

Effective Date: December 6, 1998
Revised Effective Date: November 14, 2004
Modified Effective: November 9, 2008
Modified Effective: April 3, 2016

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

CHIEF, REGULATORY AND TECHNICAL SERVICES

I. INTRODUCTION

A. Purpose of this Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to positions located within the Department of Agriculture, Trade and Consumer Protection (DATCP) which manage regulatory and technical services components of a section or a comparable subunit within a DATCP Division. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

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

The positions in this classification are professional managerial positions located within the Department of Agriculture, Trade and Consumer Protection that manage regulatory and technical services components of a section or a comparable subunit within a DATCP Division. Positions assist division management in establishing program objectives; research, recommend and/or draft administrative rule changes or new rules; develop, direct and coordinate training of section staff or other department personnel; participate in strategic planning; establish and manage compliance objectives for assigned program area(s); and may assist in the development of the biennial budget. Positions allocated to this classification must meet the statutory definition of management and supervisor as defined in Wis. Stats. 111.81(13) and 111.81(19), respectively.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor and management as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.

2. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

II. DEFINITION

CHIEF, REGULATORY & TECHNICAL SERVICES

These are responsible professional managerial positions which, for a majority of time, direct and manage regulatory and technical services components of a section or a comparable subunit within a DATCP Division. These positions assist division management in establishing program objectives; research, recommend and/or draft administrative rule changes or new rules; develop, direct and coordinate training of section staff or other department personnel; participate in strategic planning; establish and manage compliance objectives for assigned program area(s); and may assist in the development of the biennial budget. Work is reviewed through administrative conferences and reports.

Representative Positions:

- Division of Food Safety, Chief of the Meat Technical Services Section: Coordinate the Bureau of Meat Safety and Inspection's statewide technical services which includes formulation and label review, blueprint review and meat product sampling programs and handling food safety emergencies dealing with meat and meat products; serves as liaison with the United States Department of Agriculture, state and local agencies and the industry; develops programs to inform and educate the public and the meat industry on technical matters and food safety initiatives; coordinates the operations of meat safety consultants stationed around the state; directs the work of the section's food scientist; and directs the overall implementation of the Hazard Analysis Critical Control Points (HACCP) into the state meat inspection program.
- Division of Trade & Consumer Protection, Chief of the Mediation and Enforcement Section: Oversee the statewide mediation and investigation activities of the consumer protection program and serve as a technical expert for a broad regulatory program of over 70 laws and rules. Manage effective regulatory compliance and enforcement procedures for the bureau (e.g., warning letters, assurances of compliance, civil forfeitures, prosecution referral, etc.) as well as program metrics and operational efficiency. Direct the investigative training program for staff. Work closely with agency staff and management, the public, the Department of Justice and other government agencies, regulated industries, and local officials. This position serves as a member of the management team and participates in strategic planning, setting overall policies, and assisting in decision-making processes which affect program operations, as well as bureau and division goals.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determination 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 was first created on August 7, 1994 (see Bulletin CC/SC-26) to describe positions located at the Department of Agriculture, Trade and Consumer Protection which direct either the Food Technical Services Section, Bureau of Food Safety and Inspection, or the Meat Technical Services Section, Bureau of Meat Safety and Inspection. The classification was abolished and recreated December 6, 1998 to reflect changes resulting from a reorganization of the Division of Food Safety.

This specification was updated on November 14, 2004 and announced in Bulletin OSER-0055-MRS-SC to better define the program areas and allow for inclusion of an additional Chief position within the DATCP's Division of Food Safety.

The specification was modified on November 9, 2008 and announced in Bulletin OSER-0231-MRS-SC to identify a new management program area in the DATCP's Division of Food Safety as well as to remove the requirement that positions be both supervisory and management to be classified in this specification.

The specification was modified on April 3, 2016 and announced in Bulletin DPM-0422-CC/SC to eliminate the restriction to DATCP's Division of Food Safety as well as to remove the Special Requirements language as this can be addressed in an individual position description. This classification was also updated to clarify that all positions must meet the definition of management and supervisory.

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