

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**  
**ANIMAL HEALTH INSPECTOR**

**JOB DESCRIPTION**

Employees in this job conduct inspections of livestock markets, animal shelters and other premises to ensure compliance with established 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, under close supervision, performs a variety of animal health inspection assignments while learning applicable federal and state laws.

Animal Health Inspector 9

This is the intermediate level. The employee, works in a developing capacity with increased responsibility for inspection assignments.

Animal Health Inspector E10

This is the experienced level. The employee, performs a full range of animal health inspection assignments. The employee exercises considerable independent judgment in making decisions, interpreting laws, regulations, and procedures to 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 or serves as a senior worker with responsibility for performing the more complex animal health inspection activities based on standards identified by the agency and accepted by Civil Service.

**NOTE:** Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

**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.

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

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

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

Reviews 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, both verbally and in writing, state laws and related regulations to persons involved in the raising, selling, transporting and caring of livestock and other animals.

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

Prepares and/or 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.

Performs related work as assigned.

### **Additional Job Duties**

#### **Animal Health Inspector 11 (Lead Worker)**

Oversees the work of other staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Participates in the training of other Animal Health Inspectors.

#### **Animal Health Inspector 11 (Senior Worker)**

Performs on a regular basis assignments that are recognized by Civil Service as more complex than those assigned at the experienced level.

### **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/or raising of livestock and other animals.

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 apply the laws, rules and regulations relative to the work.

Ability to critically observe, obtain accurate data, maintain records and evidence, and prepare reports.

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

Ability to follow instructions and procedures.

Ability to communicate effectively, both verbally and in writing.

Ability to operate a motor vehicle.

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

#### **Animal Health Inspector 11 (Senior Worker)**

Ability to perform the most complex animal health inspector assignments.

### **Working Conditions**

Considerable travel by automobile is required.

Jobs are located in an assigned area of the state.

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

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

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 as well as in an office or a laboratory.

### **Physical Requirements**

Physical effort required to lift and carry heavy equipment 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/or 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.

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

Possession of a valid driver's license.

**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**

ANIHTHISP

#### **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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