

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**FOOD INDUSTRY SPECIALIST**

**JOB DESCRIPTION**

Employees in this job function as professional specialists with responsibility for a food program, 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. Typically, positions in this job do not supervise.

There are two classifications in this job.

**Position Code Title - Food Industry Specialist 2**

Food 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 - Food Industry Specialist 3**

Food Industry Specialist 14

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

**NOTE:** There are two professional specialist concepts:

Specialty Area: Functions administered by an agency to provide a product or service to the agency's constituency. Specialty areas must be of significant breadth, depth, complexity, and importance to the agency. Such positions are typically responsible for providing expert advice in the area of specialty to department management, outside entities, and/or the public; directing and conducting highly complex studies and analyses without technical direction; and developing and monitoring procedures, guidelines, and policies that are the foundation of the program or specialty area.

Appointing Authority designation as a specialist is required at all levels for positions assigned a specialty area. To determine if the specialist job exceeds the 13-level, the position must be evaluated by the Appointing Authority using the Professional Specialist Position Evaluation System factors to recommend the appropriate classification level.

Administrative Assistant: Professional positions that have as their predominant and essential function the responsibility to advise and assist a manager, administrator, or executive in all areas for which the official is responsible. Typically, the position does not have supervisory responsibility, but participates in a staff capacity in budget development, personnel matters, program planning, policy and procedure development, meetings on behalf of the supervisor, and other areas of the supervisor's responsibility.

Appointing Authority designation as the Administrative Assistant is required at all levels. Determination of classification levels for administrative assistant positions is based upon the duties assigned and the reporting relationship.

## **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.

Implements special projects as assigned by the official.

Assists in program planning, policy and procedures development.

Participates in budget development.

Represents the official at meetings.

Specialist:

Develops and implements food industry program goals and plans.

Formulates uniform enforcement procedures and guidelines for regulating food safety, food sanitation, and other food industry programs.

Coordinates enforcement goals and objectives.

Collects, compiles, organizes, and disseminates information about food safety compliance and enforcement.

Develops and presents in-service training for field employees.

Serves as a resource specialist to regional inspectors, food industry officials, agriculture commodity groups, etc.

Explains state food industry laws, both verbally and in writing, to producers and consumers involved in the production, processing, handling, sale, and consumption of food products.

Conducts and attends meetings with business, government, and industry representatives in relation to food industry topics.

Coordinates or implements special activities with the U. S. Department of Agriculture and the U. S. Food and Drug Administration.

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 applicable state and federal food laws, regulations, and standards; and legislative processes related to the work.

Knowledge of the principles and practices of governmental regulation as it relates to the food industry.

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

Knowledge of food safety, health, and sanitation standards.

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

Knowledge of food inspection techniques and procedures.

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 collect, identify, analyze and interpret data.

Ability to work effectively with food industry personnel, other agencies and local jurisdictions.

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

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

Ability to provide expert testimony at hearings.

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

Ability to effectively communicate with others both verbally and in writing.

Ability to speak before groups.

Ability to maintain favorable public relations.

### **Working Conditions**

*None*

### **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 one or a combination of the following: biology or chemistry.

## **Experience**

### **Food Industry Specialist 13**

Four years of professional food and dairy industry experience equivalent to a Food Industry Field Scientist, including two years equivalent to a Food Industry Field Scientist P11.

### **Food Industry Specialist 14**

Five years of professional food and dairy industry experience equivalent to a Food Industry Field Scientist, including three years equivalent to a Food Industry Field Scientist P11, two years equivalent to a Food Industry Field Scientist 12, or one year equivalent to a Food 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**

### **Job Code**

FOODSPL

### **Job Code Description**

FOOD INDUSTRY SPECIALIST

### **Position Title**

Food Industry Specialist 2

Food Industry Specialist 3

### **Position Code**

FDISPL2

FDISPL3

### **Pay Schedule**

H21-014

H21-017

SA

10/25/2015