

**STATE OF WISCONSIN**  
**CLASSIFICATION SPECIFICATION**

**ANIMAL HEALTH COMPLIANCE SPECIALIST**

**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 which perform animal health field investigation, enforcement, compliance, and disease control duties. 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 classification encompasses positions conducting field investigation, enforcement, compliance, and disease control work in the enforcement of State and Federal animal health laws, rules, regulations, standards and practices governing the consignment, containment, disease control, handling, identification, movement, and sale of animals. Positions review case reports completed by inspection staff, or violations identified by division program managers, determine appropriate regulatory authority, and are responsible for recommending, initiating, and/or participating in administrative or court enforcement action.

State and Federal animal health laws regulate a variety of topics, including, but not limited to: animal movement, both intra- and interstate; identification of animals received and removed; assessing animal facilities for sanitary purposes; recordkeeping requirements needed to track animal movements and disease transmission routes; identification of animals tested for various diseases, or found to be disease carriers; health certificate requirements; and proper handling and disposal of diseased or suspect animals. Compliance specialists appraise animals for condemnation or indemnification purposes, investigate violations of state animal health laws and regulations which may result in civil or criminal penalties, determine enforcement actions, and prepare cases for further enforcement action up to and including prosecution by the District Attorney’s office.

C. Exclusions

Excluded by this classification specification are positions responsible for spending a majority (i.e., 50% or more) of their work time in the performance of the following duties and functions:

1. Inspections and investigations fostering and enforcing laws, regulations, and standards pertaining to the slaughtering, processing, and marketing of meat and meat food products;
2. Inspections and investigations fostering and enforcing laws and regulations pertaining to sanitation, labeling, advertising, marketing, consumer and trade practices in the dairy, food, and other business establishment and manufacturing fields;
3. Epidemiology, pathology, and diagnostic-related duties;
4. Inspections or investigations not related to the Animal Health field
5. Basic inspections or initial case information gathering duties performed for a majority of time which would be more appropriately classified as Animal Health Inspectors;
5. Supervisory and managerial duties as statutorily defined; and
6. All other positions which are more appropriately identified by other series.

D. Entrance Into this Classification

Competitive examination is required for entrance to these positions.

## II. DEFINITION

### ANIMAL HEALTH COMPLIANCE SPECIALIST

These positions function as compliance specialists for an assigned area of the state. Positions are responsible for conducting field investigation, enforcement, compliance, and disease control work in the enforcement of State and Federal animal health laws, rules, regulations, policies, standards and practices governing the consignment, containment, disease control, handling, identification, movement, and sale of animals. Positions review case reports completed by inspection staff or division programs, determine appropriate regulatory authority, and are responsible for recommending, initiating, and/or participating in administrative or court enforcement action.

Position duties include: determine and implement enforcement actions to correct violations discovered through inspections and investigations, including drafting and serving warning letters, civil forfeitures, stipulations, and other formal enforcement documents; obtaining affidavits; preparing and signing formal complaints for presentation to district attorney; obtaining and serving warrants; assisting Animal Health Inspectors and district veterinarians in the most complex inspections of animal marketing facilities; appraise animals for the purpose of condemnation or indemnification, where herds or flocks have been determined to be infected or exposed to contagious or infectious disease; and conduct advanced investigations of animals, records and facilities. Positions may also provide consultation in the field of humane treatment of animals for local humane officers, district attorneys and law enforcement officials; and investigate possible animal health and care violations reported to the division to determine the nature and extent of violations.

**III. QUALIFICATIONS**

The qualifications required for these positions 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 was created effective June 14, 1992 as a result of the Inspector Personnel Management Survey and announced in Bulletin CC-330 as an Animal Health Consultant. This classification was abolished and recreated as the Animal Health Compliance Specialist effective February 15, 2009 and announced in Bulletin OSER-0233-MRS/SC as a result of the Animal Health Inspector and Animal Health Consultant personnel management survey to update and clarify duties performed. In addition, the restriction of use by the Department of Agriculture, Trade & Consumer Protection was eliminated, allowing other agencies to use the class specification as appropriate.

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