

Effective Date: November 14, 1993

Modified Effective: July 14, 2002

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

CHIEF, WISCONSIN VETERINARY DIAGNOSTIC LABORATORY – BARRON

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 the position located within the University of Wisconsin's Wisconsin Veterinary Diagnostic Laboratory that functions as the Chief of the Wisconsin Veterinary Diagnostic Laboratory located in Barron, WI.

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 classification concepts and definitions 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 a responsible, management-level position in the University of Wisconsin's Veterinary Diagnostic Laboratory, functioning as the Chief of the Wisconsin Veterinary Diagnostic Laboratory - Barron, with responsibilities for providing veterinary diagnostic services to Wisconsin veterinarians, local, state and federal agencies, animal producers, and the agricultural industry. Work includes: functioning as the manager of the Barron laboratory; providing diagnostic veterinary services; serving as a part of the Wisconsin Veterinary Diagnostic Laboratory management team, and participating in developing employment relations and disciplinary strategies; participating in budget and program policy development with the Laboratory Director; consulting with animal owners, veterinarians, other agencies and related parties; and providing daily supervision of the Barron laboratory, including work flow management, quality control, and the coordination of activities with the Laboratory Director. Work is performed under the general direction of the Wisconsin Veterinary Diagnostic Laboratory Director. Per Wis. Stats., sec. 111.81(13), "Management' includes those personnel engaged predominately in executive and managerial functions, including such officials as division administrators, bureau directors, institutional heads, and employees exercising similar functions and responsibilities as determined by the commission."

C. Exclusions

While the focus of the position allocated to this classification is managerial, the position in this classification requires significant background and expertise in the area of veterinary medicine and related scientific disciplines. Managerial or administrative positions not requiring this type of background are not allocated to this classification. Excluded by this specification are positions responsible for spending a majority (i.e., 50% or more) of their work time supervising employees in the performance of or actually performing the following duties and functions:

1. Managing/supervising in program areas which are not primarily of a true veterinary or scientific nature, such as positions specializing in policy analysis, program planning, facility or regional planning, land use, program evaluation, purchasing, personnel, or budgeting activities which do not require the ongoing application of professional scientific principles and which are better identified within a different classification series;
2. Managing/supervising positions performing inspections and investigations fostering and enforcing laws, regulations, and standards pertaining to the food, meat, produce, and dairy industries;
3. Investigating civil violations of state and federal laws, rules, and regulations;
4. Functioning as first-line supervisors of Chemists, Microbiologists, or field veterinarians;
5. Non-supervisory and non-managerial duties as statutorily defined; and
6. All other positions which are more appropriately identified by other series.

D. Entrance Into This Classification

Employees enter this classification through competitive examination.

II. DEFINITION

CHIEF, WISCONSIN VETERINARY DIAGNOSTIC LABORATORY – BARRON

This is a responsible professional position in the area of regional laboratory direction, management and diagnostic service. The position allocated to this classification functions as the chief of the Wisconsin Veterinary Diagnostic Laboratory - Barron which is comprised of various sections, including veterinary staff, bacteriology, serology, clerical, and maintenance. The position allocated to this classification is distinguished from chemist, microbiologist, or other science-related supervisory positions by the following: the responsibility for managing the "day-to-day" aspects of the laboratory operation for a variety of subprograms and sections; the level of professional scientific and technical laboratory program staff allocated to the unit; the complexity of objectives assigned; the range of issues within the position's responsibility and oversight; and the exercise of and responsibility for program management. General supervision is received from the Wisconsin Veterinary Diagnostic Laboratory Director.

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. The position allocated to this classification must have: a Doctor of Veterinary Medicine or equivalent degree from a College of Veterinary Medicine accredited by the American Veterinary Medical Association; a Master of Science degree in veterinary pathology, veterinary bacteriology, veterinary toxicology, veterinary virology, or other relevant discipline, or have successfully completed a residency program in one of these disciplines at an accredited institution; the possession of, or eligibility for, a valid license to practice Veterinary Medicine in the State of Wisconsin; and State-Federal Accreditation.

III. ADMINISTRATIVE INFORMATION

This classification was created effective November 14, 1993, and announced in Bulletin CC/SC-3 as a result of the Science and Related Survey to identify the position located within the Department of Agriculture, Trade and Consumer Protection's Animal Health Laboratory at Barron. In 1999 the Laboratory transferred to the University of Wisconsin. The specification was modified effective July 14, 2002, and announced in Bulletin MRS-SC-141 to reflect this change.

JLB/VM/PLW
33990