POSITION SUMMARY

Under the general supervision of the producer security section chief, this position is responsible for licensing activities related to the producer security program. This requires expert working knowledge of the program, including specific licensing requirements for Grain Warehouse Keepers, Grain Dealers, Milk Contractors, and Vegetable Contractors, to effectively assist in administering the program and to answer inquiries from the public. The position is responsible for maintenance of official records for producer security program licensees. The position receives revenues for licensing and coordinates with the department's finance bureau to properly account for receipt of revenues. Duties also include extracting data from warehouse keeper and grain dealer field audits to produce reports and to calculate audit cost related to soybean promotion and corn promotion check-off. This position also provides general program support to the Bureau of Business Trade Practices, assisting with special projects and tasks as needed.

GOALS AND WORKER ACTIVITIES

50% GOAL A: Administration of Grain Warehouse Keeper, Grain Dealer, Milk Contractor and Vegetable Contractor licensing activities for the Producer Security Program.

A.1 Prepare and send initial license and renewal materials to licensees.

A.2 Receive, review, and process initial and renewal applications to ensure accuracy and compliance with the law.

A.3 Maintain and update all data changes and license information for renewals into AMANDA database and other data spreadsheets in accordance with applicable policies.

A.4 Facilitate record management, correspondence production, and files maintenance e.g., letter production, data entry, copying and filing.

A.5 Assist the Producer Security Section Chief in coordinating receipt of licensee audits and enter audit data in program database(s).

A.6 Coordinate the exchange of information between the Central office and field auditors; including computer files, financial statements and other required data needed.

A.7 Process all grain financial statements, enter equity, adjusted equity, current ratio, adjusted current ratio, debt to equity ratio and adjusted debt to equity ratio into the AMANDA database.

A.8 Maintain the GW & GL "TCP Record Maintained" records in AMANDA for mapping of the locations

A.9 Maintain listing of received Certificates of Insurance. Request certificates of insurance, if expired.

A.10 Recommend program changes and participate in the implementation of changes.

30% GOAL B: Financial receipt, disbursement and reporting activities for the Producer Security Program.

B.1 Receive, review, and process initial and renewal applications to ensure proper payment based on information supplied.

B.2 Initiate further action and follow-up if additional monies are due by invoicing for additional fees or late fees.

B.3 Audit and complete all financial transactions related to licensing and soybean and corn check off audit reimbursement payments, including funds deposited through the manual lockbox system, the automated lockbox system and the Bureau of Finance.

B.4 Draft and prepare letters requiring monies due for all licensing issues.

B.5 Reconcile monthly fee collection data with Bureau of Finance. Generate monthly revenue reports as needed. Resolve exceptions noted on lockbox exception report.

B.6 Compile time report from audit forms and issue invoice to the soybean promotion board and corn promotion board for audit time related to check-off amounts.

B.7 Initiate and complete refund of license fee revenue procedures when overpayment occurs in any Producer Security Section license or audit.

B.8 Prepare and submit annual accounts receivable report to the Division Office Manager for submission to the Bureau of Finance.

B.9 Receive, record and deposit refunds received for program expenditures and personal mileage usage of state-owned vehicles.

20% GOAL C: General program support to the Bureau of Business Trade Practices.

C.1 Answer bureau's general telephone line: answer general questions, take messages for callbacks or transfer call to other bureau staff. Serve as "escape operator" for Bureau staff, take messages as needed.

C.2 Distribute all incoming and outgoing mail for bureau. Process all Producer Security Section mail properly and expeditiously.

C.3 Maintain time and coding reports on functions performed by section staff.

C.4 Assist with public records requests, including retrieval from the State Records Center.

C.5 Serve as bureau representative for all Records Disposal Authorization (RDA) submissions/updates. Coordinate records submissions and retrievals from the State Records Center.

C.6 Serve as the bureau's content manager for the DATCP Intranet site.

C.7 Coordinate all bureau requests for form numbers, updates and print jobs.

C.8 Monitor and order paper and ink cartridges for copy and fax machines. Monitor and order bureau office supplies through the Division Office Manager.

C.9 File, photocopy and scan documents as needed.

C.10 Perform other similar tasks and duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED BY THIS POSITION

A. Extensive knowledge of the licensing process and insurance requirements relating to producer security program area.

B. Ability to interpret and apply a variety of program laws, regulation, and guidelines. This includes applicable Wisconsin statutes and ATCP rules.

C. Considerable knowledge of the department's policies regarding financial receipts and disbursement, to include, but not limited to, the STAR and lockbox systems.

D. Considerable verbal communication skills to be able to communicate effectively with a wide variety of individuals and groups both internally and externally. Ability to work with difficult customers.

E. Ability to reconcile financial accounts.

F. Considerable knowledge of computer systems, including MS Office, the AMANDA database system, spreadsheets, databases, graphics, etc.

G. Ability to use standard office equipment: calculator, photocopier, scanner, facsimile machine, and telephone.

H. Effective organizational, administrative, and file management skills, including the ability to work independently and meet work deadlines.

I. Work is performed in a typical office setting. Employee must work in close proximity to others with telephone interruptions at times being frequent. The incumbent is expected to have the skills to deal effectively with DATCP staff, the public, and regulated industry.

PERSONAL CONTACTS AND THEIR PURPOSE

In addition to daily contact with bureau, division and department staff, this position also has frequent contacts with industry and association personnel. Weekly to monthly contact with the Bureau of Finance staff relating to financial records and transactions is also necessary.

DISCRETION AND ACCOUNTABILITY

This position has independent decision-making responsibility in the licensing process, including requesting additional fees and/or other information. This position is also responsible for generating reports relating to the producer security program matters.