

**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. 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 – 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.

First-level specialists are classified at the advanced level of the Food 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.

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.

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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.

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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.

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### 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.

### 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

ECP Group 2  
Revised 1/5/07  
SKF