

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**DAIRY INDUSTRY MANAGER**

**JOB DESCRIPTION**

Employees in this job are responsible for coordinating and directing the work of professional Dairy Industry Field Scientists and support staff. The employee, under general supervision, works within general methods and procedures and exercises considerable independent judgment to select proper courses of action. The work requires knowledge of the policies, procedures and regulations of dairy industry programs, and supervisory techniques, personnel policies, and procedures.

There are two classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

**Position Code Title – Dairy Industry Manager-3**

**Dairy Industry Manager 14**

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

**Position Code Title – Dairy Industry Manager-4**

**Dairy Industry Manager 15**

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

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Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Prepares and maintains budget plans and accounts for personnel, equipment, and operating costs.

Plans and directs periodic and/or special investigations, surveys, or projects within the region.

Reviews and makes recommendations on revisions of dairy industry rules, regulations, laws, etc.

Oversees efforts to obtain legal documents for initiating legal action against violators of state and federal rules, regulations, and laws governing the dairy industry.

Conducts public relations activities concerning division programs as necessary.

Conducts and attends meetings of businesses, government, and industry in relation to dairy industry topics.

Establishes methods and procedures for accomplishing desired dairy industry inspection program goals.

Directs the enforcement of state laws and regulations governing the processing and marketing of dairy industry products.

Directs the enforcement of sanitary regulations in dairy plants.

Coordinates the activities of the state's dairy industry enforcement program with federal programs.

Maintains uniformity of interpretation and enforcement of laws and regulations in the dairy industry's inspection program.

Authorizes and directs the prosecution of violation cases.

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Testifies in legislative hearings.

Attends state, regional, and national meetings, delivers speeches, and prepares articles.

Recommends drafts of legislation pertinent to the dairy industry programs.

Performs related work as assigned.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Thorough knowledge of training and supervisory techniques.

Thorough knowledge of equal employment opportunity policies and procedures.

Thorough knowledge of employee policies and procedures.

Knowledge of labor relations.

Knowledge of the principles and practices of physical and biological sciences, sanitary science, or environmental health.

Knowledge of the techniques of collecting and analyzing data.

Knowledge of health and sanitation standards.

Knowledge of applicable state and federal dairy industry laws and standards.

Knowledge of the standard practices, processes, tools, equipment, and materials related to the buying, selling, production, processing, handling, and sale of dairy products.

Knowledge of dairy industry inspection techniques and procedures.

Ability to instruct and evaluate subordinate employees.

Ability to direct dairy industry program activities within the state.

Ability to prepare budgetary plans, records, and accounts in relation to personnel and equipment needs.

Ability to instruct, direct, and evaluate employees through lower-level supervisors.

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Ability to apply knowledge of dairy industry program techniques to specific activities and situations.

Ability to direct dairy industry program activities within the state.

Ability to determine program needs.

Ability to determine when violations of state and federal rules, regulation, and laws of the dairy industry exist.

Ability to gather information for the issuance of warrants, and to follow through by initiating legal action against violators.

Ability to plan and carry out technical dairy industry program surveys or projects, and to prepare and maintain related reports and records.

Ability to evaluate results of dairy program surveys or projects.

Ability to make recommendations on revision of dairy industry rules, regulations, laws, etc.

Ability to speak at public meetings.

Ability to maintain records, prepare reports, and conduct correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

### **Working Conditions**

The job duties require the ability to travel as required by the work.

### **Physical Requirements**

None.

### **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.

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### **Experience**

#### **Dairy Industry Manager 14**

Five 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 three years equivalent to a Dairy Industry Field Scientist P11, two years equivalent to a Dairy Industry Field Scientist 12, or one year equivalent to a Dairy Industry Specialist 13.

#### **Dairy Industry Manager 15**

Six 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 three years equivalent to a Dairy Industry Field Scientist 12, two years equivalent to a Dairy Industry Specialist 13, or one year equivalent to a Dairy Industry Manager 14 or Dairy Industry Specialist 14.

### **Special Requirements, Licenses, and Certifications**

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

## **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

### **Job Code**

DAIRINMGR

### **Job Code Description**

Dairy Industry Manager

### **Position Title**

Dairy Industry Manager-3

Dairy Industry Manager-4

### **Position Code**

DIARMGR3

DIARMGR4

### **Pay Schedule**

NERE-108

NERE-109

ECP Group 3  
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