

POSITION SUMMARY:

Under general supervision, this position serves as the statewide regulatory expert for the Department's nursery, Christmas tree and other assigned programs; providing regulatory and technical expertise to managers, program coordinators, inspectors and licensees; providing field support in response to escalated compliance issues; coordinating responses to time-sensitive pest trace-forwards; and overseeing licensing and inspection data. Responsibilities include developing and implementing statewide regulatory procedures for licensing, plant pest quarantine, and invasive species compliance; coordination of compliance investigations; review and analysis of plant pest and disease data; and general program evaluation and assessment. This position also assists managers and program coordinators with analysis of program workloads, regulatory outreach, training needs, revenue analysis and overall program effectiveness.

This position is responsible for the development, maintenance and improvement of largescale relational geographic licensing and inspection databases. They serve as the primary technical resource for Plant Pest and Disease Specialists statewide and provide training on technical program areas and computer technologies, including CRM and GIS-based electronic data collection apps. This position is responsible for coordinating staff, developing, analyzing, and improving systems for processing over 3,000 nursery, Christmas tree and seed licenses annually, along with ensuring prompt, efficient and accurate license revenue data entry, revenue reconciliation, invoice, and refund generation.

Other program responsibilities include: serving as a liaison to a variety of contacts (e.g., state and national professional organizations, state plant regulatory officials, state and federal partner agencies, etc.); serving as an Authorized Certification Official responsible for issuing phytosanitary certificates in accordance with international state and international export rules; responding to public and legislative inquiries; assisting with policy research and analysis; developing compliance strategies; recommending strategies for advancing the bureau's investigation and compliance efforts; and assisting the Section Manager in the development of administrative rules governing Section responsibilities.

GOAL AND WORKER ACTIVITIES:

40% GOAL A: Manage assigned statewide regulatory program compliance standards, including implementation and interpretation of related policies and procedures (e.g., coordinating regulatory responses for licensing, plant pest quarantine and invasive species compliance procedures for the nursery and Christmas tree programs; etc.).

- A.1 Develop and evaluate current and/or proposed compliance and enforcement standards according to Wisconsin plant industry laws and regulations, secs. 94.01-94.11, 94.38-94.46, Wis. Stats., and Chapters ATPC 20, ATPC 21 (quarantines) and NR 40, Wis. Admin. Code. Utilize research and program area expertise to incorporate input from program coordinators and managers into maintaining and updating compliance procedures.
- A.2 Oversee implementation of regulatory sampling and compliance plans; coordinate with managers and program coordinators across work units on workload to accomplish annual program objectives. Monitor progress and make recommendations on improving tracking of priority field work completion, compliance, plant pest and disease detections, etc.
- A.3 Provide direct coordination with Section Manager, Unit Supervisor and field inspectors on compliance history and suspected violations of rules and laws applicable to the nursery program and other assigned programs for use in compliance conferences or referrals to county district attorneys as needed.
- A.4 Monitor the timely return of compliance documents to ensure corrective action has been taken to rectify violations.

- A.5 Issue notices of noncompliance, pest abatement orders, and orders prohibiting sale and movement to regulated plant industries in Wisconsin and issue rejection notices to businesses and officials in other states following regulatory detections as needed.
- A.6 Respond to inquiries from the regulated communities, public, and other agencies and agency staff on nursery licensing requirements and fees, prohibited and restricted invasive plants, compliance agreements, quarantine requirements and other program-related information.
- A.7 Monitor annual statewide licensing and enforcement data, prepare an annual program summary for review and discussion with management staff (e.g., problem areas, trends, emerging issues, needs, etc.).
- A.8 Conduct regulatory inspections of plant material as needed to fulfill interstate and international plant export requirements.
- A.9 Maintain accurate compliance investigation tracking data to assure the standardized maintenance of records according to recordkeeping policies, including entering nursery compliance data and entering technical, minor and serious seed labeling violations, from specialists and the laboratory, into the database and maintain collection data tracking compliance history.
- A.10 Inform Section Manager and Unit Supervisor, Program Coordinators, and field inspectors of emerging regulatory issues, such as unlicensed plant nurseries or imports of plants infested with regulated pests or diseases, and recommend determine appropriate follow-up actions to bring entities into compliance.

30% GOAL B: Serve as a regulatory liaison, including technical and compliance training, outreach services to a variety of parties (e.g., industry, agency enforcement staff, individual businesses, etc.), and related operational activities (e.g., research, technology management, etc.).

- B.1 Develop, maintain, and improve georeferenced compliance and plant inspection databases, including designing data collection projects in Survey 123, updating diagnostic data from the plant industry laboratory; adding compliance data to licensee records in CRM; and querying, retrieving, and summarizing regulatory and compliance data for reports, special requests, presentations, and program management guidance.
- B.2 Provide technical assistance and training to the field inspectors associated with program-related investigation, inspection data and sample collection procedures and findings, policies or regulatory standards; etc.
- B.3 Develop and present the training material as scheduled.
- B.4 Develop compliance assistance and regulatory outreach materials for industry and the general public; provide program-related presentations to the public, the industry and other interested groups.
- B.5 Coordinate with other state and/or federal entities to facilitate effective management and operation of the unit's regulatory or compliance responsibilities.

- B.6 Conduct research on standards for assigned programs, new product technologies, and/or emerging trends (e.g., ArcGIS, ESRI, CRM, PCIT, MyDATCP, etc.). Provide regular updates to appropriate management and staff along with any recommendations for changing practices or procedures based on findings.
- B.7 Represent the agency on technical and policy committees that may impact program area policy or program functions.
- B.8 Identify database needs and develop databases for program management. Serve as a program liaison with Bureau of Information Technology (BITS) on program information needs and issues.

20% GOAL C: Manage the nursery, seed and Christmas tree licensing programs; coordinating the timely issuance of Plant Health Certificates to nurseries to ensure compliance and facilitate interstate commerce. Serve as an Authorized Certification Official contributing to the issuance of phytosanitary certificates according to commodity and country rules to ensure compliance and facilitate plant exports.

- C.1 Coordinate the licensing of nursery growers, nursery dealers, seed labelers and Christmas tree growers on agency databases. Create and maintain the list of nursery and Christmas tree growers holding plant health certificates.
- C.2 Issue plant health and phytosanitary certificates for nursery stock and other regulated plant commodities by verifying inspection and import permit data after conducting a thorough review and interpretation of country and commodity regulations in order to facilitate interstate and international exports.
- C.3 Review and determine the validity, completeness, and timeliness of plant health and phytosanitary certificates and supporting documentation through interaction with applicants and export certification specialists.
- C.2 Initiate the layout, printing and mailing or emailing of assigned license applications and ensure licensing schedule is maintained. Recommend and implement improvements to the application form and MyDATCP.
- C.3 Administer policies and procedures for nursery licensing activities (e.g., license requests and issuance; interpretation of licensing laws and rules, refund policies, etc.).
- C.4 Monitor applications ensuring complete returns and full payment. Enforce late fee penalties and collect on invoices 30 days past due per statutes; coordinate with appropriate fiscal staff. Return incomplete applications for further information or payment.
- C.5 Verify and complete all financial transactions related to each licensing program, including applying monies to the correct accounts. Record transactions in spreadsheets and reconcile monthly amounts with Finance.
- C.6 Investigate and verify sources of nursery stock for all nursery and Christmas tree applicants.
- C.7 Independently monitor, interpret and apply regulatory changes to interstate and international export requirements to ensure that applications are in compliance with administrative procedures and regulatory requirements of other states and/or foreign countries.
- C.8 Conduct online and interagency research to identify and contact businesses (e.g. landscapers) who might be operating without a nursery license.

10% GOAL D: Provision of support for administrative rule or related statutory activities (e.g., rule writing, revenue analysis, state and federal legislative tracking, etc.) as well as other operational activities (e.g., APHIS grants, etc.).

- D.1 Participate in the preparation of administrative rules and statutory language by development and/or reviewing all sections related to compliance with or enforcement of those rules or laws.
- D.2 Monitor other states' plant protection programs, federal directives, or pending legislation that may impact DATCP's program areas. Consult with or update management and agency legal staff; determine if any impact on programs or any changes in practice or policy are needed.
- D.3 Interface with state and federal agency partners to provide data on rule violations (i.e. ATCP 21, NR 40 invasive species rules) and provide input on enforcement activities.
- D.4 Assess revenues for programs and provide input to bureau staff on operation budgets.
- D.5 Provide regular (monthly/semiannual) updates of the Bureau's public websites.
- D.6 Respond to inquiries by APHIS, Managers, and Program Coordinators regarding work assignments, activity reports and grant data.
- D.7 Perform related work as assigned by the Section Manager.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Extensive knowledge of the state, federal and international laws, codes, and regulations, procedures, and policies related to plants, plant pests, the licensing of plant industries, and the regulations governing agency program activities.
2. Working knowledge of the natural sciences, including biology, entomology, plant pathology, botany, horticulture or other closely related fields.
3. Extensive skill in database development and use, including the ability to devise systems to collect data (e.g., ArcGIS, MS Access, Excel, CRM), experience with data management programming language (e.g., SQL) and largescale relational databases (RDMS), and general working knowledge of SharePoint, word processing and spreadsheet applications.
4. Strong organizational and project management skills, including the ability to work independently and prioritize to meet work deadlines.
5. Experience conducting effective research and data analysis, including work planning, program evaluation, field assignments, and methods and procedures development.
6. Working knowledge of the principles of program and policy analysis.
7. Knowledge of training techniques and the ability to develop training materials.
8. Knowledge of compliance, enforcement alternatives, and related investigation procedures and techniques; this includes the ability to analyze documents and data, provide technical testimony, etc.
9. Demonstrated ability to interpret technical data, complex codes, and standards as well as be able to explain them to a wide variety of groups and individuals.
10. Considerable knowledge of standard principles and techniques of written and verbal communication and experience with how to apply them efficiently and effectively.

11. Experience with fiscal methods, processing activities (e.g., purchasing or bookkeeping), and account reconciliation.
12. Knowledge of effective data collection, report writing, and file management techniques.
13. Working knowledge of quality improvement and team-building techniques.
14. Knowledge in use of conflict resolution techniques and verbal communication principles used to resolve conflicts.
15. Working knowledge of policies and procedures of the Division of Agricultural Resource Management.
16. Ability to establish and maintain effective working relationships with fellow employees, other agency officials, business organizations, and the general public.

SPECIAL REQUIREMENTS:

- Possession of a valid driver's license including personal automobile insurance; or the ability to provide one's own transportation for work purposes is required.
- Occasional travel, up to 20% of the time, is required for plant regulatory inspections, compliance investigations, pest and disease response activities, etc.
- Ability to obtain and maintain USDA Authorized Certification Official (ACO) status able to issue phytosanitary certificates within 15 months of hire.