

**State of Michigan  
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

<b>Position Code</b> 1. FDISCIEA46R
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## POSITION DESCRIPTION

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

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> AGRICULTURE AND RURAL DVLPMNT
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> Food Industry Fld Scientist-E	<b>10. Division</b> Dairy, Feed, and Produce Division (DFP)
<b>5. Working Title (What the agency calls the position)</b> Animal Feed Field Inspector	<b>11. Section</b> Feed
<b>6. Name and Position Code Description of Direct Supervisor</b> LOZMACK-MOLLBER, JILL; FOOD AND DAIRY INDUSTRY MGR-3	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> MATULIS, AMBER A; STATE DIVISION ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> Home Workstation within Michigan's Lower Peninsula Monday - Friday, 8 a.m. - 5 p.m. and varied

**14. General Summary of Function/Purpose of Position**

The purpose of the Animal Food Safety Inspector's (Food Industry Field Scientist classification) job is to assure safe, high-quality animal food and feed products. Under direct supervision, this position ensures the safety of the human food and animal feed supply and economic welfare of the people of Michigan by: Inspecting, sampling, and investigating facilities for compliance with state laws and regulations related to sanitation, construction and adulteration of animal food and feed including complaint and illness investigations, enforcement, licensing, labeling, packaging, and emergency response. This position functions from a home workstation and is required to follow established standard operating procedures and meet quantity, quality and timeliness standards for assigned work.

**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:** **Percentage: 80**

Food / animal feed safety inspection and regulation. Fulfillment of these duties necessitates local travel and periodically, statewide and/or overnight travel, and an extensive initial training as well as continuing education and training. Employee will meet any necessary federal requirements to perform work based on contracts, grants, or agreements with federal agencies.

**Individual tasks related to the duty:**

- Under direct supervision, inspect all food/animal feed establishments and products regulated by the department in your area.
- Enforce compliance with all applicable state and federal laws and regulations.
- Collect and compile evidence by sampling, photography and documentation.
- Analyze and make recommendations as to whether compliance warrants prosecution, administrative action or increased monitoring.
- Communicate with federal, state and local government agencies to obtain information pertinent to the successful resolution of cases and inspections related to contractual agreements with the federal government.
- Obtain warrants from prosecuting attorneys and provide expert testimony in cases involving criminal offenses.
- Determine compliance with all physical requirements and sanitation standards for establishments within your area including; warehousing, processing, packaging, specialized and retail operations.
- Conduct inspections as pertains to evaluations of equipment, records, environment, processing techniques, handling practices, packaging and labeling.
- Achieve compliance through motivation, education and prosecution.

**Duty 2**

**General Summary:** **Percentage: 10**

Complaint investigations.

**Individual tasks related to the duty:**

- Under direct supervision, respond to and investigate consumer complaints concerning the safety, wholesomeness and quality of the food and beverage supply and the health and economic welfare of citizens of and visitors to the State of Michigan.
- Investigate foodborne illnesses, instituting preventive measures where possible, and conducting product tracebacks when necessary.
- Procure and prepare food/beverage samples for laboratory analysis for use as legal evidence in connection with consumer complaints or standards tests.

**Duty 3**

**General Summary:** **Percentage: 5**

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:**

- Respond to and investigate food/dairy/feed contamination incidents caused by natural and manmade disasters such as building or vehicle accidents, explosions, fires, floods, tornadoes, nuclear releases, and terrorist acts.
- Conduct recall/audit checks to verify removal of contaminated product(s) from commerce and traceback/traceforward investigations to determine the source or disposition of food products being investigated.
- Oversee the disposition of damaged or adulterated foods in these events, coordinating activities with emergency management officials.
- Implement control measures in accordance with MDARD authorities.

**Duty 4**

**General Summary:** **Percentage: 5**

Other duties and related assignments.

**Individual tasks related to the duty:**

- Perform other duties as assigned, including assisting in other program areas and consumer and industry outreach activities.
- Attend and participate in classroom or field trainings.
- Implement control measures in accordance with MDARD authorities.
- Meet and maintain commissioning, credentialing, and certification requirements of the department, division, or federal grantors.
- Maintain records related to program work activities.
- Assist co-workers in the completion of team objectives.
- Conduct thorough tonnage audit inspections.
- Participate in public, industry, and government meetings as a representative of the department.
- Conduct annual Industrial Hemp inspections, sampling, enforcement, and information sharing efforts.
- Other activities as assigned by supervisor.
- Adhere to Department and Division safety policies.

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

Incumbent has complete responsibility for all duties within an assigned geographical area for food/feed safety at regulated establishments, foodborne illness investigations and consumer complaint investigations. Assignments are mandated by law, standards and department/bureau/division policy. Specific assignments from supervision are within parameters of agency responsibility. Independent decisions are made to: Seize food / feed products, determine course of action in order to obtain evidence essential for a successful resolution of cases, determine the means used in gaining compliance at establishments and determining to what extent adulteration of food products exists and by which criteria it may be safely reconditioned, repackaged or destroyed.

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

Decisions concerning enforcement actions including fines, prosecutions, seizures, and license suspension / revocation; special assignments; resolving sensitive issues or issues of significance to industry groups, media contacts or with political impact; projects; and overtime.

**18. What kind of physical effort is used to perform this job? What environmental conditions in 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 heavy equipment that is in operation including meat saws, lift trucks, mixers, conveyors, pumps and other processing equipment. Responsibility may necessitate climbing atop storage structures, being subjected to extreme temperature variations during investigations and exposure to toxic fumes and/or contaminants, 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 and 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. Duties may include working in high crime areas or rural areas with occasional exposure to animals. Investigations may result in aggravated establishment operators causing inspectors to be exposed to intemperate remarks, verbal or psychological harassment and, possible physical interference. Employee will be required to wear appropriate personal protective equipment as the need arises. Employee must meet fitness testing requirements and may need to be fit tested to wear a respirator.

**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.**

Additional Subordinates

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

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

Through surveillance, investigation and inspection this position ensures the safety of the human / animal food supply and economic welfare of the people of the State of Michigan. Duties include: regulation and licensing by inspecting food / feed handling facilities for compliance with state laws and regulations related to sanitation, construction and adulteration; investigating foodborne illnesses and consumer complaints and, by enforcing rules and policy related to the packaging and labeling of food / feed products. Fulfillment of these duties necessitates local travel and periodically, statewide and/or overnight travel, especially during the initial training period.

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

Duties remain unchanged. Backfill following promotion.

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

The section is responsible for regulating the sale and use of animal feed, including pet foods. Functions as the department's first line contact in a specific assigned area with manufacturers and distributors in all aspects of proper production and labeling of feed products, including extensive knowledge of state and federal feed laws and regulations. Position provides training and guidance for professional positions and other partners as needed.

**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 a combination of biology and/or chemistry courses.

**EXPERIENCE:**

**Food Industry Field Scientist 9**

No specific type or amount is required.

**Food Industry Field Scientist 10**

One year of professional experience in the enforcement of laws pertaining to the production, transportation, and storage of food products equivalent to a Food Industry Field Scientist, including one year equivalent to a Food Industry Field Scientist 9.

**Food Industry Field Scientist P11**

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

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Necessary skills include tactfulness, astuteness and integrity. Incumbent must be able to observe accurately, communicate concisely and objectively in both verbal and written form and be able to relate well with the public. Incumbent must have comprehensive knowledge of food processing and sanitation principles, and a general knowledge of applicable state and federal laws and regulations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must possess valid driver's license.
- Required to obtain and maintain FDA and USDA commissions, as assigned.

**NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of 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

Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

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

None

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

HEATHER KREINER

2/13/2025

Appointing Authority

Date

***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

Date