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| Position Code DRYISCIEA07R |
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State of Michigan
Civil Service Commission
 Capitol Commons Center, P.O. Box 30002
 Lansing, MI 48909
POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete this form as accurately as you can as the position description is used to determine the proper classification of the position.

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| 2. Employee's Name (Last, First, M.I.) | 8. Department/Agency |
| | Agriculture and Rural Development |
| 3. Employee Identification Number | 9. Bureau (Institution, Board, or Commission) |
| | Food Safety and Animal Health |
| 4. Civil Service Position Code Description | 10. Division |
| Dairy Industry Field Scientist 9-P11 | Dairy, Feed and Produce |
| 5. Working Title (What the agency calls the position) | 11. Section |
| Dairy Safety Inspector | Dairy |
| 6. Name and Position Code Description of Direct Supervisor | 12. Unit |
| Erin Quaine Altman, Dairy Industry Manager 14 Dairy East Regional Supervisor | |
| 7. Name and Position Code Description of Second Level Supervisor | 13. Work Location (City and Address)/Hours of Work |
| Amy Heintzelman, Interim Dairy Section Manager Barb Koeltzow, Food and Dairy Industry Manager 15 | Home workstation –Branch, Hillsdale, Calhoun, Lenawee, or Jackson County or within 20 minutes OR willing to re-locate within 10 months of hire. Varied, including M-F / 8:00 a.m. – 5:00 p.m. |

14. General Summary of Function/Purpose of Position

The purpose of this position is to serve the people of the State by assuring them a safe, high quality supply of dairy products. Under direct supervision, the Dairy Inspector ensures food safety by:

- Ensuring compliance with dairy laws and regulations by performing milk sanitation inspections of dairy farms, processing plants, milk tank trucks and haulers, and related sampling activities;
- Assuring that Michigan dairy products may continue to move freely in interstate commerce;
- Investigating foodborne illnesses and other consumer complaints;
- Participating with representatives of the dairy industry, universities and other governmental agencies in the development of policies and programs to further those aims; and,
- Meeting any necessary federal requirements to perform work based on contracts, grants, or agreements with federal agencies.

Fulfillment of these duties necessitates statewide travel, including overnight travel. Employee will meet any necessary federal requirements to perform work based on contracts, grants, or agreements with federal agencies.

This position is required to follow established standard operating procedures and meet quantity, quality and timeliness standards for assigned work.

Individual tasks related to the duty.

- Conduct onsite inspections at established frequencies. Inspections include times when the plant is down and when operating.
- Sample all products monthly and submit to the department laboratory for testing. All samples must be collected and handled in accordance with the procedures outlined in the “Standard Methods for the Examination of Dairy Products”.
- Conduct certain pasteurization tests.
- Review equipment and construction for compliance.
- Review shelf-life records to assure compliance with Michigan law.
- Maintain accurate and up-to-date records of all inspection activities.
- Conduct required enforcement actions.
- Provide written documentation of inspection findings and write reports.
- Respond to emergencies when necessary.
- Must become certified by FDA as a sampler.
- Must be commissioned by FDA.

Duty 3

General Summary of Duty 3 15% of Time

Bulk Milk Hauler and Milk Tank Truck Inspection: Proper milk sampling is of vital importance to the dairy industry. The bulk milk hauler samples each tank of milk on each dairy farm before it is picked up. These samples are analyzed for quality and drug residues and the results are for producer payment as well as regulatory action. Therefore, the bulk milk hauler must follow the requirements outlined in the Michigan law. The Field Scientist educates and inspects the bulk milk hauler with regard to these requirements. Michigan dairy laws require that inspections be conducted on milk tank trucks which are transporting milk for sale. The inspection process includes a close evaluation of the construction and sanitation of the milk tank truck and associated equipment.

Individual tasks related to the duty.

- Conduct inspections at established frequencies.
- Conduct required enforcement action.
- Provide written documentation of inspection findings and write reports.
- Examine new hauler applicants using the established testing procedures and recommend or deny license issuance.
- Provide training for haulers on proper sampling and sample storage techniques.
- Maintain accurate and up-to-date records of all inspection activities.

Duty 4

General Summary of Duty 4 5% of Time

Consumer Complaints: When a consumer complaint is received, the Field Scientist contacts the complainant to obtain complete information regarding the nature of the complaint and if products are involved, the product code, date, time and place of purchase and conditions when purchased. When appropriate, samples are collected and delivered to the Michigan Department of Agriculture and Rural Development laboratory for analysis.

Individual tasks related to the duty.

- Conduct investigations related to consumer complaints for milk and dairy products.
- Work cooperatively with other sections, divisions, departments, states, and FDA when appropriate to resolve consumer complaints.
- Collect corresponding product samples when appropriate and submit for analysis.
- Conduct required enforcement action.
- Provide written documentation of complaint investigation findings.

Duty 5

General Summary of Duty 5 **5% of Time**

Obtain required emergency response certifications and maintain the necessary knowledge acquired from the National Incident Management System (NIMS) and Incident Command System (ICS) as well as MDARD internal incident response systems. As directed, work within any temporarily established emergency incident response structure.

Individual tasks related to the duty.

- Conduct investigations related consumer complaints for milk and dairy products.
- Work cooperatively with other sections, divisions, departments, states, and FDA when appropriate to resolve consumer complaints.
- Collect corresponding product samples when appropriate and submit for analysis.
- Conduct required enforcement action.
- Provide written documentation of complaint investigation findings.

Duty 6

General Summary of Duty 6 **5% of Time**

Other duties as assigned.

Individual tasks related to the duty.

- Perform other duties related to food and dairy product safety.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Most decisions are based on a law or regulation which the division and bureau is assigned to enforce. These would include suspending permits and condemning product or equipment. Occasionally situations exist which are not clearly defined by the law. The Field Scientist must use judgment in making an interpretation of the requirements.

The business which is being inspected could be affected in an adverse manner by either the loss of product or loss of permit to do business.

17. Describe the types of decisions that require the supervisor’s review.

Decisions concerning prosecutions of violations, special assignments, projects and overtime.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Field activities include working around animals of varying size and temperament including large cattle, large equipment that is in operation including compressors, vacuum pumps, farm machinery, heavy duty trucks and equipment, chemicals, steam lines, welders, conveyors, pumps, and other processing equipment and laboratory equipment. Responsibilities may necessitate climbing atop storage structures, being subject to extreme temperature variations during investigations and be exposed to toxic fumes, irate customers, vermin infestation and disease causing organisms. Duties include driving in extreme weather conditions and availability for emergencies regardless of the time of day or day of week. In case of man-made or natural disasters, Incumbent is confronted with endangerment from establishments that are unsafe structurally, chemically contaminated or fire charred resulting in soot, ash, and unknown toxic gases. Overnight travel is required as needed.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

| <u>NAME</u> | <u>CLASS TITLE</u> | <u>NAME</u> | <u>CLASS TITLE</u> |
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20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

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| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

This position ensures the safety of the food supply and economic welfare of the people of Michigan by inspecting dairy facilities, milk haulers and milk tankers for compliance with state laws and regulations related to sanitation, construction, sampling and adulteration: Investigating food-borne illnesses and consumer complaints, and by enforcing rules related to the production, processing, packaging and labeling of dairy products. The position also includes public relations, training, and the certification of field persons.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.
Backfill.

25. What is the function of the work area and how does this position fit into that function?

To assure the people of the State of Michigan a safe, high quality supply of dairy products and to participate in programs which help to assure a strong dairy industry. Essential to this function is the ability of the Field Scientist to maintain a professional relationship with all members of the dairy industry and the public, while making independent decisions in work planning and enforcing the laws. The Field Scientist reports to a regional supervisor.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?

EDUCATION:

Possession of a bachelor's degree in animal science, biochemistry, biology, chemistry, environmental health, food science/technology, microbiology, toxicology, veterinary science; or a related field including 10 semester (15 term) credits in one or a combination of the following: biology or chemistry.

EXPERIENCE:

Dairy Industry Field Scientist 9: No specific type or amount is required.

Dairy Industry Field Scientist 10: One year of professional experience in the enforcement of laws pertaining to the production, transportation, and storage of dairy products equivalent to a Dairy Industry Field Scientist 9.

Dairy Industry Field Scientist 11: Two years of professional experience in the enforcement of laws pertaining to the production, transportation, and storage of dairy products equivalent to a Dairy Industry Field Scientist, including one year equivalent to a Dairy Industry Field Scientist 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Individual must have comprehensive knowledge of Animal Science, Chemistry, Biology, Microbiology, Bacteriology, Food/Dairy Processing and Food Safety Practices. Individuals must be able to effectively communicate both orally and in an objective manner in writing, evaluate situational needs, make assessments of project requirements, have integrity, tact and the ability to develop rapport with diverse work groups.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must possess valid driver's license.
- Must obtain and maintain FDA commissioning.
- Must become certified as a milk and dairy product sampler.
- Employee will meet any necessary requirements to perform work based on contracts, grants, or agreements.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

I certify that the entries on these pages are accurate and complete.

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee's Signature

Date

NOTE: Make a copy of this form for your records.