

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

FOOD & DAIRY SANITARIAN
CLASSIFICATION SERIES

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 within the Department of Agriculture, Trade and Consumer Protection's (DATCP's) Division of Food and Recreational Safety which perform evaluation, licensing, and investigation activities on food, dairy, or recreational facilities to ensure compliance with Federal and State food and recreational safety laws, codes, and regulations. 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.

SPECIAL NOTE: This classification may not be used to classify any position or fill any vacant position after January 21, 2018 even if a position is performing duties similar or identical to those described herein. It is the express intention that this specification be abolished through the attrition of the current incumbents of the positions described and that all future classification decisions, after January 21, 2018, for positions performing work described within shall be made pursuant to other classifications which exist at the time of the decision. Vacated positions, after January 21, 2018, may not be refilled on a replace-same duties basis.

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 professional positions, as defined in Sec. 370.030 of the Wisconsin Human Resources Handbook Chapter, in the DATCP Division of Food and Recreational Safety that are responsible for evaluation, licensing, and investigation activities on food, dairy, and/or recreational facilities (e.g., food processing systems, dairy processing facilities, hotels, campgrounds, pools and water attractions) to ensure compliance with federal and state food, dairy, and recreational safety laws, codes, and regulations.

Food facilities include: milk distributors, food processing plants, food warehouses, vending machines and their commissaries, and restaurants and other retail food establishments, including temporary and mobile food establishments.

Dairy facilities include: Grade A and B dairy plants and farms, bulk milk tankers, and bulk milk weigher and samplers.

Recreational facilities include: recreational-educational camps; campgrounds; public pools and water attractions; hotels, motels, and tourist rooming houses; and other establishments subject to Wisconsin licensure.

Note: The work of positions assigned to this classification series may pertain to food, dairy, and recreational components, but the percentage of time each position works on the various job components may vary based on the area of the state.

Positions provide consultation, education, and training services to industry and the public regarding food, dairy, and recreational safety; investigate consumer complaints and emergencies such as injuries and water- and food-borne outbreaks; and take or recommend enforcement actions, including the ability to issue, deny, or suspend licenses to ensure compliance.

NOTE: This classification is only to be used to classify positions before January 21, 2018.

C. Exclusions

Excluded from this classification specification are the following types of positions:

1. Any position not classified, or filled, before January 21, 2018;
2. Positions that perform inspections and investigations pertaining to the slaughtering, processing, and marketing of meat and meat food products and are best classified as Meat Safety Inspector or Meat Safety Consultant;
3. Positions which do not meet the definition of professional, as defined in Sec. 370.030 of the Wisconsin Human Resources Handbook Chapter.
4. Positions which are best classified as in the Environmental Health Sanitarian series.
5. Positions which meet the statutory definition of supervisor or management as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
6. All other positions which are more appropriately identified by other series.

D. Entrance Into and Progression Through this Series

Employees will not enter this classification by any personnel transaction type (including, but not limited to: original hire, reclassification, reallocation, promotion, demotion, transfer, etc.).

II. DEFINITIONS

“Sanitarian” means an individual who, through education, training or experience in the natural sciences and their application and through technical knowledge of prevention and control of preventable diseases is capable of applying environmental control measures so as to protect human health, safety and welfare per Wis. Stats. 440.98(1)(b).

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Positions at this level work under general supervision in an assigned area of the state, functioning at a full performance level. Positions at this level differ from those at the lower level in that the employee has assumed and demonstrated his/her ability to successfully carry out all responsibilities outlined under the Food, Dairy, and Recreational Sanitarian level and has successfully completed all required on-the-job training, formal training and certification requirements. Employees allocated to this level are considered experts in their field and perform the full range of duties, ranging from the routine to the most complex.

In addition, these positions independently conduct special assignments, train and assist lower level staff, and work on projects with little or no specific review. Positions assume an independent role in working with technical staff, other governmental agencies, and/or other department staff; and make decisions independently on complex assignments.

III. QUALIFICATIONS

The qualifications required for these classification levels 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 series was created effective January 13, 2013, as part of the Food Safety Inspector classification survey and announced in Bulletin OSER-0318-MRS/SC; the Food Safety Inspector classification series was subsequently abolished with the creation of the new series.

This classification series was modified effective February 8, 2015 and announced in bulletin OSER-0386-CC/SC to remove the reference to special requirements and update the exclusions.

This classification series was modified effective January 21, 2018 and announced in bulletin DPM-0458-CC/SC to update the definitions to include reference to recreational facilities following the July 2016 merger of DHS and DATCP programs. The classification was also updated to explicitly limit future use of the class specification due to movement of most incumbents to the new Environmental Health Sanitarian series which maintains different qualifications based on programmatic needs and statutory references with the intent to abolish this classification at a future date. The first level of the classification series, Food & Dairy Sanitarian, was abolished because it was not used and no future is planned, or allowed.

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