

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
FOOD SCIENTIST-ADVANCED

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 professional Food Scientist positions primarily located in the Division of Food Safety of the Department of Agriculture, Trade and Consumer Protection (DATCP). Positions allocated to this classification perform scientific, technical and administrative work in the dairy/food, food and/or meat regulatory programs administered by the DATCP. 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 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 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

The positions in this classification are advanced professional positions located within the Division of Food Safety of the DATCP with responsibility for participating in scientific, technical, administrative, compliance, and instructional activities pertaining to the dairy/food, food and/or meat programs on a statewide or regional basis. Positions may be located in the DATCP central office, a regional office, or be designated as regional field positions. Job duties include providing scientific and technical consultation, developing and/or delivering training, participating in the development of policies and procedures, developing or coordinating food emergency plans, reviewing blueprints for new construction or remodeling projects, evaluating facility HACCP plans, and other program-specific duties. Positions may also serve on inter-state or national committees as a program expert. Positions function under general supervision.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that meet the statutory definition of supervisor or management as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.

2. Positions that, for a majority of time, function as environmental health specialists, public health sanitarians, or environmental toxicologists.
3. Positions that, for a majority of time, function as food or meat safety inspectors.
4. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competition.

II. DEFINITIONS

FOOD SCIENTIST-ADVANCED

The positions in this classification are advanced professional positions located within the Division of Food Safety of the DATCP with responsibility for participating in scientific, technical, administrative, compliance, and instructional activities pertaining to the dairy/food, food and/or meat programs on a statewide or regional basis. Positions may be located in the DATCP central office, a regional office, or be designated as field positions. Job duties include providing scientific and technical consultation to inspection staff, regulated industry, local health departments, or other governmental and regulatory agencies; developing and/or delivering training on technical program issues; participating in the development of policies and procedures pertaining to the dairy, food, and/or meat programs; may develop or coordinate food emergency plans; and/or may assist in the review of blueprints for new construction or remodeling projects. Positions must also maintain a thorough knowledge of Hazard Analysis Critical Control Point (HAACP) processing plans and be able to evaluate facility HACCP plans and provide technical and scientific input and direction when improvements or modifications to plans, facilities, or equipment are requested. Positions may also serve on inter-state or national committees as a program expert.

In addition to these duties, each position will spend a significant amount of the time on specific dairy/food, food, or meat program functions such as reviewing retail food inspection programs of county and municipal counties; analyzing and evaluating dairy and food processes and systems to ensure food safety; managing a meat formulation, labeling & sample program; and evaluating unique systems and/or prototypes or “state-of-the-art” equipment.

Representative Positions:

Food Scientist-Advanced - Dairy/Food, Bureau of Food Safety and Inspection: This is advanced technical and scientific work providing consultation to division staff and the food and dairy industry in the areas of building design and materials; equipment design, construction and installation; and development of complex food and dairy processing systems. This work requires a significant amount of program and science-oriented knowledge to review and approve electrical and mechanical plans and diagrams, understand ladder logic and computerized programming methodologies, and identify and understand food pathogens and hazards. This position tests complex pasteurization equipment to assure that all public health controls are in place and functioning properly as well as reviews and evaluates complex food and dairy processing systems to verify that critical food safety control points are in place and effectively monitored. As assigned, this position participates on site and coordinates food emergency response plans involving food impacts on human and/or animal health. As part of the assigned job duties, the position develops and delivers training on technical and complex food safety issues to division staff and industry personnel as well as assists division staff in performing inspections of highly technical and

complex food and dairy processing operations. This position assists management in developing guidelines, policies, and regulatory requirements concerning technical issues.

Food Scientist-Advanced - Food, Bureau of Food Safety & Inspection: This is advanced scientific work for the food program providing training and standardization of retail food inspection staff who perform regulatory food safety services as employees of local health departments. Positions perform program evaluations of local health departments that have contracted as agents of the department for the licensing and inspection of retail food establishments within their jurisdiction to ensure adequacy and equivalency with state-delivered retail regulatory services. Positions provide assistance to division and regional staff, local health departments and industry in areas of building design and materials; sanitary design, construction and installation of equipment and process systems; assure uniform interpretation and application of technical standards; develop, coordinate and present training on new processes, HACCP principles, regulations, policies and procedures and the sanitary design and installation of equipment to region staff; and evaluate prototype equipment and food processing systems. Positions perform other functions as directed to assure effective administration and enforcement of the laws and regulations involved in the statewide food regulatory program.

Food Scientist-Advanced - Meat, Bureau of Meat Safety and Inspection: This position performs as the statewide scientific and technical specialist in all aspects of meat processing, keeping abreast of changes in federal regulations and necessary training to implement these changes. The position assists the Bureau Director and Section Chief in the development of scientific and technical policies and regulations, develops and monitors a workable sampling program, and consults with laboratory personnel in matters of policy as related to chemical and microbiological analysis of meat food products. The position provides consultation to industry and inspection staff with applying the principles of good manufacturing practices and production control methods; prepares releases for presentation in the news media; reviews labels and formulae, serving as a consultant to industry on complex formulation and manufacture methods for meat foods. It also reviews blueprints to determine that regulatory standards are met before new meat plant construction begins, making on-site inspection of facilities for conformity with blueprints.

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.

Special requirement: Food Scientists are required to obtain one of the following: the Registered Sanitarian (R.S.) Certificate; NEHA REHS/RS or the Certified Food Safety Professional Credential (CFSP) 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.

IV. ADMINISTRATIVE INFORMATION

This classification series was created effective October 12, 1997, and announced in Bulletin CC/SC-74 to describe positions which perform food scientist work for the Department of Agriculture, Trade and Consumer Protection. The creation of the classification series resulted from the Governor's Human Resources Commission's recommendation to simplify the classification system. This action resulted in the abolishment of the Food Scientist classification series (class codes 71001 through 71004).

The class specification was revised effective February 6, 2005 to reflect changes in the class concept of the Food Scientist and the need for only one broadbanded level which was accomplished by abolishing

the Entry and Senior levels. In addition, the class specification was modified to incorporate field positions previously assigned to the title of Food Safety Consultant as they have evolved, performing complex scientific and technical Food Scientist work on a regional basis for the agency's Division of Food Safety's dairy program and to move the Food Scientist allocation in the meat program to the Advanced level. The revisions are noted in Bulletin OSER-0058-MRS/SC.

The classification was modified effective August 3, 2008, and announced in Bulletin OSER-0213-MRS/SC to include additional options for credentials or certification for the Special Requirement.

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