

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)
	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
Food and Dairy Safety Inspector	Retail Food
6.Name and Position Code Description of Direct Supervisor	12.Unit
Joshua Felsk, Northwest Region Supervisor Food/Dairy Industry Supervisor 14	
7.Name and Position Code Description of Second Level Supervisor	13.Work Location (City and Address)/Hours of Work
Emily Hollingsworth, Retail Food Program Manager Food/Dairy Industry Manager 15	Workstation: Marquette or Delta County or within 15 minutes (OR willing to re-locate to this area within 10 months of hire) Hours of Work: 8:00 a.m. – 5:00 p.m. and varied

14. General Summary of Function/Purpose of Position

The purpose of this position is to serve the people of the State by assuring them safe, high quality food products. 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 and federal laws and regulations related to sanitation, construction and adulteration of food;
- Ensuring compliance with food/dairy laws and regulations by performing milk sanitation inspections of dairy farms, milk tank trucks and haulers, and related sampling activities;
- Assuring that Michigan food/dairy products may continue to move freely in interstate commerce;
- Investigating foodborne illnesses and other consumer complaints; and,
- Enforcing rules related to the packaging and labeling of food products.

This position 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

65% of Time

Food safety inspection and regulation. Fulfillment of these duties necessitates local and periodically statewide travel and/or overnight travel, and 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.

- Inspect all food establishments regulated by the department, as assigned.
- 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 establishment 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.
- Respond to and investigate consumer complaints concerning the safety, wholesomeness and quality of the food supply and the health and economic welfare of citizens of and visitors to the State of Michigan.
- Investigate foodborne illnesses, institute preventive measures where possible, and conduct product tracebacks when necessary.
- Procure and prepare food samples for laboratory analysis for use as legal evidence in connection with consumer complaints or standards tests.
- 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.

Duty 2

General Summary of Duty 2

25% of Time

Food safety inspection and regulation related to dairy facilities regulated by MDARD. Fulfillment of these duties necessitates statewide travel and periodically, overnight and national 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.

- Perform dairy farm sampling assignments in the field.
- Inspect assigned Grade A and Manufacturing Dairy Farm, and Processing Plant facilities.
 - Conduct onsite inspections at established frequencies, write reports and provide written documentation of inspection findings.
 - Conduct product sampling and pasteurization testing, as applicable.
 - Evaluate and sample water supply.
 - Review equipment installation for compliance with established requirements.
 - Review shelf-life records to assurance compliance with Michigan law, as applicable.
 - Provide resources for the milk producer on maintaining compliance with standards.
 - Submit written reports, travel logs, and time reports in a timely manner.
- Perform hauler / sampler and milk tank truck inspections, including:
 - Conduct inspections at established frequencies, write reports and provide written documentation of inspection findings.
 - 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.
 - Must be certified by FDA for completion of hauler / sampler inspections.
- Maintain accurate and up-to-date records of all inspection activities.
- Enforce compliance with all applicable state and federal laws and regulations, conducting enforcement actions as required.
- Collect and compile evidence by sampling, photography and documentation.
- 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.
- Achieve compliance through education, motivation and prosecution.
- Respond to emergencies when necessary.

Duty 3

General Summary of Duty 3

10% of Time

Other duties, training, and special projects, as assigned.

Individual tasks related to the duty.

- 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.
- 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.
- Other program(s)-area specific and related training, as assigned.

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 food/dairy establishments, foodborne illness investigations and consumer complaint investigations as assigned. 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, cease / desist actions, prosecutions, and license matters such as suspension / revocation; decisions regarding disposition or seizure of large product quantities and/or those associated with an imminent health hazard; and 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 tractors, harvesting equipment, meat saws, lift trucks, mixers, conveyors, pumps, large farm animals, heavy duty trucks, chemicals, welders 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 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>
N/A		N/A	

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

☐ Complete and sign service ratings.

☐ Assign work.

☐ Provide formal written counseling.

☐ Approve work.

☐ Approve leave requests.

☐ Review work.

☐ Approve time and attendance.

☐ Provide guidance on work methods.

☐ Orally reprimand.

☐ 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; inspecting dairy facilities, milk haulers and milk tankers for compliance with state laws and regulations related to sanitation, construction, sampling 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 statewide travel and periodically overnight travel, especially during the initial training period. 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 with addition of food safety regulatory inspection of dairy entities.

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

This unit investigates, surveys and evaluates food commodity sales, procedures and facilities for food processing, warehousing, distribution and sales to ensure compliance with food safety and wholesomeness laws and regulations. The bureau's divisions assure the people of the State of Michigan a safe, high-quality supply of food and dairy products and participate in programs which help to assure a strong food and dairy industry. Essential to this function is the ability of the field inspector to maintain a professional relationship with all members of the food/dairy industry and the public, while making independent decisions in work planning and enforcing the laws. This division/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.
- 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.