

Effective Date: January 15, 2012

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

AGRICULTURAL PROGRAM SUPERVISOR

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 supervisory positions that administer one or more programs related to: state, national, and international business and economic development for Wisconsin agricultural products (e.g., international export; foreign investment; etc.); farmer assistance programs (e.g., financial consultation, beginning or transitioning farmers, mediation etc.); and/or product marketing (Something Special from Wisconsin; Buy Local, etc.). Positions supervise professional positions functioning to support these program goals.

These positions meet the definition of “supervisor” contained in s. 111.81(19), Wis. Stats. This classification specification is not intended to identify every duty which may be assigned to positions but is intended 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 classification 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; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses non-represented supervisory positions that administer one or more programs related to: state, national, and international business and economic development for Wisconsin agricultural products (e.g., international export; foreign investment; etc.); farmer assistance programs (e.g., financial consultation, beginning or transitioning farmers, mediation, etc.); and/or product marketing (Something Special from Wisconsin; Buy Local, etc.). Positions supervise professional positions functioning to support these program goals.

While some of the duties of these positions may be identified in other classifications, they would not comprise a majority of these positions' work time.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions functioning primarily as economists;
2. Positions functioning primarily as research analysts, or Research Analyst-Adv Supervisor;
3. Positions which, for a majority of the time, perform marketing and promotional activities such as target market research, trade show preparation/attendance and development of advertising materials/publications, etc., for the promotion for state services, products, programs, facilities, activities, or agricultural commodities and are more appropriately classified Agricultural Marketing Consultant.
4. Positions performing or supervising positions specializing in policy analysis, program planning and/or evaluation, purchasing or budgeting activities which do not require the ongoing application of professional marketing or economic development principles or expertise on an ongoing basis, and which are better identified within a different classification series (e.g., Program and Policy Analyst Adv – Management; Program and Policy Supervisor, Budget & Policy Analyst – Division, Adv, Office Management Specialist or Supervisor, etc.)
5. All other positions which are more appropriately identified by other program-specific or functional classification specifications; and
6. Non-supervisory positions.

D. Entrance into this Classification

Employees enter positions in this classification by competition. The majority of a position's duties and responsibilities must be recognized in the classification definition in order for the position to be assigned to this classification.

II. DEFINITIONS

AGRICULTURAL PROGRAM SUPERVISOR

Under the general direction, positions are responsible for the administration of one or more programs related to: state, national, and international business and economic development for Wisconsin agricultural products (e.g., international export; foreign investment; etc.); farmer assistance programs (e.g., financial consultation, beginning or transitioning farmers, mediation, etc.); and/or product marketing program consultation and direction (Something Special from Wisconsin; Buy Local, etc.). Positions supervise professional positions functioning to support these program goals.

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.

IV. ADMINISTRATIVE INFORMATION

The Agriculture Marketing Supervisor classification specification was created in April 1992. The AMS classification was abolished and the new Agricultural Program Supervisor was created effective January 15, 2012, and announced in Bulletin OSER-0296-MRS/SC in order to update the program areas of responsibility due to the broader business and economic development focus of work as compared to traditional marketing activities in prior years.

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