

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

PRODUCE 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 Division of Trade and Consumer Protection which supervise positions performing technical inspection work in inspecting 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 under the United States Department of Agriculture-Agricultural Marketing Service (USDA-AMS) Act 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 encompasses positions primarily in the Department of Agriculture, Trade and Consumer Protection's Division of Trade and Consumer Protection which supervise positions conducting technical field inspections, regulation, and grading responsibilities 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.

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. more than 50%) of their work time supervising employees in the performance of the following duties and functions:

1. Positions which do not meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats.
2. 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 Supervisor or Food Safety Supervisor;
3. Inspecting, grading, and certifying grain in accordance with the United States Federal Grain Inspection Service Act and are more appropriately classified as Grain Inspector Supervisor;
4. Investigations related to civil violations of state and federal laws, rules, and regulations and are more appropriately classified as Consumer Protection Supervisor; and
5. All other positions which are more appropriately identified by other classification specifications or series.

D. Entrance Into this Classification

Employees enter this classification by competitive examination. Employees must obtain and maintain USDA-AMS licensure.

II. DEFINITIONS

PRODUCE INSPECTOR SUPERVISOR

These positions supervise employees who collect representative samples of **shipping point** or **processing** produce; prepare samples for calculation of quality and grade determination; examine and inspect produce both internally and externally to determine percentage of defects such as sunburn, cracks, soft rot and deformities, specific gravity, bruising, and fry color; operate peelers, fryers, weighing and grading equipment; and prepare inspection certificates.

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 Produce Inspectors to assure conformance with established policy, procedures, and standards; planning and conducting training and orientation for Produce Inspectors, and instructing/training them in the appropriate methods of inspection; evaluating produce inspection programs and assisting management in the development and implementation of improved produce inspection techniques and procedures; recommending needed changes to applicable laws, rules, regulations, polices, and procedures to higher level supervisors and program administrators; maintaining working contacts with federal, state, and local produce agencies, and other pertinent persons and/or organizations; maintaining liaison with the industry to insure that service needs are being met; and conducting informational activities relative to the interpretation and application of the objectives and requirements of the produce inspection program.

General supervision is received from higher level supervisors.

III. QUALIFICATIONS

The qualifications required for these classification levels 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 the Produce Inspector Supervisor classification must maintain USDA-AMS licensure.

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.

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