

**STATE OF WISCONSIN**  
**CLASSIFICATION SPECIFICATION**  
**ANIMAL HEALTH INSPECTOR**

**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 which perform animal health field inspection, audit, sampling, and disease control work. 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.

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 series encompasses positions conducting field inspection, audit, sampling, and disease control work in relation to State and Federal animal health laws, rules, regulations, standards and practices governing the consignment, containment, disease control, handling, identification, movement, and sale of animals.

Specifically, these laws regulate: animal movement, both intra- and interstate; identification of animals received and removed; evaluating animal facilities to ensure compliance with sanitation requirements; recordkeeping requirements needed to track animal movements and disease transmission routes; identification of animals tested for various diseases, or found to be disease carriers; health certificate requirements; and proper handling and disposal of diseased or suspect animals. Inspectors investigate violations of state animal health laws and regulations which may result in civil or criminal penalties; investigations may also result in charges under the general criminal code (for example, animal cruelty or theft), even though DATCP is not directly responsible for enforcing the general criminal code.

**C. Exclusions**

Excluded by this classification 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. Inspections and investigations fostering and enforcing laws, regulations, and standards pertaining to the slaughtering, processing, and marketing of meat and meat food products;
2. Inspections and investigations fostering and enforcing laws and regulations pertaining to sanitation, labeling, advertising, marketing, consumer and trade practices in the dairy, food, and other business establishment and manufacturing fields;
3. Epidemiology, pathology, and diagnostic-related duties;
4. Inspections or investigations not related to the Animal Health industry;
5. Supervisory and managerial duties as statutorily defined; and
6. All other positions which are more appropriately identified by other series.

**D. Entrance Into and Progression through this Series**

Employees enter this series by competitive examination. Progression to the Objective level occurs through reclassification.

**II. DEFINITIONS****ANIMAL HEALTH INSPECTOR**

Under close, progressing to limited supervision, these positions perform inspection, audit, sampling, and disease control work in an assigned area of the state to promote and enforce State and Federal animal health laws, rules, regulations, policies, and standards governing the consignment, containment, disease control, handling, identification, movement, and sale of animals.

Duties include: inspecting animals and facilities at animal markets, feed lots, quarantine quarters, animal dealers' facilities, animal producers' facilities, animal exhibitions, animals in transport vehicles, and other animal handling operations to determine compliance with animal health laws; assisting veterinarian staff with collection of biological surveillance samples (e.g., animal blood, milk, tissues and other bodily fluids) to be tested/monitored for possible disease(s); reviewing or assisting higher level staff in the review of business transaction records of animal dealers, truckers, and animal sales markets to determine if illegal movement of animals has occurred; assisting veterinarians in testing animals to determine the scope and possible sources of communicable diseases; reviewing interstate certificates of veterinary inspection which are issued by licensed and accredited veterinarians to facilitate the interstate or intrastate movement of animals; performing inspections on a routine basis to facilitate the determination of the location, source, and extent of suspected animal diseases; overseeing the transportation of diseased animals; and conducting studies and field investigations to determine the extent of exposure of animals to contagious or infectious diseases upon probable cause or complaint.

**ANIMAL HEALTH INSPECTOR - OBJECTIVE**

Under general supervision, these positions perform inspection, investigation, and disease control work in an assigned area of the state to promote and enforce State and Federal animal health laws, rules, regulations, policies, and standards governing the sale, movement, disease control, and identification of animals.

This is the full performance level. Employees in this class have successfully completed all required training and perform the full range of activities identified under the entry level definition. In addition, objective level staff demonstrate the ability to independently carry out all job duties and evaluate animal health assignments beyond the basic inspection functions, identifying additional issues and/or making recommendations to unit compliance staff and managers. Positions spend an increased amount of time conducting preliminary field investigations of animal health violations, and may assist higher level staff with inter-state commerce or complex compliance matters relating to animal health laws.

### **III. QUALIFICATIONS**

The qualifications required for these positions will be determined 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.

### **IV. ADMINISTRATIVE INFORMATION**

This classification was created effective June 14, 1992 as a result of the Inspector Personnel Management Survey and announced in Bulletin CC-330. The Animal Health Inspector 1-3 series was abolished and the Animal Health Inspector Entry, Objective series was created.

The classification was modified with the Entry level abolished and the Animal Health Inspector level created effective February 15, 2009 and announced in Bulletin OSER-0233-MRS.SC as a result of the Animal Health Inspector and Animal Health Consultant personnel management survey to update and clarify duties performed. In addition, the Animal Health Inspector Entry level was renamed to Animal Health Inspector and the restriction of use by the Department of Agriculture, Trade & Consumer Protection was eliminated, allowing other agencies to use the class specification as appropriate.

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