

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

**GRAIN OPERATIONS MANAGER**

**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 managing the grain inspection program at one of the State's grain inspection offices 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 ensures that this commodity is accurately represented to buyers and 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 responsible for managing the grain inspection program at one of the State's grain inspection office operations, and supervising staff involved in field inspection, regulation, grading and commodity 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. The primary responsibilities of the positions involve program policy development and evaluation, strategic planning, implementation of department and division procedures and policies and communication of policy and operational concerns to higher level managers.

Per S. 111.81(13), Stats., "'Management' includes those personnel engaged predominately in executive and managerial functions, including such officials as division administrators, bureau directors, institutional heads, and employees 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 by this classification specification 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, produce, and dairy industries;
2. Investigations related to civil violations of state and federal laws, rules, and regulations;
3. Functioning as first-line supervisors of grain inspectors;
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

Competitive examination is required for entrance to these positions.

## II. DEFINITION

### **GRAIN OPERATIONS MANAGER**

This is professional managerial work in the field of grain operations management. Work involves managing the entire grain program at one of the State's largest grain inspection offices located in Superior or Milwaukee; supervising assigned staff, including establishing program objectives; the development, implementation, and evaluation of program activities; budget development and monitoring; cost controls; employee supervision, development, evaluation and training; coordinating program activities within the department, with other regulatory agencies and the industry; instructing subordinate managers and supervisors on changes in policies, programs, rules, laws, procedures, rules, and/or regulations; and insuring uniform interpretation and application of laws and standards and performing special assignments within the program area. Positions recommend changes to and assist with formulation of statutes, regulations and codes. Positions must maintain close working relationships and liaison with federal and state agencies to insure compliance with established standards and regulations, and maintain liaison with the industry to insure service needs are being met.

General direction is received from higher level administrators.

## 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.

ECO/JLB  
4/92  
70542