

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

DAIRY INDUSTRY SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists, with responsibility for a dairy program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Determination of classification levels for administrative assistant positions is based upon the duties assigned and the reporting relationship. Typically, positions in this job do not supervise.

There are two classifications in this job.

Position Code Title – Dairy Industry Specialist-2

Dairy Industry Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to a deputy bureau director, office director, major office director, division director, or unclassified equivalent.

Position Code Title – Dairy Industry Specialist-3

Dairy Industry Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or unclassified equivalent.

First-level specialists are classified at the advanced level of the Dairy Industry Field Scientist job.

JOB CONCEPTS

Specialist jobs are evaluated by the appointing authority using the ECP Group Two Professional Specialist Position Evaluation Worksheet to recommend the appropriate classification level. Civil Service reviews the factors for job complexity, the scope of the program or specialty, and the impact of the job functions to determine the classification level. There are two types of specialist jobs:

Program Specialist: The predominant and essential function of the job is its assigned responsibility for an accepted program that is statewide, departmentwide, agencywide, or the equivalent scope. Such jobs are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

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Staff Specialist: The predominant and essential function of the job is to serve as an expert in a particular specialty area or professional discipline that is statewide, departmentwide, agencywide, or the equivalent in scope. Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Administrative Assistant jobs predominately and essentially function to advise and assist an administrator or executive in all areas for which the official is responsible. The positions report directly to the official in a staff capacity and are typically involved in budget development, program planning, policy and procedures development, representing the official at meetings, and are otherwise, assisting in all areas of the official's responsibilities.

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.

Administrative Assistant

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedural development.

Participates in budget development.

Represents the official at meetings.

Specialist

Serves as a technical consultant and liaison with industry and governmental agencies.

Formulates procedures, policies, and guidelines for assigned dairy industry program.

Develops and implements dairy industry health program goals and plans.

Conducts research and analysis to develop alternative program strategies.

Reviews blueprints, flow diagrams, and electrical schematics prior to installation of new or different equipment in dairy plants.

Inspects and tests continuous pasteurizers for such items as product flow rates, holding times, upper limit on timing pumps, process temperatures, regenerator pressure control systems, time delay relays, diversion set points, and flow diversion valves.

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Represents the department in enforcement proceedings and settlement discussions.

Serves as an expert witness on enforcement programs or other areas of expertise.

Maintains records, and prepares reports and correspondence related to the work.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact which increases with the level of the position.

Administrative Assistant

Knowledge of the principles and techniques of administrative management; including, organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of reporting methods and techniques.

Knowledge of the principles and practices of the dairy industry.

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

Knowledge of the techniques used in the collection and analysis of data.

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 expert witness techniques.

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Ability to apply knowledge of the activities and techniques of the dairy industry.

Ability to interpret and prepare complex scientific and legal documents.

Ability to collect, identify, and analyze, data.

Ability to prepare charts, maps, and other graphs to show the analysis of data.

Ability to organize and write technical reports.

Ability to interpret tests, and surveys, and analyze results, and to follow through with appropriate course of action.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature where unknowns 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 operate scientific equipment used in conducting investigations and analyses.

Ability to serve as a technical advisor to others on work-related topics.

Ability to conduct liaison activities with others on matters related to dairy industry.

Ability to provide expert testimony at hearings.

Ability to communicate with others verbally and in writing.

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

Ability to maintain favorable public relations.

Working Conditions

None.

Physical Requirements

None.

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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

Dairy Industry Specialist 13

Four years of dairy industry experience equivalent to a Dairy Industry Field Scientist, including two years equivalent to a Dairy Industry Field Scientist P11 or one year equivalent to a Dairy Industry Field Scientist 12.

Dairy Industry Specialist 14

Five years of dairy industry experience 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.

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

<u>Job Code</u>	<u>Job Code Description</u>	
DAIRYSPL	Dairy Industry Specialist	
<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Dairy Industry Specialist-2	DRYSPL2	H21-014
Dairy Industry Specialist-3	DRYSPL3	H21-017

ECP Group 2
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