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Modified Effective: June 10, 2007

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

VETERINARY PROGRAM MANAGER

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 present and future managerial or supervisory positions classified as Veterinary Program Manager in the Department of Agriculture, Trade and Consumer Protection's (DATCP) Division of Food Safety and Division of Animal Health and in the Department of Natural Resources' (DNR) Wildlife Program. 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 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

This classification specification encompasses professional management or supervisory positions in the DATCP Division of Food Safety and Division of Animal Health and in the DNR Bureau of Wildlife Management. The positions are responsible for managing statewide veterinary services and support for their assigned program areas (e.g., Meat Safety and Inspection Program, John's Program Manager, etc.). Work includes: program assessment; development of work priorities or objectives; program budget and staff resource planning; training veterinarian and non-veterinarian inspection staff; functioning as a liaison with a variety of international, federal, state, and local agencies as well as industry representatives; development of testing protocols and management practices; providing inspection services as needed; performing a variety of outreach activities; and recommending rule, statutory or program policy changes. The supervision of staff may be a job component. Positions operate under general supervision. Positions allocated to this classification meet the statutory definition of management or supervisor as defined in Wis. Stats. 111.81(13) or 111.81(19), respectively.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not manage or supervise a program area that is of true veterinary and scientific nature;
2. Positions which manage or supervise positions performing inspections and investigations enforcing laws, regulations, and standards pertaining to industries other than Food Safety or Animal Health;
3. Positions which perform veterinary field work a majority of the time and are more appropriately classified as Veterinarian or Veterinarian Specialist;
4. Positions which function as the first-line supervisor of Chemists, Microbiologists or other hard science positions;
5. Positions which do not meet the statutory definition of supervisor or management in 111.81(19) and 118.81(13), Wis. Stats. and as administered and interpreted by the Wisconsin Employment Relations Commission; or
6. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification through competitive examination.

II. DEFINITIONS

VETERINARY PROGRAM MANAGER

This is responsible, professional management or supervisory veterinary work performed in the DATCP Division of Food Safety or Division of Animal Health and in the DNR Bureau of Wildlife Management. The positions are responsible for statewide coordination, provision and maintenance of veterinary services and support for their assigned program areas (e.g., Meat Safety and Inspection Program, John's Program Manager, etc.). Work includes: program assessment; development of work priorities or objectives; program budget and staff resource planning; training veterinarian and non-veterinarian inspection staff; functioning as a liaison with a variety of international, federal, state, and local agencies as well as industry representatives; development of testing protocols and management practices; providing inspection services as needed; performing a variety of outreach activities; and recommending rule, statutory or program policy changes. The supervision of staff may be a job component. Positions operate under general supervision. Positions allocated to this classification must meet the statutory definition of management or supervisor as defined in Wis. Stats. 111.81(13) or 111.81(19), respectively.

Representative Positions:

Veterinary Program Manager, DATCP Division of Food Safety – Meat Safety and Inspection Program:

This position administers essential advanced, technical veterinary support for the state's Meat Inspection Program; conducts an in-depth review of the state's Meat Safety and Inspection Program, including

developing program objectives and work priorities, conducting on-site inspections of meat establishments, and communicating the results of findings with plant owners and inspectors; develops recommendations for program modifications or improvements. The position serves as the division's technical and scientific expert, including providing veterinary expertise concerning animal pathology and foodborne illnesses as well as tracing processed meats back to the source of contamination; performing final disposition of animals or carcasses on a relief or emergency basis; and functioning as a liaison and trainer to veterinarians, veterinarian specialists, inspectors or the Department's Division of Animal Health. The position recommends administrative rule and statutory changes; drafts legislation and recommends program policies and procedures; conducts formal classroom, one-to-one in-plant, and other training for a variety of state and private veterinary personnel; supervises staff and performs personnel management activities such as creating performance standards, evaluating staff, making hire recommendations, etc.; manages program resources and staff schedules; consults with the Bureau Director in establishing long-range plans; participates in overall program evaluation; and participates in emergency management activities.

Veterinary Program Manager, DATCP Division of Animal Health – Johne's Program Manager. :

This position manages agency initiatives related to the prevention and surveillance of animal disease to protect public health, including acting as the veterinary specialist and program coordinator for Johne's Disease (*Mycobacterium paratuberculosis*) in the Division of Animal Health. Work includes assessing current veterinary practices and programs to identify priorities; and program evaluation work, including budget and staff resource planning. The position works with a variety of state, industry or international organizations in the development of educational materials, disease control methods, and management practices; reviews laboratory results, working with the Wisconsin Veterinary Diagnostic Laboratory on new tests and protocols; regularly serves as a consultant to and performs outreach activities for division employees, veterinary practitioners, animal owners, etc. regarding veterinary health issues; provides backup support for other office veterinarians; and provides recommendations for rule, statutory and program policies. Work encompasses a variety of species ranging from traditional livestock to exotic animals. Some travel and hands-on veterinary medical work will be required in fulfilling the requirements of the position.

Wildlife Health Section Chief, DNR: This position is responsible for the overall management of the Wildlife Health Program for the Department. Responsibilities include supervising health staff (including veterinarians and toxicologists); developing budget requests and making policy recommendations related to achieving health wildlife populations and ecosystems and managing diseases that pose risks to wildlife, agricultural resources and public health.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

Special requirements for DATCP Division of Food Safety and Division of Animal Health positions:

(1) A Doctor of Veterinary Medicine degree or an equivalent degree from a college of veterinary medicine accredited by the American Veterinary Medical Association (AVMA); and (2) possession of, or eligibility for, a valid license to practice Veterinary Medicine in the State of Wisconsin; and (3) possession of, or eligibility for, State certification/Federal accreditation. Any additional requirements will be determined at the time of recruitment.

IV. ADMINISTRATIVE INFORMATION

This classification series was created to describe positions located primarily within the Department of Agriculture, Trade and Consumer Protection (DATCP) which perform veterinary diagnostic services. This classification series was created as a result of the Professional Science Personnel Management Survey, was made effective November 14, 1993, and was announced in Bulletin CC/SC-3. The classification specification was modified effective November 9, 1997, in order to identify an additional representative position in the area of epidemiology (see Bulletin CC/SC-78).

The classification specification was further modified effective July 14, 2002, and announced in Bulletin MRS-SC-141 to identify positions in the DATCP's Division of Animal Health which perform high level managerial and veterinary services work for a variety of program areas. This classification specification was modified again effective August 10, 2003, and announced in Bulletin MRS-SC-165 to address the development of a new management position in the Division of Animal Health which supervises a staff of field veterinarians which do not specialize in a particular disease area that would require an advanced degree beyond a DVM. The specification is modified December 10, 2006 to add an allocation at the Department of Natural Resources following a reorganization.

The classification specification was modified effective June 10, 2007, and announced in bulletin OSER-0165-MRS/SC, to modify the special job requirements for DATCP Veterinary Program Managers for consistency among the positions.

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