

Class Concept

Food Compliance Role

This is professional, technical, and regulatory work in assuring compliance with applicable state and federal laws and regulations pertaining to foods and dairy products. Employees participate in coordinating laboratory assignments and field inspection activities associated with this regulated industry. Responsibilities include coordination and monitoring of Federal-State cooperative programs, investigation of consumer complaints, and conducting surveys of products prior to establishment of compliance policy. Responsibilities also include evaluation of inspection and laboratory analysis reports, review of product labels, coordination of embargoes with inspection personnel, review of proposed regulations affecting the compliance program, and gathering back ground information used to develop compliance policy. When warranted, employees will authorize and/or recommend enforcement steps needed to gain compliance. Employees may also conduct training and auditing on the above duties. Work is performed independently under the general supervision of an administrative superior and is evaluated through informal discussions and conferences. Work may include other duties as assigned.

Feed Compliance Role

This is professional, technical, and regulatory work in assuring the animal feed industry's compliance with applicable state and federal laws and regulations. Employees participate in coordinating laboratory assignments and field inspection activities associated with this regulated industry. Responsibilities include coordination and monitoring of Federal State cooperative programs, investigation of consumer complaints, and conducting surveys of products prior to establishment of compliance policy. Responsibilities also include evaluation of inspection and laboratory analysis reports, review of product labels, coordination of embargoes with inspection personnel, review of proposed regulations affecting the compliance program, and gathering back ground information used to develop compliance policy. When warranted, employees will authorize and/or recommend enforcement steps needed to gain compliance. Employees may also conduct training and auditing on the above duties. Work is performed independently under the general supervision of an administrative superior and is evaluated through informal discussions and conferences. Work may include other duties as assigned.

Recruitment Standards

Knowledge, Skills, and Abilities

Food Compliance Role

- Knowledge of applicable state and federal laws, rules and regulations that govern the manufacture, storage and distribution and sale of food.
- Knowledge of food products, processing techniques and equipment, and inspection procedures. Knowledge of regulatory analytical procedures for various types of food products.
- Ability to maintain accurate records, gather and analyze documentary evidence, and to prepare oral and written reports.
- Ability to establish and maintain effective working relationships with state and federal regulatory personnel, the food and dairy industries, inspectors, and the general public.

Feed Compliance Role

- Knowledge of applicable state and federal laws, rules and regulations that govern the manufacture, storage, distribution and sale of animal feed to include the ingredients used therein.
- Knowledge of feed products, processing techniques and equipment.
- Knowledge of regulatory, analytical and inspectional procedures for various types of animal feed products.
- Ability to maintain accurate records, gather and analyze documentary evidence, and to prepare oral and written reports.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.

- Ability to establish and maintain effective working relationships with state and federal regulatory personnel, the animal feed industry, inspectors, and the general public.

Minimum Education and Experience

Food Compliance Role

Bachelor's degree in chemistry, microbiology, food science, or a related curriculum from an appropriately accredited institution and one year of experience in food and/or dairy industry, research or compliance work; or an equivalent combination of education and experience

Feed Compliance Role

Bachelor's degree in animal science, poultry science or related curriculum from an appropriately accredited institution and one year of experience in animal production, feed manufacturing or other feed related industry, research or compliance work; or an equivalent combination of education and experience.