disease prevention, control, and eradication programs in an assigned geographic area; or (2) as a veterinary inspector responsible for coordinating or leading the activities of non-veterinary meat inspectors in inspections performed in "downer" plants; making final dispositions on animals, carcasses and parts retained by non-veterinary Meat Safety Inspectors; providing veterinary oversight; training of Meat Safety Inspectors about observed pathology and slaughter inspection techniques; and making sanitation and related inspections at slaughterhouses, "downer" plants, and meat and meat-food processing establishments, in an assigned geographic area. Positions at this level are responsible for guiding and reviewing the work of inspectors, technicians, limited term employees, and other staff. Positions at this level complete routine and difficult assignments without specific direction; broad guidelines are available. Positions at this level differ from those at the Veterinarian - Senior in that the work responsibilities are narrower in scope and complexity, and do not reflect the range of responsibilities and situations occurring at the Senior level. In addition, Veterinarians at the Senior level possess additional training and experience. Positions at the objective level function under limited to general supervision.

Representative positions are as follows:

#### Field Veterinarian

Administers animal disease control programs and investigates animal disease problems in an assigned geographic area, conducts studies, reports potential exotic disease problems and participates in special projects as required. Enforces animal health rules and regulations and humane laws. Provides information and education to the general public, industry groups, and veterinary practitioners. Work is performed under limited supervision of the Bureau of Field Services Director or Assistant Director.

#### Veterinary Inspector

Performs veterinary inspections and enforces laws, regulations, and standards pertaining to all aspects of ante- and postmortem slaughter inspections, and the processing and manufacture of meat and meat food products. Performs inspections of meat slaughter operations, and assist in the inspection of meat processing establishments. Makes dispositions concerning the wholesomeness of animals and carcasses, based on immediate professional diagnoses of pathological conditions. Provides veterinary oversight and training for Meat Safety Inspectors about observed pathology and slaughter inspection techniques. Work is performed under limited supervision and guidance from the supervisor, veterinary supervisor, or veterinary program manager.

### VETERINARIAN - SENIOR

This is senior-level professional veterinarian work in the areas of field veterinary or veterinary inspection work. Positions at this level develop and follow broadly defined work objectives with extensive authority in carrying out the assigned responsibilities. This involves independently implementing the assigned duties and requires program-wide expertise. Positions at this level coordinate, lead or direct the work of other veterinarians, and/or inspectors and technicians, and direct field surveys, investigations, and/or inspections. Positions at this level also: plan and coordinate the workload and components of the field veterinary or veterinary inspection areas; serve as a consultant to Division and Bureau management on veterinary,

budgetary, and equipment issues/problems; assist in developing program policies and guidelines, and may propose the creation or revision of regulations governing the control, prevention and eradication of animal diseases. The work performed at this level requires a high level of interpretation, creativity and problem solving skills by exercising independent veterinary expertise in performing the complete range of responsibilities. Positions allocated to this level function in one of the following capacities: (1) as a field veterinarian responsible for animal disease prevention, control and eradication for one or more animal diseases, or control and eradication for several animal diseases in a larger geographic area, or directing field surveys and investigations performed by objective-level veterinarians; (2) as the State Humane Officer providing expert veterinary consultation to local law enforcement agencies and humane officers investigating humane cases; refers humane complaints to appropriate law enforcement authorities for investigation; provides training to local law enforcement agencies, humane officers, Division staff, private veterinarians, humane societies and others; recommends changes to Wisconsin Statutes and administrative codes; (3) as a veterinary meat inspector implementing, coordinating, leading or directing meat inspection activities in an assigned area, including guiding non-veterinary technicians and inspectors, objective-level veterinarians, and other related staff and providing veterinary oversight and training for Meat Safety Inspectors about observed pathology and slaughter inspection techniques; (4) as a veterinary inspector conducting and coordinating a state-wide review program and acting as the Chief of the Veterinary Services Section for the Bureau of Meat Safety and Inspection; or (5) as the stray voltage analysis team veterinarian serving as the technical consultant to other Stray Voltage Analysis Team members and private veterinary practitioners, on complex animal diseases, herd health examinations, field and clinical exams, plus complex and highly technical diagnostic procedures; reviews and analyzes herd health, management and stray voltage data and conducts field surveys and investigations relating to the data on a statewide level; and establishes, maintains and utilizes an extensive network of agencies, officials, educators and private veterinary practitioners. In order to be classified at this level, positions must be differentiated from the objective level by their depth and extent of program involvement, and by the complexity and proficiency of the methods, strategies and approaches in the assigned area(s). Positions at this level are distinguished from those at the Objective level by having obtained considerable experience in complex veterinary inspection, enforcement, and investigative techniques, and increased degrees of responsibility and independence. Positions at this level function under general supervision.

Representative positions are as follows:

Veterinary Inspector

Performs in-depth veterinary inspections and enforces laws, regulations, and standards pertaining to all aspects of ante and postmortem slaughter inspections, and the processing and manufacture of meat and meat food products. Provides veterinary oversight and training for objective level veterinary inspectors and meat safety inspectors about observed pathology, slaughter inspection techniques, and the evaluation for final disposition about wholesomeness of carcasses or carcass parts. Makes dispositions concerning the wholesomeness of animals and carcasses, based on immediate professional diagnoses of pathological conditions. Work is performed under general supervision and guidance from the district supervisor, veterinary meat safety supervisor, or the veterinary program manager.

Veterinary Inspector - Chief of the Veterinary Services Section

Serves as the statewide meat inspection reviewer for the Division of Food Safety. Conducts in-depth review of the State's Meat Inspection Program. Provides and/or coordinates essential veterinary support for the state's Meat Inspection Program. Provides statewide coordination and maintenance of veterinary expertise; develops work priorities and objectives; coordinates and delivers the Meat Inspection program review process; trains veterinarians and non-veterinary meat inspection staff; and serves as a liaison with federal, state and local health agencies. Work is performed under general supervision and guidance from the Director, Bureau of Meat Safety and Inspection.

State Humane Officer

Provides expert veterinary consultation to local law enforcement agencies and humane officers in investigations of humane cases. Receives humane complaints and makes appropriate referrals to law enforcement authorities for investigation. Provides local law enforcement agencies, humane officers, Division veterinarians and inspectors, private veterinarians, humane societies and others with training on humane laws and on identifying abused and neglected animals. Recommends changes in Wisconsin statutes and administrative code, as necessary, to improve humane laws and regulations. Operates under general supervision.

Field Veterinarian

Administers animal disease control programs and investigates animal disease problems in an assigned geographic area, conducts studies, reports potential exotic disease problems and participates in special projects as required. Enforces animal health rules and regulations and humane laws. Provides information and education to the general public, industry groups, and veterinary practitioners. Positions at this level coordinate special assignments with respect to a disease investigation. Such assignments entail limited or temporary guidance of other veterinarians, which may include federal or private veterinarians, and Animal Health Inspectors. Work is performed under general supervision.

Stray Voltage Analysis Team Veterinarian

Responsible for assessing advanced professional veterinary technical evaluations of a complex nature on a statewide basis. Acts as the technical consultant to other Stray Voltage Analysis Team members and private veterinary practitioners, on complex animal diseases, herd health examinations, field and clinical exams, plus complex and highly technical diagnostic procedures; reviews and analyzes herd health, management and stray voltage data and conducts field surveys and investigations relating to the data on a statewide level; and establishes, maintains and utilizes an extensive network of agencies, officials, educators and private veterinary practitioners.

### **III. QUALIFICATIONS**

The qualifications required for this classification will be determined on a position-by-position basis at the time of recruitment. Such determinations will be based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience(s) which provide reasonable assurance that the knowledge and skills required upon appointment have been acquired. Positions allocated to this classification must have the following: a Doctor of Veterinary Medicine Degree; and possession of, or eligibility for, a valid license to practice Veterinary Medicine in the State of Wisconsin. Veterinarian positions located in the Division of Animal Health must have State-Federal Accreditation.

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