

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

PLANT PEST AND DISEASE MANAGER

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 non-represented supervisory positions typically located within the Department of Agriculture, Trade, and Consumer Protection, the University of Wisconsin System and campuses or the Department of Natural Resources. Positions allocated to this classification are responsible for providing professional management and scientific expertise as a District or Regional Plant Pest and Disease Program Supervisor or Section Chief. 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.

B. Inclusions

This classification encompasses non-represented supervisory and managerial positions found primarily in the central, district, field or area offices of the Department of Agriculture, Trade, and Consumer Protection's (DATCP) Agriculture Resources Management Division (ARM) or at the UW System or campuses.

Positions allocated to DATCP's Agriculture Resources Management Division work to protect Wisconsin's 17.6 million acres of plant resources. This includes programs to control major plant pests which threaten agricultural crops and forests. This division also reviews proposed environmental releases of new organisms produced by genetic engineering or biotechnology.

Positions allocated to the University of Wisconsin System work to protect thousands of acres of seed potatoes (in field and in storage) for commercial growers, through analyses of varietal purity, incidence of disease, and adherence to seed and seed storage standards.

Positions allocated to this classification are primarily responsible for program policy development, strategic planning, and implementation.

Per Wis. Stats., sec. 111.81(13), "'Management' includes those personnel engaged predominately 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." The position will participate in the formulation, determination, and implementation of management policy and establishing an original budget or the allocation of funds for differing program purposes.

C. Exclusions

Excluded from this classification are positions spending a majority of their work time:

1. Managing wildlife, fisheries, forestry, or environmental or natural resources research programs;
2. Managing environmental protection programs, such as air management, waste management, water resources management, wastewater management, water regulation and zoning, water supply, or waste management;
3. Managing employes or programs where the primary functions are environmental enforcement, or the enforcement of natural resources laws and regulations through assigned Conservation Wardens;
4. Managing supervisors or employes specializing in policy analysis, program planning, facility or regional planning, land use, program evaluation, purchasing or budgeting activities which do not require the ongoing application of professional scientific plant pest and disease principles and which are better identified within a different classification series;
5. Managing employes or programs where the primary functions are that of environmental analysis and review, and researching and drafting environmental impact statements;
6. All positions better identified through other classifications or series; and
7. Non-supervisory or non-managerial duties.

D. Entrance Into this Classification

Employes typically enter this classification by competitive examination.

E. Definitions of Terms Used in this Classification Specification

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.

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 employe to work effectively in a limited range of work situations. (3) Considerable Knowledge - implies enough knowledge of work situations to enable the employe 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.

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 Employee: (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.

## II. DEFINITIONS

### PLANT PEST AND DISEASE MANAGER

Under the general supervision of a higher level administrative supervisor, positions at this level typically function as: (1) a plant pest and disease program manager; or (2) a plant pest and disease section chief.

Work at this level is distinguished from that at the supervisory level in that positions have management responsibility for all components of the plant pest and disease program, including planning, coordinating, and guiding field personnel on plant pest and disease management program planning; or maintaining liaisons with district(s) or region(s) and/or other management and staff in the central office to assure that the plant pest and disease management program is carried out in a uniform manner and meets the standards and goals of the program statewide; assuring that plant pest and disease program functions are met and carried out in an appropriate manner; recommending improvements in the program and overseeing the budget for all subprogram components.

#### Representative Position

Chief, Plant Protection Section (DATCP) - This is highly responsible supervisory and administrative work guiding the mission, goals, objectives, and directing the activities of the programs administered by the Plant Protection Section. General supervision is received from the Assistant Administrator/Bureau Director. The staff is comprised of professional entomologists, plant pathologists, horticulturists, agronomists, and microbiologists with advanced degrees. Position responsibilities include the planning and coordination of statewide programs in plant pest survey and control, honeybee disease survey and control, publication of pest data, nursery inspection, plant health inspection/certification, apiary inspection, plant pest movement permits and ginseng certification. Responsible for directing compliance actions necessary to prevent the distribution of pests, protection of endangered species, assurance of correctly labeled seed, and licensing of regulated industries that support state, national, and international policies. Responsible for the management of budgets and policies, including laws and rules, program priorities, mission statements, goals and objectives. Position serves as the contracting official for the gypsy moth and seed programs.

Maintains operating liaison with other state and federal departments and/or agencies, e.g., University of Wisconsin, DNR, USDA, U.S. Department of Interior, local units of government, and affected private industries. Performs all other related functions as assigned or delegated by the Assistant Administrator/Bureau Director.

### **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.

JLB  
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