

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

DAIRY INDUSTRY SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists, with responsibility for a dairy 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 - Dairy Industry Specialist 2

Dairy 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 - Dairy Industry Specialist 3

Dairy 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.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedural development.

Participates in budget development.

Represents the official at meetings.

Specialist:

Serves as a technical consultant and liaison with industry and governmental agencies.

Formulates procedures, policies, and guidelines for assigned dairy industry program.

Develops and implements dairy industry health program goals and plans.

Conducts research and analysis to develop alternative program strategies.

Reviews blueprints, flow diagrams, and electrical schematics prior to installation of new or different equipment in dairy plants.

Inspects and tests continuous pasteurizers for such items as product flow rates, holding times, upper limit on timing pumps, process temperatures, regenerator pressure control systems, time delay relays, diversion set points, and flow diversion valves.

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 state and federal laws and legislative processes related to the work.

Knowledge of reporting methods and techniques.

Knowledge of the principles and practices of the dairy industry.

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

Knowledge of the techniques used in the collection and analysis of data.

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

Knowledge of expert witness techniques.

Ability to apply knowledge of the activities and techniques of the dairy industry.

Ability to interpret and prepare complex scientific and legal documents.

Ability to collect, identify, and analyze, data.

Ability to prepare charts, maps, and other graphs to show the analysis of data.

Ability to organize and write technical reports.

Ability to interpret tests, and surveys, and analyze results, and to follow through with appropriate course of action.

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 operate scientific equipment used in conducting investigations and analyses.

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

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

Ability to provide expert testimony at hearings.

Ability to communicate with others verbally and in writing.

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

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

Dairy Industry Specialist 13

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

Dairy 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

DAIRYSPL

Job Code Description

DAIRY INDUSTRY SPECIALIST

Position Title

Dairy Industry Specialist 2

Dairy Industry Specialist 3

Position Code

DRYSPL2

DRYSPL3

Pay Schedule

H21-014

H21-017

SA

10/25/2015