

Position Code FDISCIEA34R

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)
	Bureau of Food Safety and Animal Health
4. Civil Service Position Code Description	10. Division
Food Industry Field Scientist 9-P11	Human Food
5. Working Title (What the agency calls the position)	11. Section
Retail Food Safety Inspector	Retail Food
6. Name and Position Code Description of Direct Supervisor	12. Unit
Ashley Pemberton, Food and Dairy Industry Manager 14 South Retail Region Food Supervisor	
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Emily Hollingsworth, Food and Dairy Industry Manager 15 Retail Food Program Manager	Workstation: Jackson, Ingham or Washtenaw County or within 15 minutes OR willing to re-locate within 10 months Varied, including M-F, 8:00 a.m. – 5:00 p.m.

14. General Summary of Function/Purpose of Position

The purpose of the Food Safety Inspector's (Food Industry Field Scientist classification) job is to serve the people of the State by assuring them safe, high quality food products. Under direct supervision, this position ensures the safety of the food supply and economic welfare of the people of Michigan by: Inspecting retail stores, bakeries, warehouses and food processing plants for compliance with state laws and regulations related to sanitation, construction and adulteration of food; investigating foodborne illnesses and other consumer complaints and, by enforcing rules related to the packaging and labeling of food products.

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 of Duty 1 80% of Time

Food 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 establishments 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 food 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 of Duty 2 10% of Time

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 of Duty 3

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.

- Respond to and investigate food/dairy 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 of Duty 4

5% of Time

Other duties and related assignments.

Individual tasks related to the duty.

- Perform other duties as assigned, including assisting in other program areas such as conducting dairy program activities and consumer and industry outreach activities.

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 safety at regulated establishments, foodborne illness investigations and consumer complaint investigations. Assignments are mandated by law, standards and department/division policy. Specific assignments from supervision are within parameters of department and division responsibility. Independent decisions are made to: Seize food 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, and license suspension / revocation; 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 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, 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. Investigations may result in aggravated establishment operators causing inspectors to be exposed to intemperate remarks, verbal or psychological harassment and, possible physical interference.

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?

Yes.

23. What are the essential functions of this position?

Through surveillance, investigation and inspection this position ensures the safety of the food supply and economic welfare of the people of the State of Michigan. Duties include: inspecting food 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 related to the packaging and labeling of food 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.

Backfill of FTE/position following employee departure.

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

This unit investigates, surveys and evaluates methods of food commodity sales, procedures and facilities for food processing, warehousing, distribution and sales to ensure compliance with food safety and wholesomeness laws and regulations. This unit is the field level enforcement arm, thus is the observer, evidence gatherer and representative for obtaining voluntary compliance or, if necessary, compliance by court action.

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

EDUCATION:

Possession of 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 11: 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 basic chemistry, biology, bacteriology, food processing and sanitation principles.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must possess valid driver's license.
- Required to obtain and maintain 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.