

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**MEAT SAFETY SUPERVISOR**

**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 supervise field inspection and/or technical science positions responsible for promoting and enforcing compliance with State or Federal laws, standards, and codes related to the inspection of meat and meat food products, poultry and poultry food products, and related food safety systems. 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, primarily in the Department of Agriculture, Trade and Consumer Protection, supervising a staff involved in conducting comprehensive technical field inspections and regulation responsibilities to promote and enforce State and Federal laws, standards, and codes related to the inspection of meat and meat food products, poultry and poultry food products, and related food safety systems. Wisconsin's meat inspection program must meet standards equal to the Federal meat inspection program administered by the United States Department of Agriculture.

Positions must meet the statutory definition of supervisor as defined in s. 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.

C. Exclusions

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

1. Any position not meeting the statutory definition of supervisory as defined in s. 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Supervisory work related to a division or bureau-wide compliance program(s) with responsibility for administration of compliance and/or enforcement policies, plans, and procedures for regulatory program(s) and are more appropriate classified as Compliance Officer;
3. All other positions which are more appropriately identified by other classification specifications or series; or

D. Entrance into this Classification

Employees enter this classification by competition.

## II. DEFINITION

### MEAT SAFETY SUPERVISOR

These positions supervise employees performing inspection and food-borne disease control work in an assigned area of the state to promote and enforce State and Federal meat, poultry, and meat product inspection laws, rules, regulations, and standards. The positions assign staff, coordinate and evaluate program activities and perform special assignments within the program area. Positions provide instruction and training to staff on appropriate methods of inspection, investigation, and surveillance; work with field or regulatory staff to address compliance issues and direct enforcement actions; maintain liaison with and coordinate joint program activities with other agencies or regulatory bodies; and guide the interpretation and application of program objectives, processes, rules, and other requirements.

Positions function as either: **1)** a supervisor over meat inspection staff responsible for field evaluations related to food safety systems, establishment sanitation, and ante/post-mortem inspection; or **2)** a supervisor over a staff of technical science professionals responsible for serving as technical experts and trainers, performance of program evaluations and in-plant audits, and managing sampling protocols in accordance with FSIS expectations.

Supervisory duties include: effectively recommending the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline, and adjustment of grievances of subordinate employees; assuring conformance with established policy, procedures, and standards; planning and conducting training and orientation for assigned staff; and directing the preparation of materials for presentation to the appropriate departmental, state, or local personnel for formal legal or enforcement action.

## 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.

#### **IV. ADMINISTRATIVE INFORMATION**

This classification was created April 19, 1992, and announced in bulletin CC-330.

This classification was modified effective January 21, 2018, in bulletin DPM-0458-CC/SC in conjunction with the sunset provisions implemented for the Food Safety Supervisor classification due to the July 2016 merger of programs between DHS and DATCP under legislation. The modified Meat Safety Supervisor class specification allows for the allocation of the remaining unit supervisor, formerly classified as a Food Safety Supervisor, with the Bureau of Meat and Poultry Businesses to be placed in this classification and to align the work performed within the Bureau.

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