

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

FIELD SERVICES DIRECTOR

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 Field Services Director positions in the Department of Agriculture, Trade and Consumer Protection. This classification specification is not intended to identify every duty which may be assigned to the positions, but is intended 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; license 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 encompass professional managerial positions located within the Department of Agriculture, Trade and Consumer Protection which are responsible for the statewide direction and coordination of field inspection activities for a significant division program area (e.g., Food or Meat Safety Inspection, Animal Health Inspection, etc.); positions supervise lower-level supervisory positions. Positions allocated to this classification must meet the definitions of supervisor and management as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definitions of supervisor and management as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which, for a majority of the time, directly supervise field inspection staff for a designated area of the state and are more appropriately classified as Food or Meat Safety Supervisors.
3. Positions which, for a majority of the time, are responsible for a divisional compliance and enforcement program and are more appropriately classified as Compliance Officer.

4. All other positions which are more appropriately identified by other classifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

II. DEFINITIONS

FIELD SERVICES DIRECTOR

Positions allocated to this classification serve as a Section Chief over field inspection services. Responsibilities also include developing policy for program area operations, serving as a key resource in the development of statute and administrative rule proposals for assigned program areas, and maintaining liaison with other local, state, or federal agencies. Positions also assist with compliance programming and/or oversee the dissemination of program information to regulated industry and/or consumers. Positions will supervise lower level supervisory positions (e.g., first-line unit supervisors) and may directly manage other line staff as assigned.

Section Chief, Compliance and Field Inspection Services, Division of Animal Health: This position is a principal management resource in providing information and suggestions to the Bureau Director on compliance issues, field inspection activities, and monitoring the overall delivery of service to the animal health industry representatives in Wisconsin. The position consults with other supervisory staff, legal counsel, and appropriate program managers to coordinate the enforcement of animal health inspection rules and regulations within the industry and its related establishments. The position is involved in developing policy for program area operations as well as program planning and analysis work. This position oversees and/or plans educational components on Bureau programs for regulated industry and consumers as well as maintains liaison with other local, state and federal agencies involved in these programs to minimize duplication of effort and maximize effectiveness of bureau activities. This position is supervisory in nature, participates in program budget development and program evaluation, and attends a variety of meetings as directed.

Chief of Field Services, Bureau of Food Safety and Inspection: This position is responsible for the administration of Bureau field activities, serving as a principal resource of program information to the Bureau Director and ensuring the quality of services provided to the food and dairy industry in Wisconsin. The position plans, organizes and monitors field activities; work with compliance staff to coordinate the enforcement of food and dairy inspection rules and regulations within meat establishments; coordinates education about Bureau programs to regulated industry and consumers; and maintains liaison with other levels of government to minimize duplication of effort and maximize effectiveness of bureau activities. This position supervises and provides direction to Food Safety Supervisors throughout the state. The position will also serve as a resource in the development of statute and administrative rule proposals, operational policies and procedures for all activities performed by the Bureau.

Chief of Field Services, Bureau of Meat Safety and Inspection: This position is responsible for statewide direction and administration of Bureau field activities, serving as a principal resource of program information to the Bureau Director and ensuring the quality of services provided to the meat industry in Wisconsin. The position plans, organizes and monitors field activities; works with compliance staff to coordinate the enforcement of meat inspection rules and regulations within meat establishments; coordinates education about Bureau programs to regulated industry and consumers; and maintains liaison

with other levels of government to minimize duplication of effort and maximize effectiveness of bureau activities. This position supervises and provides direction to Meat Safety Supervisors throughout the state. The position will also serve as a resource in the development of statute and administrative rule proposals, operational policies and procedures for all activities performed by the Bureau.

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

This classification was created as a result of a reorganization in Division of Food Safety, Department of Agriculture, Trade and Consumer Protection, to describe positions which are responsible for the statewide direction and coordination of the day-to-day food and dairy or meat inspection. This classification was created effective December 6, 1998, and was announced in Bulletin CC/SC-95.

The classification specification was revised effective June 10, 2007, and announced in Bulletin OSER-0165-MRS/SC to allow for expanded use in the Department of Agriculture, Trade & Consumer Protection; specifically, a position in the Division of Animal Health was developed as part of a division re-organization to oversee its field inspection services.

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