

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**PRODUCE INSPECTOR
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 primarily within the Department of Agriculture, Trade and Consumer Protection's Division of Trade and Consumer Protection which perform technical inspections of produce (defined as processed and fresh fruits and vegetables) to certify grade, weight, condition, size and quality, according to State and Federal regulations and grading standards established by the United States Department of Agriculture-Agriculture Marketing Service (USDA-AMS) to determine prices used by the industry in buying and selling produce.

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 classification series encompasses positions primarily in the Department of Agriculture, Trade and Consumer Protection's Division of Trade and Consumer Protection that spend the majority of the time leading or conducting technical field inspections or audits, and grading produce to promote and enforce State and Federal regulations, standards, and codes related to the inspection of produce (i.e., fresh and processed fruits and/or vegetables) to certify grade, weight, condition, size, and quality.

C. Exclusions

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

1. Inspections and investigations fostering and enforcing laws, regulations, and standards pertaining to dairy farming operations, and/or food, meat or dairy processing plants and are

more appropriately classified as Meat Safety Inspector or Food and Dairy Sanitarian Inspector;

2. Inspecting, grading, and certifying grain in accordance with the United States Federal Grain Inspection Standards Act and are more appropriately classified as Grain Inspector, Grain Sampling Technician, or Grain Weighing Technician.
3. Investigations related to civil violations of state and federal laws, rules, and regulations and are more appropriately classified as Consumer Protection Investigator;
4. Positions which meet the statutory definitions of supervisor or management as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission; and
5. All other positions which are more appropriately identified by other series.

D. Entrance into this Classification Series

Entrance into each level of this classification is through competition. Assignment of lead worker duties will occur through competition.

II. DEFINITION

PRODUCE INSPECTOR

Employees allocated to this classification perform technical sampling, inspecting and grading work to foster compliance with State and Federal regulations and grading standards established for fruits and vegetables. Work is performed at shipping points, i.e., entering commercial sales channels, being prepared for shipment or at processing plants, under the limited direction of a field supervisor. Positions work with either **shipping point** or **processing** produce.

Shipping Point. Duties of Produce Inspectors working with **shipping point** produce include drawing representative samples of produce; examining and inspecting samples, both externally and internally for irregularities or abnormalities; weighing and recording data; analyzing results of inspection to determine official quality and grade; and preparing and issuing official inspection certificates.

Processing. Duties of Produce Inspectors working with **processing** produce include collecting representative samples of produce; preparing samples for calculation of quality and grade determination; examining and inspecting produce both internally and externally to determine percentage of defects such as sunburn, cracks, soft rot and deformities, specific gravity, bruising, and fry color; operating peelers, fryers, weighing and grading equipment; and preparing inspection certificates.

PRODUCE INSPECTOR - ADVANCED

Advanced level produce inspectors will either perform work as either a (1) Produce Inspector Advanced (GAP/GHP Auditor) or (2) Produce Inspector Lead Worker.

Employees allocated to the (1) **Produce Inspector Advanced (GAP/GHP Auditor)** classification perform Good Agricultural Practices/Good Handling Practices (GAP/GHP) audits, official USDA inspections, and quality control inspections in addition to Produce Inspector level work. Produce Inspector Advanced positions perform GAP/GHP auditing work for more than 50% of the time and are responsible for verifying that fruits and vegetables are produced, packed, handled, and stored in the safest manner possible to minimize the risk of microbial food safety hazards. These audits include conducting on-site inspection of both pre- and post-harvest operations in compliance with USDA guidelines. Employees provide official inspection services for fresh-market produce at shipping point locations and provide quality control inspection services at potato processing facilities.

(2) **Produce Inspector Lead Workers** will work under general supervision. Employees at the lead worker level perform the full range of technical inspection and grading activities as described under the Produce Inspector classification specification. In addition, employees at this level assist the supervisor with work assignment and coordination of program activities, monitor staff performance and provide technical feedback, resolve minor complaints or personnel problems, inventory supplies and monitor equipment to assure accuracy of weights and measurements recorded. Employees typically specialize in shipping point or processing areas as noted in the Produce Inspector level. Assignment to the Produce Inspector Lead allocation will occur through competition.

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.

Employees in the Produce Inspector classification must obtain and maintain United States Department of Agriculture, Agricultural Marketing Service (USDA-AMS) licensure.

Positions performing GAP/GHP Audit work require the achievement and maintenance of licensure with the United States Department of Agriculture, Agricultural Marketing Service Industry Services Audit and Accreditation Program.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective April 19, 1992, as a result of the Inspector and Related Classification Survey and announced in Bulletin CC-330. This classification was modified effective December 9, 2007, and announced in Bulletin OSER-0174-MRS/SC to reflect a minor change to the divisional information. The Marketing Division was re-named Division of Trade and Consumer Protection. The format of the specification was also updated.

This classification was modified effective July 12, 2015, and announced in Bulletin OSER-0399-CC/SC to reflect the inclusion of an allocation pattern at the Advanced level for GAP/GHP Audit, and to create an allocation pattern for lead worker after the abolishment of the Produce Inspector-Leadworker classification in the same bulletin and to update qualification requirements.

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