

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
GRAIN WEIGHING TECHNICIAN

I. INTRODUCTION

A. Purpose and Use of this Position Standard

This position standard 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 Division of Trade & Consumer Protection which perform grain weighing, elevator operation monitoring, grain sampling, and routine sample preparation/inspection work according to standards established by the U.S. Department of Agriculture-Federal Grain Inspection Standards (FGIS) Act and interpreted through State codes and regulations.

B. Inclusions

This classification encompasses positions in the Department of Agriculture, Trade and Consumer Protection's Division of Trade & Consumer Protection which perform grain weighing, operation monitoring, sampling, and grain sample preparation to promote compliance with Federal and State laws, standards, and codes related to the grain regulation and inspection program.

C. Exclusions

Excluded by this standard are positions responsible for spending a majority (i.e., 51% or more) of their work time in the performance of the following duties and functions:

1. Inspecting, grading and certifying grain in accordance with the FGIS Act;
2. Inspections and investigations fostering and enforcing laws, regulations, and standards pertaining to the food, meat and dairy industries;
3. Investigations related to civil violations of state and federal laws, rules, and regulations;
4. Supervisory and managerial duties as statutorily defined; and
5. All other positions which are more appropriately identified by other series.

D. Entrance Into This Classification

Employees are typically reclassified to the Grain Weighing Technician level from Grain Sampling Technician upon obtaining required licenses and completion of all on-the-job, formal training and attainment of prescribed performance standards. Employees must obtain and maintain USDA-FGIS licensure.

II. DEFINITION**GRAIN WEIGHING TECHNICIAN**

Under general supervision or direction from program supervisors or Grain Inspectors, these positions perform objective level grain weighing and sampling work at an assigned terminal grain elevator, or at a number of smaller sites serviced by one inspection laboratory involving a variety of functions associated with the grain regulation and inspection program.

Duties include: independently monitoring the operation of the elevator scales and weighing functions to assure compliance with regulations; observing and comparing visually indicated weights with weights recorded on scale tickets and tapes; issuing correct and accurate weight certificates; monitoring scales to assure proper working order; training limited term and new employees on scale operations; monitoring grain movement into and out of elevators for leaks, spills or excessive build-ups, to ensure proper equipment maintenance and to observe unusual conditions; drawing grain samples, recording data for proper identification of the samples and preparing grain samples for grading; determining grain factors using mechanical devices and making minor equipment repairs; and conducting inspections, sampling and checkloading of commodities for processed grain products.

In these positions, the majority of the time will be spent in the performance of weighing duties although certain duties of the positions may be identified in other classifications.

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 upon appointment to the Grain Weighing Technician classification employees must possess the following USDA-FGIS licensure: Sampling; Sample Processing; Handling Grain; and Weighing. Employees in the Grain Weighing Technician classification must continue to maintain these licenses.

III. ADMINISTRATIVE INFORMATION

This classification was created effective January 7, 1996 and announced in Bulletin CC/SC-47 as a result of a study of the grain Technician 1-3 classifications which were abolished and this classification and the Grain Sampling Technician classification were created.

This classification specification was updated effective February 12, 2012 and announced in Bulletin OSER-0299-MRS/SC in order to reflect the current division title and to confirm the definition statement of work performed based on DATCP Division management review; in addition, movement to the Grain Weighing Technician is identified as being through reclassification due to the required training time and USDA license requirements.