

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

FOOD AND DAIRY INDUSTRY MANAGER

JOB DESCRIPTION

Employees in this job direct the work of professional Food and/or Dairy Industry Field Scientists and Specialists, and support staff. The employee, under general supervision works within general methods and procedures and exercises considerable independent judgment to select proper courses of action. The work requires knowledge of the methods and techniques required to perform professional assignments in a food and/or dairy industry evaluation and regulation program, and supervisory techniques, personnel policies, and procedures.

There are three classifications in this job. The information provided under each position code title represents a general description of the classification concept. To determine the appropriate level of the manager position, application of the Professional Managerial Position Evaluation System is required.

Position Code Title - Food And Dairy Industry Mgr-2

Food And Dairy Industry Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of non-professional positions in a standard work area receiving executive direction.

Position Code Title - Food And Dairy Industry Mgr-3

Food And Dairy Industry Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

Position Code Title - Food And Dairy Industry Mgr-4

Food And Dairy Industry Manager 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

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.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Supervises subordinate staff in handling assigned cases in a manner consistent with program and department policies and procedures.

Reviews and approves field inspector's actions related to product seizures, prohibition of sales, issuance of unsanitary notices, and other enforcement actions.

Analyzes program effectiveness, determines program direction, and sets goals.

Prepares and maintains budget plans and accounts for personnel, equipment, and operating costs.

Plans and directs periodic and/or special investigations, surveys, or projects.

Oversees investigations, presents evidence, and testifies in court cases related to violations of food, dairy and/or animal industry laws.

Reviews and makes recommendations on revisions of food safety and sanitation rules, regulations, laws, etc.

Maintains uniformity of interpretation and enforcement of laws and regulations in the food/dairy inspection program.

Explains both verbally and in writing, state food laws to persons involved in the production, processing, handling, and sales of food/dairy products.

Oversees efforts to obtain legal documents for initiating legal action against violators of state and federal rules, regulations, and laws governing food and/or dairy industry.

Prepares and submits reports.

Conducts public relations activities concerning division programs as necessary.

Conducts and attends meetings of business, government, and industry in relation to food and dairy industry topics.

Travels as required by the work.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

Audits work of staff to assure work meets established standards.

Communicates with and maintains favorable relations with stakeholders.

Additional Job Duties

Food And Dairy Industry Manager 15

Establishes methods and procedures for accomplishing desired food and dairy industry inspection program goals.

Directs the enforcement of state laws and regulations governing the processing, handling, and marketing of food and dairy products.

Coordinates the activities of the state's food and dairy industry enforcement program with federal programs.

Authorizes and directs the prosecution of violation cases.

Recommends drafts of legislation pertinent to the food and dairy industry programs.

Testifies in legislative hearings.

Attends state, regional, and national meetings, delivers speeches, and prepares articles.

Prepares budgets, maintains budgetary controls, and determines purchase of supplies, materials, etc.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Thorough knowledge of training and supervisory techniques.

Thorough knowledge of equal employment opportunity policies and procedures.

Thorough knowledge of employee policies and procedures.

Thorough knowledge of labor relations.

Thorough knowledge of the principles and practices of physical, chemical or biological sciences, sanitary science, or environmental health.

Thorough knowledge of food industry and dairy inspection techniques and procedures.

Thorough knowledge of the techniques of collecting and analyzing data.

Thorough knowledge of applicable state and federal food and dairy, health and sanitation laws and standards.

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

Ability to instruct, direct, and evaluate employees.

Ability to direct food and dairy industry program activities within the state.

Ability to apply knowledge of food and dairy industry program techniques to specific activities and situations.

Ability to determine program needs.

Ability to determine when violations of state and federal rules, regulations, and laws of the food and dairy industry exist.

Ability to gather information for the issuance of warrants, and to follow through by initiating legal action against violators.

Ability to plan and carry out program surveys or projects, and to prepare and maintain related reports and records.

Ability to evaluate results of food and dairy program surveys, or projects.

Ability to make recommendations on revision of food and dairy industry rules, regulations, laws, etc.

Ability to prepare budgetary plans, records, and accounts in relation to personnel and equipment.

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

Ability to observe critically and obtain accurate data.

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

Ability to speak at public meetings.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Ability to travel as required by the work.

Working Conditions

This job takes place in the office and in the field. Some state-wide travel is required as well as some out of state travel.

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 And Dairy Industry Manager 13

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

Food And Dairy Industry Manager 14

Five years of professional food and dairy industry experience equivalent to a Food and/or Dairy Industry Field Scientist, including three years equivalent to a Food and/or Dairy Industry Field Scientist P11, two years equivalent to a Food and/or Dairy Industry Field Scientist 12, or one year equivalent to a Food and Dairy Industry Manager 13 or Food and/or Dairy Industry Specialist 13.

Food And Dairy Industry Manager 15

Six years of professional food and dairy industry experience equivalent to a Food and/or Dairy Industry Field Scientist, including three years equivalent to a Food and/or Dairy Industry Field Scientist 12, two years equivalent to a Food and/or Dairy Industry Manager 13 or Food and/or Dairy Industry Specialist 13; or, one year equivalent to a Food and Dairy Industry Manager 14 or Food and/or Dairy Industry Specialist 14.

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

FODARYMGR

Job Code Description

FOOD AND DAIRY INDUSTRY MANAGER

Position Title

Food And Dairy Industry Mgr-2

Food And Dairy Industry Mgr-3

Position Code

FDRYMGR2

FDRYMGR3

Pay Schedule

NERE-107

NERE-108

Food And Dairy Industry Mgr-4 FDRYMGR4

NERE-109

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09/09/2018