POSITION SUMMARY

For an assigned geographic area of the state, this position spends a majority of its time inspecting animal facilities, and records for compliance with animal health laws, rules, and regulations, and investigating complaints or violations of animal health rules. Through routine inspection activities, the position will educate licensed entities, owners, producers, etc. and seek voluntary compliance with animal health rules where necessary. The position will issue and document enforcement actions when appropriate. The position may issue quarantines, refer cases for further compliance action, assist with disease investigation, testing, sampling, epidemiology and tracking animal movement, and respond as required to animal health emergencies. When serious or repeated animal health law violations are identified, the position will develop a preliminary investigation report for submission to the unit supervisor for review. This investigative work includes but is not limited to: conducting investigative interviews, gathering evidence (e.g., copies of documents, animal movement records, photographs, etc.), ensuring evidentiary chain of custody, and preparing a written report. The position will receive investigative guidance as needed from the unit supervisor and objective level staff. This position operates under close, progressing to general supervision. After completing training and an additional six months in the position, the candidate may be eligible to move into the Animal Health Inspector – Objective classification.

Goals and Worker Activities

60% Goal A: Responsible for conducting field inspection activities for a variety of licensed entities, fairs and exhibitions, and providing education and regulatory requirement information to ensure compliance with state or federal animal health laws, rules, and regulations.

A.1 On a routine basis, or as a follow-up of corrective actions or complaints, inspect a variety of facilities (e.g., markets, dealers, truckers, county fairs, fish/deer farms, etc.), records, to assess compliance with animal health laws.

A.2 Research newspaper ads and online postings, monitor activity at livestock markets, review records, and receive information from stakeholders which may necessitate an initial investigation or inspection of facilities or operations.

A.3 During fish/deer farm inspections, verify owners are operating with appropriate licensures and registrations (e.g., facility type, species of fish, etc.) and ensure compliance with health certifications, and animal movement and import requirements.

A.4 Conduct interviews, take statements from principals involved with an animal health inspection process, and collect & preserve physical evidence and documents to assist in determining if a violation has occurred.

A.5 Document all inspection findings and prepare an inspection or investigation report according to agency guidelines. Submit to the unit supervisor for review and further direction.

A.6 Foster voluntary compliance with animal health rules. This shall include assisting persons with obtaining appropriate licenses, registrations, etc.

A.7 Provide information on Wisconsin Animal Health regulations where necessary.

A.8 When violations are identified, and based on facts or evidence, issue enforcement actions as appropriate. Document and report actions utilizing prescribed guidelines and resources.

A.9 Prepare inspection reports to summarize inspection results and submit to unit supervisor for review and further action.

A.10 Perform follow-up inspection and compliance activities as directed (e.g., record demands, issue enforcement actions, Order of Quarantines, Animal Removal Orders, etc.).

20% Goal B: Conduct preliminary field investigations of animal health violations (e.g., illegal import of animals, animal movement, licensing, etc.), seeking voluntary compliance from licensed entities, owners, or business representatives, and prepare investigative reports.

B.1 Based upon complaint information, research activities, or assigned case work from the supervisor, identify those complaints which have supporting evidence to warrant further investigation. Prioritize caseload with the supervisor and in accordance with the bureau's work plan.

B.2 As cases are assigned as part of DATCP's regulatory authority, develop an investigative plan in conjunction with the supervisor for initiating activities: identify applicable laws, list contacts to be made, evidence to obtain, etc.

B.3 Interview principals involved in alleged violations (e.g., truckers, dealers, farmers, etc.), obtaining witness statements to document fact or evaluate validity of allegations.

B.4 Collect, analyze, and preserve evidence and documentation obtained through the preliminary investigation (e.g., business records, photographs, samples, etc.) Document all inspection activities and ensure the proper chain of custody for evidence is maintained.

B.5 Assess if licenses or permits are required. Ensure compliance with state laws or licensing requirements as appropriate and where possible.

B.6 Educate people on state laws or licensing requirements and assist them in obtaining the needed documents and or licensing to come into compliance with animal health program regulations.

B.7 Review certificates of veterinary inspection, VS 1-27, EIA test reports and intrastate and interstate movement certificates and permits required for the movement of animals.

B.8 Educate people and enforce laws regarding the proper disposition of dead or diseased animals.

B.9 Issue orders of quarantine as necessary, and release animals under quarantine order when terms have been met.

B.10 Issue enforcement action as appropriate pursuant to agency and division guidelines. Including but not limited to serving quarantines, notices of non-compliance, warning notices and removal orders.

B. 11 Create detailed case summary reports documenting the violations with supporting evidence attached, and enforcement action taken according to DAH guidelines for submission to the supervisor.

15% Goal C: Provision of assistance to veterinarians and other agency staff as directed.

C.1 Provide assistance and execute duties as assigned during animal disease incidents under the supervision of or as part of an incident management team.

C.2 Assist district veterinarians in the investigation of disease incidents and animal testing.

C.3 Restrain animals for disease testing, identification, etc. Collect samples as required.

C.4 Trace animal movements through records and other sources of information to establish epidemiological evidence of possible disease transmittal.

C.5 Provide back-up and support to other staff as required.

C.6 Assist peace officers, having the powers of police officers and constables, when working with humane societies and duly appointed humane officers to investigate alleged instances of animal abuse

C.7 Provide training to new Animal Health Inspector staff.

5% Goal D: Performance of other assigned field compliance and educational duties.

D.1 Assist persons in obtaining appropriate licenses as well as instruct licensees on proper application of individual animal identification.

D.2 Educate animal truckers, dealers, animal market workers, and fair organizers on a variety of animal health regulations and issues.

D.3 Perform other duties of a like or similar nature as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of Wisconsin and USDA animal health laws, rules, and regulations.
2. Knowledge and experience in agriculture and/or animal production practices.
3. Basic knowledge of animal diseases.
4. Basic knowledge of inspection methods, recordkeeping and documentation techniques.
5. Basic knowledge of investigative methods, documentation, and research techniques.
6. Knowledge of basic interviewing techniques.
7. Knowledge of evidence/sample collection and preservation.
8. Basic knowledge of report writing techniques and investigation case preparation.
9. Ability to communicate effectively orally and in writing.
10. Knowledge of animal restraint techniques.
11. Basic knowledge of biosecurity principles and disease prevention practices.
12. Knowledge of animal identification and licensing requirements.
13. Knowledge in the use of computers, including word processing, email, and case management software.

SPECIAL REQUIREMENTS

1) Extensive travel, approximately 50% - 80% of the time is required, including occasional overnight work;
2) The ability to rapidly respond to an emergency event is required;
3) Overnight stays lasting several days to several weeks are required in the event of an emergency response, sometimes with little advance notice;
4) Must possess a valid driver's license. Basic maintenance and transportation of DAH equipment is required as needed, including but not limited to: generators, trailers, UTV, etc.
5) Ability to lift up to 50lbs is required to restrain animals, etc.