

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

ANIMAL HEALTH INSPECTOR

JOB DESCRIPTION

Employees in this job inspect livestock markets, animal shelters, and other premises to ensure compliance with federal and state laws and regulations related to the eradication and control of livestock and animal diseases.

Position Code Title - Animal Health Inspector-E

Animal Health Inspector 8

This is the entry level. The employee performs a range of Animal Health Inspector assignments while learning the methods of the work.

Animal Health Inspector 9

This is the intermediate level. The employee performs an expanding range of Animal Health Inspector assignments in a developing capacity.

Animal Health Inspector E10

This is the experienced level. The employee performs a full range of Animal Health Inspector assignments and exercises considerable independent judgment in making decisions requiring the interpretation of laws, administrative rules, and state codes in specific situations.

Position Code Title - Animal Health Inspector-A

Animal Health Inspector 11

This is the advanced level. The employee functions as a lead worker overseeing the work of lower-level Animal Health Inspectors and performing experienced-level Animal Health Inspector assignments; or as a senior worker performing the most complex assignments.

NOTE: Employees can progress to the experienced level based on satisfactory performance and possessing required experience.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Inspects livestock markets, truckers, brokers, dealers, and their agents engaged in buying, selling, and transporting livestock.

Inspects pet shops and animal shelters to ensure compliance with sanitation standards and disease control laws.

Imposes quarantines issued by state veterinarians on animals that are diseased or do not comply with health standards.

Evaluates animal movement and veterinary care records of animal transactions and transfers to detect irregular practices including but not limited to illegal movement both inter and intrastate.

Works with state veterinarians in testing of animals.

Explains federal and state laws and regulations to those involved in the raising, selling, transporting, and caring of livestock and non-livestock.

Gathers evidence, prepares reports on inspection activities, and testifies at hearings related to violations of state and federal laws.

Prepares and maintains reports, files, and written correspondence related to the work.

Provides training to local animal control officers on inspection requirements.

Provides intake, care, and transfer of animals to the diagnostic laboratory.

Collects and transports samples to the laboratory for disease testing.

Assists in training others in work techniques.

Performs related work and other tasks as assigned.

Additional Job Duties

Animal Health Inspector 11 (Lead Worker)

Assigns work to lower-level Animal Health Inspectors.

Instructs and trains in proper work methods and processes.

Reviews job performance by observing and critiquing work techniques and completed assignments.

Prepares and maintains records related to the work.

Animal Health Inspector 11 (Senior Worker)

Regularly performs the most complex and difficult assignments in the work area.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of state livestock laws.

Knowledge of potential dangers and safety precautions applicable to the work performed.

Knowledge of the standard practices related to the buying, selling, transporting, and raising of livestock and non-livestock.

Knowledge of livestock and other non-livestock animal diseases.

Knowledge of animal health inspection techniques and practices.

Knowledge of the methods of gathering legal evidence.

Knowledge of record keeping and report writing practices.

Knowledge of basic investigative procedures.

Ability to interpret and apply the laws, rules, and regulations related to the work.

Ability to prepare and maintain records related to the work.

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

Ability to follow instructions and procedures.

Ability to communicate effectively.

Ability to operate a motor vehicle.

Additional Knowledge, Skills, and Abilities

Animal Health Inspector 11 (Lead Worker)

Ability to train and oversee the work of others.

Ability to prioritize, organize, and coordinate the work of the unit.

Ability to prepare and maintain records and reports related to the work.

Animal Health Inspector 11 (Senior Worker)

Ability to perform the most complex Animal Health Inspector assignments.

Working Conditions

The job requires considerable travel.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require an employee to work outdoors.

Some jobs require an employee to be exposed to disease and illness.

Some jobs require an employee to be exposed to hazardous work environments.

Physical Requirements

The job duties require an employee to lift and/or move heavy objects and restrain large animals.

Education

Education typically acquired through completion of high school.

Experience

Animal Health Inspector 8

One year of experience in the buying, selling, handling, and raising of livestock or non-livestock species.

Animal Health Inspector 9

One year of experience equivalent to an Animal Health Inspector 8.

Animal Health Inspector E10

Two years of experience equivalent to an Animal Health Inspector, including one year equivalent to an Animal Health Inspector 9.

Animal Health Inspector 11

Three years of experience equivalent to an Animal Health Inspector, including one year equivalent to an Animal Health Inspector E10.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

Possession of a valid driver's license.

See individual position descriptions for other requirements.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

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Job Code Description

ANIMAL HEALTH INSPECTOR

Position Title

Animal Health Inspector-E

Animal Health Inspector-A

Position Code

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Pay Schedule

A02-011

A02-020

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04/14/2024