POSITION DESCRIPTION
Bureau of Meat and Poultry Businesses
Regulatory Specialist-Senior
05/2026

POSITION SUMMARY:

This professional position provides essential regulatory program support for compliance activities, systems and staff in the Division of Food and Recreational Safety – Bureau of Meat and Poultry Businesses ("Bureau") within an assigned area. This position is responsible for research, development and oversight of the Bureau's compliance and enforcement policies and procedures, evaluating cases for referral for enforcement action and coordinating the management of those cases. This position serves as a primary source of information for Bureau staff on understanding the Bureau's laws, conducting investigations and developing cases.

The position oversees surveillance activities related to in-commerce meat or poultry products and serves as a lead or technical liaison on problematic cases. Through review of investigations, enforcement actions, and policies, the position is responsible for managing the Bureau's compliance and enforcement training, including assisting Regional Managers and Meat Safety Supervisors in establishing performance standards for compliance skills. The position further performs initial research and drafting of administrative documents, special orders and administrative rules.

This position is a key liaison with the Office of Legal Counsel as well as business and consumer groups on issues of compliance, enforcement and state law. The position also works regularly with district attorneys or the Department of Justice regarding case referrals. The position incumbent must be adept at establishing and maintaining working relationships with business, industry and consumer groups, as well as state and federal regulatory and law enforcement agencies.

This position performs work responsibilities for its assigned area of the state under general supervision of a Regional Manager and may be directed to work in areas assigned to other Regulatory Specialist-Senior staff as needed for coverage statewide.

GOALS AND WORKER ACTIVITIES

45% GOAL A: Provision of day-to-day regulatory program and case management oversight for assigned area. This includes establishing work planning, investigative strategies and making recommendations on case development.

A1. Develop work plans to accomplish the highest priority tasks each week while utilizing time and resources efficiently.

A2. Evaluate complaints to ensure they are within the jurisdiction of BMPB. Follow up with a surveillance activity according to the Bureau's procedure document.

A3. Conduct surveillance activities in accordance to the Bureau's policies and procedures at premises handling meat and/or poultry products or providing services related to meat and/or poultry products, warehouses, distributors, retailers, and other in-commerce businesses to ensure that meat and poultry products are safe and wholesome, and to verify compliance with requirements in Wis. Stat. ch. 97 and Wis. Admin Code ch. 55.

A4. Issue and manage regulatory control actions while conducting surveillance activities, including overseeing the disposal of affected products.

A5. Plan and lead administrative hearings and compliance conferences to bring cases to a resolution.

A6. Draft complete and accurate documents such as surveillance activities, reports of investigation (ROI), notices, affidavits, memorandum of interview (MOI), and

administrative and civil documents. Ensure a proper chain of custody for physical evidence is maintained.

A7. Provide enforcement recommendations to assigned Regional Manager(s) once necessary reports are complete. Submit documents for review prior to issuance.

A8. Organize and maintain up-to-date case files with final drafts of all documents, photos, and written correspondence required for open records.

A9. Conduct meat distributor/broker registrations. Assist as needed with mobile custom processor registrations and custom exempt reviews.

A10. Conduct licensing and annual reviews at renderers, animal food processors, dead animal collectors and grease processors. Complete necessary reports as required and conduct follow-up reviews as necessary.

A11. Participate in discussions with BMPB Leadership Team on the allocation of staff resources to ensure Bureau priorities are being met.

A12. As appropriate, coordinate investigation activities with other local, state and federal enforcement agencies.

A13. Perform other duties as assigned.

25% <u>GOAL B</u>: Management of Bureau's compliance program and enforcement actions within assigned area.

B1. Evaluate and prioritize surveillance activities identified for potential enforcement cases; in cooperation with the Regional Manager and Bureau Director, determine which cases should be referred for appropriate action to the Office of Legal Counsel, district attorneys, Department of Justice, or to the Food Safety and Inspection Service' compliance section.

B2. Monitor and ensure uniformity and completeness of information entered into the Bureau's compliance system used to track the status, progress and outcome of surveillance activities and any subsequent compliance cases.

B3. Verify compliance with case outcomes such as injunctions or active administrative orders, and identify potential violations.

B4. Monitor and consult with the Office of Legal Counsel or district attorneys on legal cases submitted for their review, provide additional information as requested and advocate for a timely and appropriate outcome.

B5. Evaluate case trends and industry compliance following enforcement action, etc. Make program recommendations (e.g., training needs, enforcement goals, etc.).

20% <u>GOAL C</u>: Development, analysis and evaluation of Bureau compliance standards, policies, and procedures for assigned area.

C1. Research and develop standards, policies, and procedures for compliance and enforcement of Wisconsin Statutes and Administrative Rules administered by the Bureau. Consult as needed with the Regional Manager, Bureau Director, Bureau staff, legal staff, other agencies and affected businesses.

C2. Develop and implement regulatory and compliance enforcement plans for the Bureau based upon established standards, policies and procedures.

C3. Develop uniform case investigation and enforcement practices and procedures.

C4. Monitor and manage the Bureau's system for surveillance activity and case tracking and recommend necessary changes to current BMPB policies, practices, and/or procedures.

C5. Evaluate the Bureau's compliance policies and procedures, including gathering information or feedback from staff. Recommend modifications to current policies and procedures or identify areas needing new guidelines.

C6. Assist the Regional Manager in identifying and prioritizing emerging regulatory issues and developing recommendations to Bureau management concerning: (1) the level and type of compliance activity which may be required or desired; and (2) the allocation of resources needed to ensure appropriate and timely response.

C7. Develop and maintain close working relationships with federal, state and local professional associations and regulatory agencies to remain aware of trends and recommendations for new standards, policies and procedures.

5% **<u>GOAL D</u>: Serve as the Bureau's regulatory liaison for the assigned area, including the coordination of compliance and enforcement training.**

D1. Perform a variety of liaison and outreach functions (e.g., present at public meetings, coordinate press releases, consumer alerts, etc.) with staff, other regulatory agencies, industry officials, consumer groups, and the general public to increase awareness of current program initiatives, food regulations, etc.

D2. Provide guidance to field inspectors and other staff in the application and interpretation of compliance and enforcement policies and procedures along with application of Wis. Stat. ch. 97 and Wis. Admin Code ch. 55.

D3. Provide instruction on investigative techniques and procedures to Bureau staff. Provide technical guidance report writing, conflict resolution, case compilation, evidence documentation, etc.

D4. Serve as the program liaison with the Department's Office of Legal Counsel, district attorneys, state and local law enforcement officials and the Department of Justice in submitting referred cases for their review and action. These activities include preparing subpoenas, inspection warrants, civil and criminal complaints, special orders or stipulations, etc.

D5. Identify staff training needs based upon the established job skills and submit a training plan. Consult with the Department's Office of Legal Counsel and Bureau management on recommendations, and coordinate implementation of agreed upon compliance training for Bureau staff involved in case development.

D6. Coordinate or develop compliance and enforcement training material, courses and seminars.

D7. Conduct training seminars for field staff or research training alternatives (e.g., use of: vendors, Department job experts, or state/federal staff to conduct training; conferences; state/federal manuals/statutes).

D8. Develop and implement an evaluation process for the training sessions.

D9. Identify possible training improvements, discuss with Bureau management and modify the training plan or program content.

D10. Represent the Bureau on assigned committees, at seminars or conferences, etc.

5% **GOAL E: Coordination of activities related to administrative rule or statutory revisions, review of draft legislation and interpretation of the rules/statutes for various agencies, staff, and the public for assigned area.**

E1. Analyze Bureau compliance and enforcement procedures and identify areas needing statutory or regulatory revision. This includes assisting management with the review and evaluation of the background, precedent, and current needs of the Bureau, regulated businesses, and consumers.

E2. Participate in the preparation of administrative rules and statutory language by developing and/or reviewing all sections related to compliance with or enforcement of those rules or laws.

E3. Assist the Regional Manager in answering questions and providing information to staff, other governmental agencies, businesses, trade associations and the public about Bureau compliance and enforcement issues.

E4. Monitor and interpret federal, state, and local statutory and rulemaking actions related to food safety and food-related consumer protection.

E5. Assist in the Bureau's review and analysis of legislative proposals and current legislation related to compliance and enforcement issues. As needed, participate in Bureau communication with legislators and legislative staff.

E6. Provide guidance in the preparation of legislative hearing testimony in cooperation with the program managers, the Regional Manager, Department management staff, and the Office of Legal Counsel related to compliance and enforcement issues.

E7. Assist in rulemaking process within the Bureau and assist program staff in the establishment of rulemaking timetables, selection of advisory committees, hearing preparation and/or review of documents.

E8. Provide periodic updates/reports to the Regional Manager regarding current or proposed legislation, rulemaking processes, and administrative/statutory revisions.

KNOWLEDGE, SKILLS AND ABILITIES

A. Extensive knowledge of Wisconsin laws, Wisconsin Administrative Code, Federal Meat Inspection Act and Poultry Products Inspection Act in the areas of meat safety and meat-related consumer protection.

B. Extensive knowledge and experience in compliance, enforcement and investigative policies, procedures and techniques.

C. Extensive knowledge and experience in investigation methods and procedures used to collect and analyze documents and testimony and preserve evidence which can be admitted in a court of law.

D. Strong written and oral communication skills, including effective report writing.

E. Knowledge of program and policy development, implementation and evaluation techniques; this includes the ability to apply them in the work setting.

F. Knowledge of the legislative and administrative rule-making processes.

G. Demonstrated ability to provide leadership and coordinate group or team activities, engage in problem solving, facilitate negotiation and work effectively with diverse groups.

H. Extensive skill in applied use of computers and other information technology to monitor and track data and written information.

I. Strong interpersonal skills handling difficult conversations and managing conflict.

J. Working knowledge of quality improvement principles and team building techniques.

K. Knowledge of effective training methods and tools, including the ability to develop applicable training materials and research presenters as needed.

SPECIAL REQUIREMENTS

1. This is a field-based position requiring routine travel throughout the State of Wisconsin at least 60% of the time. Overnight stays may be required on occasion.
2. Possession of, or ability to obtain, a valid driver's license; or the ability to provide one's own transportation for work purposes.
3. The ability to stand for prolonged periods of time, often on wet or uneven floors.
4. Travel and outdoor work are required 12 months of the year. The employee will encounter inclement weather, including both outdoor and indoor temperature extremes, as well as hazardous environmental and physical conditions encountered while performing the duties of the position.
5. The ability to work nights, weekends and holidays as needed to conduct investigations, including staying until the daily work is done.