

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

GRAIN INSPECTOR

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 within the Department of Agriculture, Trade and Consumer Protection's Division of Trade & Consumer Protection which perform technical grain inspection and regulation work in accordance with standards established by the United States Department of Agriculture-Federal Grain Inspection Standards (USDA-FGIS) Act, and interpreted through State codes and regulations. Grain inspection determines official grades used by the grain industry to establish prices used in commodity purchase contracts and for national or international trading.

B. Inclusions

This classification encompasses positions in the Department of Agriculture, Trade and Consumer Protection's Division of Trade & Consumer Protection which are responsible for conducting technical field inspection, regulation, and grading work to promote and enforce Federal and State laws, standards, and codes related to the inspection of grain to certify grade, weight, condition, size, and quality.

C. Exclusions

Excluded by this classification specification 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. Inspections and investigations fostering and enforcing laws, regulations, and standards pertaining to the food, meat and dairy industries;
2. Sampling grain, routine grain inspection (non-technical), or weighing grain;
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 may enter this classification either through competitive examination or through reclassification. Employees are reclassified to the Grain Inspector level from the Grain Weighing Technician classification upon obtaining required licenses and completion of all on-the-job, formal training and attainment of prescribed performance standards. Employees must maintain USDA-FGIS licensure.

## **II. DEFINITION**

### **GRAIN INSPECTOR**

Under close, progressing to general supervision, these positions perform inspection work at an assigned terminal grain elevator or at a number of smaller sites serviced by one inspection facility or a satellite state grain inspection facility. Work involves inspection, grading, and certifying of grain used for human and animal consumption in accordance with the standards established by the USDA-FGIS act.

Duties include: processing grain samples obtained from trucks, rail cars, barges, ships, and storage bins to prepare them for official grade determination; establishing the official grade of grain by inspecting and determining factors such as test weight per bushel, percent of damage, percent of foreign material, and kernel texture; accurately and legibly documenting official grades and factors on truck and rail car inspection tickets and ship inspection logs; analyzing grain lots to ensure, according to Federally mandated procedures, that representative subsamples, component samples, and sub-lot samples are truly representative of an entire cargo of grain; and maintaining grain sampling and processing equipment. In addition, these positions oversee grain sampling and train and guide grain technician assigned to field sampling and sampling processing duties.

Certain duties of these positions may be identified in other classifications, but such duties would not comprise a majority (i.e., 51% or more) of those positions' work time.

## **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 employees in the Grain Inspector classification must maintain USDA-FGIS licensure.

## **IV. ADMINISTRATIVE INFORMATION**

This classification was created effective June 14, 1992 and announced in Bulletin CC-330 as a result of an Inspector Personnel Management Survey which abolished the Grain Inspector 1 and 2 classifications and created the Grain Inspector-Entry and Objective classifications. This classification series was modified effective January 7, 1996 and announced in Bulletin CC/SC-47 abolishing the Grain Inspector-Entry and retitling the Grain Inspector-Objective to a single level Grain Inspector.

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 Grain Inspector is identified as being through competitive examination **or** reclassification due to the required training time and USDA license requirements.

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