

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**ENVIRONMENTAL HEALTH SANITARIAN
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 Food & Recreational Safety which perform evaluation, licensing, and investigation activities at food and recreational entities to ensure compliance with federal and state food, dairy, and recreational safety laws, codes, and regulations. 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.

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 series encompasses professional positions, as defined in Sec 370.030, Wisconsin Human Resources Handbook Chapter, primarily in the Department of Agriculture, Trade and Consumer Protection's Division of Food & Recreational Safety that are responsible for evaluation, licensing, and investigation activities at food, dairy, and recreational entities to ensure compliance with federal and state food, dairy, and recreational safety laws, codes, and regulations for food, dairy and recreational business

The advanced level of the series maintains responsibility for a variety of food business evaluations for compliance with State and Federal contract requirements as well as in-depth technical consultation and training to Division staff, industry, or others as needed.

Note: The work of positions assigned to this classification series pertains to food, dairy, and recreational components, but the percentage of time each position works on the various job components may vary based on the position’s assigned area of the state.

Environmental Health Sanitarians provide consultation, education, and training services to industry and the public regarding food, dairy, and recreational safety; investigate consumer complaints, emergencies such as injuries and water- and food-borne outbreaks; and take or recommend enforcement actions, including the ability to issue, deny, or suspend licenses to ensure compliance.

C. Exclusions

Excluded from this classification specification are the following types of positions:

1. Positions which do not meet the definition of professional, as defined in Sec. 370.030 of the Wisconsin Human Resources Handbook Chapter;
2. Positions that perform inspections and investigations pertaining to the slaughtering, processing, and marketing of meat and poultry products for the majority of the time and are best classified as Meat Safety Inspector or Meat Safety Consultant;
3. Positions which meet the statutory definition of supervisor or management as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission;
4. Positions responsible for performing specialized scientific, technical, and related work in food, dairy, or recreational programming and are best classified as Food Scientists-Advanced; or
5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through this Series

Employees enter positions within this series by competition. Progression to the full performance Senior level will occur through reclassification upon completion of all on-the-job and formal training and attainment of prescribed performance standards.

Employees enter the Advanced level of the classification series through competition.

E. Terminology Used in this Classification Specification

The following definitions apply in this classification specification:

Sanitarian: means an individual who, through education, training or experience in the natural sciences and their application and through technical knowledge of prevention and control of preventable diseases is capable of applying environmental control measures so as to protect human health, safety and welfare per Wis. Stats. 440.98(1)(b).

Food businesses include: milk distributors, food processing plants, food warehouses, restaurants and retail food establishments, including mobile food establishments.

Dairy businesses include: Grade A and B dairy plants and farms, bulk milk tankers, and bulk milk weigher and samplers.

Recreational businesses include: recreational-educational camps; campgrounds; vending operations; public pools and water attractions; hotels, motels, and tourist rooming houses; and other establishments subject to Wisconsin licensure.

II. DEFINITIONS

ENVIRONMENTAL HEALTH SANITARIAN - ENTRY

Positions work under close, progressing to limited, supervision. General principles and practices have been learned prior to entrance into this classification series. The emphasis is in developing skills in working with and/or understanding the program, state systems, user groups, and the mechanics of the program; developing an understanding and applying the laws, codes, statutes, regulations, and standards required in the program area. Initial work assignments are well defined; over time the employee is expected to exercise independent judgment in determining specifics and priorities. The supervisor reviews the work to determine the completeness or accuracy and adherence to policy.

Within an assigned area of the state, positions are responsible for: evaluation, licensing, and investigation activities at food, dairy and recreational businesses to ensure compliance with federal and state food, dairy, and recreational safety laws, codes, and regulations.

ENVIRONMENTAL HEALTH SANITARIAN - SENIOR

Positions at this level work under general supervision in an assigned area of the state, functioning at the full performance level for positions within this classification series.

Positions at this level perform duties similar to those of the lower level, but differ in that the employee has assumed and demonstrated his/her ability to successfully carry out all responsibilities outlined under the Environmental Health Sanitarian level and have successfully completed all required on-the-job training and formal training requirements. Employees allocated to this level are considered experts in their field and independently perform the full range of duties, ranging from the routine to the most complex.

These positions independently conduct special assignments, train and assist lower level staff, and work on projects with little or no specific direction or review. Positions assume an independent role in working with consultants, other governmental agencies, and/or department staff, and make decisions independently on complex assignments.

Representative Position:

Environmental Health Sanitarian – Senior (standard field based position): The position is responsible for enforcement of food, dairy, and recreational safety laws, administrative codes, regulations and standards governing all food, dairy, and recreational licensing programs, under the authority of Wisconsin statutes. Perform on-site evaluation and documentation activities for food, dairy, and recreational facilities in assigned geographic territory or as directed by management staff. This includes, but is not limited to, review of systems, equipment, sanitary conditions, and related handling practices. Provide technical consultation and educational services to industry representatives, business owners/operators, agents, local and state officials, the general public, etc. Based upon evaluation and/or investigation findings staff are responsible to prepare reports and take or recommend enforcement action as outlined in applicable codes and statutes. This includes the ability to issue, deny, or in some instances issue summary closure orders when an imminent health threat is found.

ENVIRONMENTAL HEALTH SANITARIAN – ADVANCED

Positions allocated to this advanced level serve as a scientific and technical expert for a variety of field food business evaluations. Positions will provide in-depth technical consultation to management staff on food safety issues, regulatory needs and requirements, and evaluation of state and federal contract requirements for compliance; and training, guidance and technical assistance to lower level entry or senior level staff on the performance of or review of job assignments and job responsibilities. Positions allocated to this level may maintain a minimum case load of complex field activities for evaluation or assistance, but this will not be a majority of time as this is the role of lower level positions in this series.

Representative position:

Field Evaluation & Technical Training Specialist: Advanced scientific and technical responsibility for a variety of food, dairy, and recreational business evaluations for compliance with state and federal contract requirements as well as in-depth technical consultation and training to Division staff, industry, or others as needed. Work involves on-site joint field evaluations and corresponding training activities to improve the evaluation of business operations and to ensure staff compliance with agency practices. Assist management staff with follow-up on food safety issues or regulatory needs. This position may be assigned to carry a minimum case load of complex field activities for evaluation or assistance.

III. QUALIFICATIONS

Positions in this classification will be, or be eligible to become, Registered Sanitarians as defined and regulated under 440.98, Wis. Stats., and SPS Wis. Admin. Code (or equivalent as determined by the Department of Safety and Professional Services or applicable governing authority); Senior and Advanced level positions will be Registered Sanitarians, or equivalent as determined by DSPS or the applicable governing authority (e.g., board).

The specific qualifications required for these classification levels will be determined 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.

IV. ADMINISTRATIVE INFORMATION

This classification series was created in bulletin DPM-0458-CC/SC, effective January 21, 2018 as a result of the merger of Department of Health Services programs (e.g., recreational campgrounds, swimming pools, restaurants, etc.) with Department of Agriculture, Trade, and Consumer Protection food and dairy programs (e.g., food processing plants, Grade A and B dairy, bulk milk tankers, etc.) in July 2016 as directed by legislation. This classification series includes positions previously classified within the Public Health Sanitarian and Food and Dairy Sanitarian classification series.