

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

ENVIRONMENTAL HEALTH SERVICES 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 (DATCP's) Division of Food & Recreational Safety which supervise a staff of technical science positions responsible for evaluation of food, dairy, and recreational systems and/or facilities, equipment, and/or product to promote and enforce compliance with food, dairy, and recreational safety laws. 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 DATCP Division of Food & Recreational Safety which supervise a staff of technical science positions responsible for evaluation of food, dairy, and recreational systems and/or facilities, equipment, and/or product to promote and enforce compliance with food, dairy, and recreational safety laws.

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 from this classification are the following types of positions:

1. Positions which, for a majority of the time, oversee inspections and compliance with laws, regulations, and standards pertaining to the slaughtering, processing, and marketing of meat and poultry products and are best classified as a Meat Safety Supervisor;
2. Positions which, for a majority of the time, oversee inspections and investigations related to animal health laws, rules, regulations and standards and practices governing the

consignment, containment, disease control, handling, humane treatment, identification, movement, and sale of animals and livestock and are best classified as an Animal Health Inspector Supervisor;

3. Positions which do not 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; or
4. All other positions which are more appropriately identified by other classification specifications or series.

D. Entrance into this Classification

Employees enter this classification by competition.

II. DEFINITION

ENVIRONMENTAL HEALTH SERVICES SUPERVISOR

Operating under general supervision, positions allocated to this classification perform work related to directing regulatory and investigation activities towards establishments and processes that pose the highest risk of causing injury or water- or food-borne disease; providing education and consultation to industry (private or public) to correct problems and find ways to prevent recurrence; and developing and/or conducting training programs. Positions maintain liaison, working contacts, and perform joint activities with federal, state, and local food and food product agencies, law enforcement and other regulatory agencies, and other pertinent persons and/or organizations; and conduct informational activities relative to the interpretation and application of the objectives and requirements of the assigned food programs

Positions function as: **1)** a supervisor over a staff of Environmental Health Sanitarians and/or Food and Dairy Sanitarians responsible for field evaluations; **2)** a supervisor over a staff of Food Scientist – Advanced that includes one or more specialized environmental health program areas (e.g., evaluation of county agent programs, building/equipment design, manufactured foods, milk rating, evaluation, standards, licensing, etc.) in support of food, dairy, and recreational field activities.

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

Positions in this classification will be, or be eligible to become, Registered Sanitarians as defined and regulated under 440.98, Wis. Stats., and SPS Wis. Admin. Code (or equivalent as determined by the Department of Safety and Professional Services or applicable governing authority).

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 series was created in Bulletin DPM 0458-CC/SC, effective January 21, 2018, as a result of the merger of Department of Health Services programs (e.g., recreational campgrounds, swimming pools, restaurants, etc.) with Department of Agriculture, Trade, and Consumer Protection food and dairy programs (e.g., food processing plants, Grade A and B dairy, bulk milk tankers, etc.) in July 2016 as directed by legislation and created to classify positions previously classified as Food Safety Supervisors and Health Services Supervisors.

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