

Position Code FDISPL2

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.

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)
4. Civil Service Position Code Description	10. Division
Food Industry Specialist 13	Human Food
5. Working Title (What the agency calls the position)	11. Section
FDA Contract and Training Specialist	Manufactured Food
6. Name and Position Code Description of Direct Supervisor	12. Unit
Karla Wynia, Wholesale Food Program Manager Food and Dairy Manager 15	
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Jennifer Bonsky, Division Director State Administrative Manager 15	Home Workstation 8:00 a.m. – 5:00 p.m. and varied

14. General Summary of Function/Purpose of Position

This position functions as an FDA Food Contract specialist and is responsible for:

- Oversight and administration of all aspects of the FDA Food Contract, including:
 - Serves as technical advisor to program staff and federal agencies regarding the FDA Food Contract;
 - Works with the program management team, staff, and FDA contacts to develop the inspection list annually;
 - Serves as a primary resource and technical expert for all activity related to the FDA Food Contract;
 - Conducts and attends statewide meetings related to the FDA Food Contract, with staff and FDA, as required.
- Manage and oversee federal and state training programs for retail and manufactured food staff.

This position requires thorough knowledge of the Human Food Division laws and regulations and public health principles, identifies training needs and develops curricula for state-wide regulation of food safety and sanitation, ongoing analysis of staff proficiency, including specialized food training and identifying qualified staff for particular assignments. Maintains program knowledge and assists in program management by responding to consumer, industry, and regulator requests for program information. Responsible for maintaining and updating documents and materials fit for use.

This position is required to follow established standard operating procedures and meet quantity, quality and timeliness standards for assigned work. Additionally, this position has a home workstation but will require some instate and out-of-state travel as may be necessary for meetings, etc., by personal vehicle with normal travel and mileage reimbursement rates, as applicable.

- 15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.**
List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 60% of Time

Serve as FDA Food Contract specialist responsible for managing and overseeing timely, successful completion of annual FDA Food Contract.

Individual tasks related to the duty.

- Partner with Central 1 District, FDA State liaison to oversee timely completion and success of the FDA Food Contract;
- Develop FDA Food Contract inspection inventory list with FDA and MDARD staff;
- Review and advise of new requirements for audits with each new annual contract;
- Monitor supervisor (state auditor) training and verification schedules with FDA;
- Help coordinate two contract inspection audits occur every three years per inspector who is approved to conduct FDA Contract manufactured food inspection;
- Manage FDA food contract inspections, import samples, and staff audits by monitoring completion rates;
- Consults with the following federal, state, and local government agencies relative to the management and coordination of the FDA Food Contract: FDA Food Contract: MDARD Human Food Division Food Section; the Geagley Laboratory Microbiology Section; FDA Office of Domestic Partnerships; FDA Office of Human Food Inspectorate, Central 1; and Local Health Partners related to training and training delivery.
- Establish quarterly completion strategy as established by program;
- Serve as a liaison and technical advisor to staff within MDARD, with FDA, and other state partners relative to the FDA Food Contract and Training;
- Acquire FDA approved replacement firms as need;
- Update inspection inventory list as inspections are completed, and replacements are added;
- Coordinate follow-up contract inspections with State Liaison and regional supervisors, as needed;
- Prepare end of quarter invoice spreadsheets for Quarterly Submission Report and submit timely to FDA state liaison for approval;
- Assist state auditors with scheduling and completion of their verification audits with FDA auditors;
- Track state auditor communication, scheduling and completion of staff inspection audits;
- Track, document and ensure the storage of electronic inspection audit reports;
- Work with FDA state liaison to analyze, develop, and update training and inspection materials, as needed, to implement FDA Contract quality standard inspection requirements;
- Assist in standardizing policies and procedures and develop operating systems for FDA Contract inspections, environmental sampling, audits, and import sampling;
- Update inspection materials to reflect changes in contract;
- Train and distribute new materials to field staff before contract inspections begin;
- Monitor quality of reports to minimize variations between inspection reports; review written narratives and verify if action was taken by field staff; and assist and communicate with inspectors and regional supervisors;
- Track and identify trends with compliance and enforcement of manufactured food facilities inspected under FDA Contract;
- Monitor expenditures to account for cost increases and need for resources;
- Review and audit reports for accuracy and missing elements;
- Enter and submit data to Central 1 District Office by contract deadlines;
- Monitor all FDA Contract records documenting and tracking completion of contract requirements with regional supervisors and Manufactured Food Program manager;
- Track, document, and submit electronic copies of signed inspection, environmental sampling, import sampling, and audit reports to FDA State Liaison.

Duty 2

General Summary of Duty 2

30% of Time

Manage and oversee federal and state training programs for retail and manufactured food staff.

Individual tasks related to the duty.

- Act as the primary liaison for the Human Food Division liaison with FDA's Partnership for Regulatory Education and Training (PRET) program;
- Work collaboratively with management to identify training needs to complete the FDA annual training workbook and lobby on the program behalf throughout the year for training needs;
- Serve as the primary point of contact between other states training liaisons to develop training opportunities;
- Coordinate training logistics including venues, materials, instructors, and technology platforms for training courses;
- Develop, schedule, and manage PRET training programs for field inspectors across federal, state, and local agencies;
- Participate in delivery of training course;
- Related work as assigned.
- Special projects as assigned.
- Other duties as assigned.

Duty 3

General Summary of Duty 3

10% of Time

Manage and oversee FDA Food Contract environmental sampling.

Individual tasks related to the duty.

- Collaborate with FDA and MDARD staff to develop environmental sampling establishment list;
- Confirm environmental sampling scheduling; and,
- Monitor environmental sampling completion for timeliness and meeting contract qualifications.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.
 Program responsibilities are based on state laws and regulations and federal grant and contract requirements.

17. Describe the types of decisions that require the supervisor's review.
 Situations that are in conflict with approved practices or procedures or when new or unusual events or circumstances occur.
 Any decision that may affect section policy or procedures is under direct review of the division executive team.

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.
 The position takes place in the office and in the field. Person needs to drive, sit, work at a computer, lift and carry materials.
 Position requires state-wide and out-of-state travel.

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>

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <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?

23. What are the essential functions of this position?

This position serves as a contracts and training specialist within the Human Division, which requires technical and program knowledge, the ability to work effectively with multiple staff and personalities, a high attention to quality and details, and a professional demeanor and approach to sharing information and assembling work assignments.

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

New Position

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

This position will be home-based with frequent visits to the Human Food Division office(s) and Regional Meetings (various locations).

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

EDUCATION:

FDD 13 Specialist = 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:

FDD 13 Specialist = Four years of professional food and dairy industry experience equivalent to a Food Industry Field Scientist, including two years equivalent to a Food Industry Field Scientist P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the operational and technical problems involved in the administration of a specialized program.
- Knowledge of the assigned program specialty.
- Knowledge of methods of planning, developing, and administering programs.
- Knowledge of applicable state and federal food laws, regulations, and standards; and legislative processes related to the work.
- Knowledge of the principles and practices of governmental regulation as it relates to the food industry.
- Knowledge of the principles and practices of physical or biological sciences, sanitary science, or environmental health.
- Knowledge of food safety, health, and sanitation standards.
- Knowledge of the standard practices, processes, tools, equipment, and materials related to the buying, selling, production, processing, handling, and sale of food products.
- Knowledge of the practices involved with growing, harvesting, packing and storing of fresh produce.
- Knowledge of food inspection techniques and procedures.
- Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature, where unknown and numerous contingency factors are involved.
- Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.
- Ability to plan, coordinate, and expedite work projects.
- Ability to interpret complex rules and regulations.
- Ability to collect, identify, analyze and interpret data.
- Ability to work effectively with food industry personnel, other agencies and local jurisdictions.
- Ability to serve as a technical advisor to others on work related topics.
- Ability to conduct liaison activities with others on matters related to the food industry.
- Ability to provide expert testimony at hearings.
- Ability to maintain records, prepare reports, and conduct correspondence related to the work.
- Ability to effectively communicate with others both verbally and in writing.
- Ability to speak before groups.
- Ability to maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must possess valid driver's license.
- This position requires obtaining and maintaining FDA commissioning.

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.