

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

PUBLIC HEALTH SANITARIAN  
CLASSIFICATION SERIES

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 Public Health Sanitarian positions. Positions allocated to this classification are located primarily in the Division of Public Health in the Department of Health Services and in the Department of Agriculture, Trade and Consumer Protection. 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 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; 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 positions located in either the central office or a regional office of the Department of Health Services’ Division of Public Health or in the Department of Agriculture, Trade and Consumer Protection. They are responsible for activities such as on-site surveying, inspection, licensing, investigation evaluation and compliance monitoring of facilities, establishments, and machines/equipment (e.g., restaurants, motels, swimming pools, Grade A milk shippers, etc.) as directed by Federal and State laws and regulations; investigation of water and food-borne outbreaks; evaluating other sanitation programs carried out by contracted agents, or other state or local agencies; conducting sanitation training in a variety of areas; submitting notices of violations and recommendations for corrective action and re-inspecting to assure compliance; and coordinating findings with the Federal government.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions which 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 and Progression Through This Series

Employees enter positions within this classification series by competitive examination. Progression to the senior level will occur through reclassification. Progression to the advanced level will occur through some form of competition. Reclassification to the advanced level will be permitted only when it can be demonstrated that the change in duties and responsibilities justifying the class change are logical and gradual outgrowth of the position's previous duties and responsibilities.

## II. DEFINITIONS

**"Sanitarian"** means an individual who, through education, training or experience in the natural sciences and their application and through technical knowledge of prevention and control of preventable diseases, is capable of applying environmental control measures so as to protect human health, safety and welfare, per Wis. Stats. 440.98(1)(b).

### **PUBLIC HEALTH SANITARIAN**

Positions work under close progressing to limited supervision. Public Health Sanitarian principles and practices have been learned prior to entrance into this classification series. The emphasis is in developing skills in working with and/or understanding the program, state systems, user group(s) and the mechanics of the program; and developing an understanding and applying the statutes, rules, regulations, administrative code and standards required in the program area. Initial work assignments are well defined and short term in duration. Over time the work assignments become long term or short term with the employee expected to exercise independent judgment in determining specifics and priorities, as the objectives are progressively less clear. The positions may be in contact with outside entities and may have assignments which cross program lines depending on where the individual employee's performance level is determined. The supervisor reviews the work to determine the completeness or accuracy and adherence to policy.

### **PUBLIC HEALTH SANITARIAN - SENIOR**

Positions at this level work under general supervision. Positions allocated to the classification are Registered Sanitarians, or have met all equivalency requirements. Positions may be housed in a central or regional office with responsibilities in several areas, e.g., hotels, restaurants, swimming pools, campgrounds, etc., in a multi-county area of the state. Positions at this level determine eligibility for licensure, and recommend or deny issuance of licenses for one or more types of facilities. Positions can close facilities where serious and detrimental health hazards exist. Positions are able to testify in administrative hearings and in court as an expert witness.

#### **Representative Position:**

Environmental & Public Health Specialist: Performs on-site surveys and investigations and provides consultation to operators of restaurants, hotels, resorts, vending machines companies, and other facilities and equipment licensed under Chapter 50, Wis. Stats., and operators of public swimming pools and places, campgrounds, recreational/educational camps, and other facilities licensed under Section 140.05,

Wis. Stats., to determine compliance with relevant state statutes and administrative code provisions. The position performs duties in a multi-county assigned area.

### **PUBLIC HEALTH SANITARIAN - ADVANCED**

Positions at this level work under policy direction. Positions maintain a high level of responsibility and complete complex professional work in conducting and directing highly technical multifaceted programs.

Duties include: performing on-site evaluation and compliance monitoring and related enforcement activities; evaluating programs and providing recommendations; providing technical consultation to government entities, staff, and industry representatives; and conducting training activities including oversight, planning and implementation of education training/outreach,

In the Division of Public Health these positions work directly with regional environmental health specialists on environmental health activities and conduct complaint follow-ups with licensed facilities. These positions interact with Central Office staff regarding policy development and interpretation and assist local agent health departments with issues surrounding the Food Safety and Recreational Licensing activities.

All positions work closely with other State and Federal agencies (e.g., Department of Natural Resources, Department of Commerce, Department of Public Instruction, Food and Drug Administration, the Environmental Protection Agency, etc.) on food safety, water contamination, and health hazard issues.

Positions allocated to the classification are Registered Sanitarians, or have met all equivalency requirements.

#### **Representative Positions:**

Milk Sanitation Rating Officer (MSRO), Department of Agriculture, Trade and Consumer Protection: The MSRO surveys and evaluates facilities, systems, procedures and documentation for all listed Grade A milk shippers, Grade A bulk milk weighers and samplers, and fabricators of paper and plastic containers for Grade A milk and milk products. Duties include: conduct a comprehensive evaluation of dairy production and processing facilities, participate in the assessment and enforcement of federal standards and state procedures, prepare formal documentation for federal government to maintain integrity of Interstate Milk Shippers list, and provide expert technical assistance and training to staff and industry. These positions are required to obtain and maintain certification as an MSRO through the Food and Drug Administration.

Program Manager, Department of Health Services: These positions serve as a resource and technical expert for local health departments with emphasis on local health departments that serve as contracted agents for the State as delineated in HFS 140.06. Duties include providing training, consultation, and evaluation for agents and local health offices in the multiple programs of licensed establishments. Provide training to local Public Health Departments as well as to private industry and industry groups. Provide consultation in a variety of areas related to Public Health to both government officials and the private sector. Positions are involved in duties such as statewide policy development, statute and rule modifications and IT systems development testing and modification. These positions also participate in planning and lead regional meetings for Agents

### **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.

**IV. ADMINISTRATIVE INFORMATION**

This classification series was created effective October 12, 1997, and announced in Bulletin CC/SC-74 to describe positions which perform public health sanitarian work for the Department of Health and Family Services. The creation of this classification series resulted from the Governor's Human Resource Reform Commission recommendation to simplify the classification system. This action resulted in the abolishment of the Public Health Sanitarian classification series (class codes 72301 through 72304). The series was modified effective September 5, 2004, and announced in Bulletin OSER-0051-MRS-SC to acknowledge that some positions were relocated to the Department of Agriculture, Trade and Consumer Protection as a result of the current budget. The series was modified effective April 12, 2009 to accurately reflect Department and Division name changes at the DHS as well as an expanded allocation at the Advanced level. The revisions to the Public Health Sanitarian Advanced reflect an ongoing shift in inspection activity at DHS from state employees to local sanitarians to eliminate redundancy in state level public health functions. The modifications also further clarify the responsibilities of the Public Health Sanitarian Advanced at DATCP as they relate to program evaluation and compliance.

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