

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION  
VETERINARY SUPERVISOR**

**I. INTRODUCTION**

A. Purpose 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 which supervise veterinary staff and their respective work activities. 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 a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses positions that supervise veterinary staff and their respective work activities (e.g., administer disease control programs, enforce animal health rules such as quarantines). Positions are responsible for: managing operations (e.g., workload planning, resource allocation) as well as performing their own case assignments for a portion of time (e.g., investigating disease outbreaks or problems, performing diagnostic tests).

Positions must meet the statutory definition of supervisor and professional as defined in s. 111.81(19) and (15), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that for a majority of the time are performing veterinary duties and are more appropriately classified as a Veterinarian or Veterinarian Specialist.
2. Positions that for a majority of the time manage statewide veterinary services and an assigned program area and are more appropriately classified as a Veterinary Program Manager.
3. Positions that do not meet the statutory definition of supervisor or professional as defined in s. 111.81(19) and (15), Wis. Stats.

4. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions in this classification by competition.

## II. DEFINITION

### VETERINARY SUPERVISOR

Positions in this classification supervise veterinary staff that typically acts as animal health disease control and eradication program specialists and their respective work activities (e.g., administer disease control programs, enforce animal health rules such as quarantines). Positions are responsible for: managing field operations (e.g., workload planning, resource allocation) as well as performing their own case assignments for a portion of time (e.g., investigating disease outbreaks or problems, performing diagnostic tests); and enforcing animal health rules including quarantines and population.

Positions may also be responsible for: enforcing animal health rules related to branding and animal depopulation as directed; providing information to the public, animal industry and veterinarians on disease control programs and other issues; directing field inspectors and veterinarians during area tests as assigned; and ensuring effective service delivery.

## III. QUALIFICATIONS

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

Special requirements for this classification: (1) A Doctor of Veterinary Medicine degree or an equivalent degree from a college of veterinary medicine accredited by the American Veterinary Medical Association (AVMA); and (2) possession of, or eligibility for, a valid license to practice Veterinary Medicine in the State of Wisconsin; and (3) possession of, or eligibility for, State certification/Federal accreditation. Any additional requirements will be determined at the time of recruitment.

## IV. ADMINISTRATIVE INFORMATION

The Veterinary Supervisor classification was created effective May 3, 2015 and announced in Bulletin OSER-0389-CC/SC, to provide supervision for veterinary staff in the Division of Animal Health.

JWT/AJS/PCF  
33620