

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

ANIMAL HEALTH INSPECTOR 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 supervisory positions located within the Department of Agriculture, Trade and Consumer Protection's Division of Animal Health which supervise field inspection staff as well as manage field inspection activities in an effort to gain voluntary compliance from owners, dealers, etc. with animal health rules. 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

The positions in this classification are supervisory in nature, managing field inspection activities in an effort to gain voluntary compliance from owners, dealers, etc. with animal health rules. Additionally, positions may be involved in analyzing regulations or standards to ensure efficient operations; coordinating the flow of inspection reports to senior-level inspector staff to complete in-depth field inspections and refer to compliance for enforcement action; training field staff; and providing assistance and back-up support to the Bureau Compliance Officer in regards to compliance case management and administrative rule revisions. The position will perform a variety of technical program duties including: completing preliminary field investigations for special assignments/cases, monitoring and tracking the issuance of quarantines by field staff, meeting with industry personnel, and preparing unit reports for review by the Field Services Director. Positions meet the statutory definition of supervisor as defined in s. 111.81(19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that for a majority of the time perform field inspection, investigations and disease control duties and are more appropriately classified as Animal Health Inspector.
2. Positions that for a majority of the time investigate violations reported by Animal Health Inspectors and are more appropriately classified as Animal Health Compliance Specialists.

3. Positions that for a majority of the time are responsible for a division-wide compliance and enforcement program and are more appropriately classified as Compliance Officer.
4. Positions that do not meet the statutory definition of supervisor as defined in s. 111.81(19), Wis. Stats.
5. 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

ANIMAL HEALTH INSPECTOR SUPERVISOR

This is supervisory work in the Division of Animal Health with responsibility for managing field inspection activities in an effort to gain voluntary compliance from owners, dealers, etc. with animal health rules. Additionally, the position may be involved in analyzing regulations or standards to ensure efficient operations; coordinating the flow of inspection reports to senior-level inspection staff to complete in-depth field inspections and initiate enforcement action; training field staff; and providing assistance and back-up support to the Bureau Compliance Officer in regards to compliance case management and administrative rule revisions. The position will perform a variety of technical program duties including: completing preliminary field investigations for special assignments/cases, monitoring and tracking the issuance of quarantines by field staff, meeting with industry personnel, and preparing unit reports for review by the Field Services Director. The position operates under general supervision.

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.

IV. ADMINISTRATIVE INFORMATION

The Animal Health Investigator Supervisor classification was created effective April 6, 2003 and announced in Bulletin MRS-SC-148, to provide adequate supervision and manage field inspection staff in the Division of Animal Health. The classification was abolished effective May 14, 2006 and announced in Bulletin OSER-0093-MRS/SC since it was not anticipated it would be used again. However it was reinstated with a new title effective April 8, 2012 and announced in Bulletin OSER-0302-MRS/SC due to a reorganization that created a need for the classification again.

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