

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

FOOD 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 (DATCP's) Food Division which supervise a staff of technical science positions responsible for a variety of work related to the evaluation of food and dairy systems and processes to promote and enforce compliance with food safety laws (e.g., sanitation, labeling, advertising, trade practice laws, building and equipment design, etc.). 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 Food Division responsible for supervising a staff of technical science positions responsible for a variety of work related to the evaluation of food and dairy systems and processes to promote and enforce compliance with food safety laws (e.g., sanitation, labeling, advertising, trade practice laws, building and equipment design, etc.)

The work of these positions involves directing activities toward establishments and processes that pose the highest risk of causing foodborne illness, providing education and consultation to industry so they understand how the regulatory requirements apply to their operations, and/or working with industry to not only correct problems, but help them find ways to prevent recurrence of problems.

Positions must meet the statutory definitions of supervisor and management as defined in s. 111.81(19) and (13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.

C. Exclusions

Excluded from 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. Inspections and investigations fostering and enforcing laws, regulations, and standards pertaining to the slaughtering, processing, and marketing of meat, poultry, and meat food products;
2. Inspections and investigations fostering and enforcing laws, regulations, and standards pertaining to the grading of cheese, butter and eggs, and United States Department of Agriculture poultry products;
3. 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;
4. Positions in the Public Health Sanitarian classification series;
5. Investigations or inspections pertaining to felony criminal violations;
6. All other positions which are more appropriately identified by other classification specifications or series; and
7. Positions that do not meet the statutory definition of supervisor and/or management as defined in s. 111.81(19) and (13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.

D. Entrance into this Classification

Employees enter this classification by competitive examination.

II. DEFINITION

FOOD SAFETY SUPERVISOR

Positions allocated to this classification typically function as: **1)** a supervisor over a staff of Food & Dairy Sanitarians responsible for field evaluations; **2)** a supervisor over a staff of Food Scientists that includes evaluation of county agent programs *or* building/equipment design; Or, **3)** a supervisor over science professionals responsible for other food or dairy technical services (e.g., Milk Certification program, lab certification, product standards and sampling, etc.).

The work of these positions involves directing activities toward establishments and processes that pose the highest risk of causing foodborne illness, providing education and consultation to industry so they understand how the regulatory requirements, including licensing, apply to their operations, and/or working with industry to not only correct problems, but help them find ways to prevent recurrence of problems. Positions work to promote and enforce compliance with State and Federal food and food product inspection laws, rules, regulations, and standards. The positions assign staff, coordinate and evaluate program activities, and perform special assignments within the program area.

Supervisory duties also 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.

Positions further act as a liaison, maintain 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. In addition, positions conduct informational activities relative to the interpretation and application of the objectives and requirements of the assigned food programs.

General supervision is received from higher level supervisors (e.g., Section Chief, Bureau Director, etc.).

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.

Special requirements:

Food Safety Supervisors (e.g., field supervisors) are required to obtain one of the following: the Registered Sanitarian (R.S.) Certificate; NEHA REHS/RS or the Certified Professional Food Safety Credential (CP-FS) to successfully complete probation and must be maintained throughout employment in this classification. At the time of application for a position, persons must be eligible to take at least one of these exams.

Food Safety Supervisor-Technical (e.g., Agent Program, Food/Dairy Specialist units, Milk/Lab Certification, etc.) positions are required to possess and maintain one of the following: the Registered Sanitarian (R.S.) Certificate; NEHA REHS/RS or the Certified Professional Food Safety Credential (CP-FS). At the time of application for a position, persons must possess at least one of these credentials.

IV. **ADMINISTRATIVE INFORMATION**

This classification was created effective April 19, 1992, as part of the Inspector Personnel Management Survey and announced in Bulletin CC-330. Due to changes in the qualifications as required by the DATCP – Division of Food Safety, the classification specification was updated effective November 20, 2011, and announced in bulletin OSER-0290-MRS/SC.

This classification specification was modified effective June 2, 2013 and announced in Bulletin OSER-0324-MRS/SC to reflect the addition of a supervisory position over a new Agent/ Outreach work unit within the DATCP – Division of Food Safety.

This classification series was modified effective December 14, 2014, and announced in Bulletin OSER-0384-CC/SC to clarify to add an allocation for position that will perform Milk/Lab certification program management and other technical duties.

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