

Effective Date: April 19, 1992

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

FRUITS AND VEGETABLES PROGRAM 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 produce (fresh and processed fruits and/or vegetables) program to promote and enforce compliance with trade practice laws, regulations, and standards established by the United States Department of Agriculture-Agricultural Marketing Service (USDA-AMS) Act which are used to determine prices used by the industry in buying and selling produce.

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 fruit and vegetable (produce) programs, and supervising staff involved in: promoting and enforcing 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. The primary responsibilities of this position involve program policy development, strategic planning, and implementation of department and division procedures and policies.

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 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:

1. Inspections and investigations fostering and enforcing laws, regulations, and standards pertaining to dairy farming operations, and/or food, meat or dairy processing plants;
2. Inspecting, grading, and certifying grain in accordance with the United States Federal Grain Inspection Standards Act;

3. Investigations related to civil violations of state and federal laws, rules, and regulations;
4. All other positions which are more appropriately identified by other classification specifications or series; and
5. Any position not meeting the statutory definition of supervisory and/or management positions.

D. Entrance Into this Classification

Employees typically enter this classification by competitive examination.

II. DEFINITION

FRUITS AND VEGETABLES PROGRAM MANAGER

This is professional managerial work in the field of produce (fruits and vegetables) grading, inspection, and certification. Positions allocated to this level are responsible for administration and program management for the entire fruits and vegetables grading, inspection, and certification program, i.e., both the processed and shipping point components, including establishing program objectives, developing and implementing policy and evaluating program activities; planning, directing and coordinating program activities; determining staffing needs, directing all staff and preparing and presenting training programs; and developing and monitoring the budget. Positions promote and enforce state and federal produce inspection laws, rules, regulations and standards; maintain liaison with federal agencies to insure compliance and establish standards and regulations; and maintain liaison with the industry to ensure the service needs are being met. Positions allocated to this level must also utilize produce grading, inspection, and certification principles and expertise on a regular and recurring basis in the performance of their assigned duties.

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 the Fruits and Vegetables Program Manager classification must maintain USDA-AMS licensure.

ECO/JLB
04/92
70840