

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

GRAIN INSPECTOR SUPERVISOR

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 located primarily within the Department of Agriculture, Trade and Consumer Protection's Marketing Division which supervise employees performing grain sampling, grain weighing, and technical grain inspection and regulation work, in accordance with standards established by the United States Department of Agriculture-Federal Grain Inspection Service (USDA-FGIS) under the U.S. Grain Standards and the Agricultural Marketing Acts. Grain inspection determines official grades and weights used by the grain industry to establish prices used in commodity purchase contracts and for national or international trading.

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.

B. Inclusions

This classification encompasses positions primarily in the Department of Agriculture, Trade, and Consumer Protection's Marketing Division which supervise staff involved in conducting technical inspection, regulation, and grading work to promote and enforce Federal and State laws, standards, and codes related to the inspection and weighing of grain and grain commodities to certify grade, weight, condition, size, and quality.

All positions allocated to this classification function as "true" employee supervisors, with responsibility for effectively recommending the hire, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluations, and adjustment of grievances of subordinate permanent employees.

C. Exclusions

Excluded by this classification are positions responsible for spending a majority (i.e., 50% or more) of their work time supervising employees in the performance of the following duties and functions, or performing the following:

1. Inspections and investigations fostering and enforcing laws, regulations, and standards pertaining to the food, meat and dairy industries;
2. Investigations related to civil violations of state and federal laws, rules, and regulations;
3. Managing and/or supervising an entire grain operation;
4. Non-supervisory and managerial duties as statutorily defined; and

5. All other positions which are more appropriately identified by other series.

D. Entrance Into this Classification

Employees enter this classification through competitive examination. Employees in this classification must maintain USDA-FGIS licensure.

II. DEFINITION

GRAIN INSPECTOR SUPERVISOR

These positions supervise employees performing inspection, sampling, weighing, grading and commodity work at one of the State's grain operations to promote and enforce all applicable State and Federal laws, rules, regulations, and standards related to the grain industry. The positions assign staff, coordinate and evaluate program activities and perform special assignments within the program area.

Duties include: effectively recommending the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline, and adjustment of grievances of subordinate employees; supervising, coordinating, and inspecting the work of Grain Inspectors and Technicians to assure conformance with established policy, procedures, and standards; planning and conducting training and orientation for Grain Inspectors and Technicians, and instructing/training them in the appropriate methods of inspection, weighing, grading and commodity work; preparing or supervising the preparation of reports and regularly reviewing reports submitted by staff, maintaining standards of performance and accuracy for grain and commodity inspection, weighing, grading, records and certificates; evaluating grain inspection programs, performing inspection procedures, and assisting management with the development and implementation of improved grain inspection and compliance techniques and procedures; recommending needed changes to applicable laws, rules, regulations, policies, and procedures to higher level supervisors and program administrators; participating in or having responsibility for the performance of special project activities relating to the development of new regulations and/or the revisions of existing ones; maintaining liaison and working contacts with federal, state, and local grain and related agencies, law enforcement and other regulatory agencies, and other pertinent persons and/or organizations; and conducting informational activities relative to the interpretation and application of the objectives and requirements of the grain inspection program. Positions allocated to this level must also utilize inspection and grading principles and expertise on a regular and recurring basis in the performance of their assigned duties.

General supervision is received from higher level supervisors, and is generally from the Grain Operations Manager.

III. QUALIFICATIONS

The qualifications required for this classification will be determined on a position-by-position basis 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. However, it should be noted that employees in this classification must maintain USDA-FGIS licensure.

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