

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

CHIEF, REGULATORY AND TECHNICAL SERVICES

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 positions located within the Department of Agriculture, Trade and Consumer Protection (DATCP) which manage regulatory and technical services components of a section or a comparable subunit within the Division of Food Safety. 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 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 professional managerial positions located within the Department of Agriculture, Trade and Consumer Protection that manage regulatory and technical services components of a section or a comparable subunit within the Division of Food Safety. The positions assist division management in establishing program objectives; research, recommend and draft administrative rule changes or new rules; develop, direct and coordinate training of section staff or other department personnel; participate in strategic planning; and assist in the development of the biennial budget. Positions allocated to this classification meet the statutory definition of management or supervisor as defined in Wis. Stats. 111.81(13) or 111.81(19), respectively.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not 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. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

## II. DEFINITION

### CHIEF, REGULATORY & TECHNICAL SERVICES

These are responsible professional managerial positions which, for a majority of time, direct and manage regulatory and technical services components of a section or a comparable subunit within the DATCP's Division of Food Safety; this includes direction of work of a technical science nature. The positions assist division management in establishing program objectives; research, recommend and draft administrative rule changes or new rules; develop, direct and coordinate training of section staff or other department personnel; participate in strategic planning; and assist in the development of the biennial budget. Work is reviewed through administrative conferences and reports.

#### **Representative Positions:**

- The Chief of the Meat Technical Services Section coordinates the Bureau of Meat Safety and Inspection's statewide technical services which includes formulation and label review, blueprint review and meat product sampling programs and handling food safety emergencies dealing with meat and meat products; serves as liaison with the United States Department of Agriculture, state and local agencies and the industry; develops programs to inform and educate the public and the meat industry on technical matters and food safety initiatives; coordinates the operations of meat safety consultants stationed around the state; directs the work of the section's food scientist; and directs the overall implementation of the Hazard Analysis Critical Control Points (HACCP) into the state meat inspection program.
- The Chief of the Food Technical Services Section serves as the principal resource to the Director of the Bureau of Food Safety and Inspection on technical food and dairy program matters. The position interprets and advises industry and the public on specific food and dairy related issues; directs the Division's food sampling program; directs the Bureau evaluation and training program for food safety consultants and food scientists; and coordinates the operations of staff stationed around the state. The position coordinates activities with the United States Food and Drug Administration, city and county health departments and other state agencies in food and dairy safety activities.
- The Chief of Regulatory Program Standards is responsible for management, administration, and implementation of FDA and State food safety regulatory standards and related strategic planning for Bureau of Food Safety programs. The position is responsible for managing and administering the ongoing incorporation of these best management practices into the Bureau's retail and manufactured food programs to ensure conformance of the FDA-State standards over time. Work includes the development and implementation of the Baseline Assessment and the Improvement plan required by FDA to incorporate standards. The position will manage regulatory, program and administrative additions, changes and improvements related to: program laws/rules/policies; training; inspection; audits; emergency food response; compliance and enforcement; public relations; etc. The position will serve as the division liaison, education, trainer, and communicator on the national FDA-State food safety regulatory program standards.

### III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determination 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 REQUIREMENT:** The incumbent in the **Food Technical Services** Section Chief position must possess the Registered Sanitarian certification upon appointment to the position or obtain by the completion of the probationary period.

### IV. ADMINISTRATIVE INFORMATION

This classification was first created on August 7, 1994 (see Bulletin CC/SC-26) to describe positions located at the Department of Agriculture, Trade and Consumer Protection which direct either the Food Technical Services Section, Bureau of Food Safety and Inspection, or the Meat Technical Services Section, Bureau of Meat Safety and Inspection. The classification was abolished and recreated December 6, 1998 to reflect changes resulting from a reorganization of the Division of Food Safety.

This specification was updated on November 14, 2004 and announced in Bulletin OSER-0055-MRS-SC to better define the program areas and allow for inclusion of an additional Chief position within the DATCP's Division of Food Safety.

The specification was modified on November 9, 2008 and announced in Bulletin OSER-0231-MRS-SC to identify a new management program area in the DATCP's Division of Food Safety as well as to remove the requirement that positions be both supervisory and management to be classified in this specification.

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