

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<u>CLASSIFICATION SERIES</u> Veterinarian	<u>SERIES NUMBER</u> 6591
	<u>MAJOR AGENCIES</u> Ohio Department of Agriculture Only	<u>EFFECTIVE</u> 05/04/2014

SERIES PURPOSE

The purpose of the veterinarian occupation is to ensure efficiency & uniformity of meat & poultry inspections & to plan & administer livestock disease control & eradication programs.

At the lower level, incumbents administer, coordinate & enforce state & federal programs regulating health of livestock, meat & poultry inspection & related food inspection activities that impact public health.

At the middle level, incumbents serve as Assistant Chief & administer, coordinate & enforce state & federal programs regulating health of livestock, meat & poultry inspection & related food inspection activities that impact public health.

At the highest level, incumbent serves as the Animal Health Director & as Ohio's state veterinarian.

This classification is to be utilized at the Ohio Department of Agriculture only.

<u>JOB TITLE</u> Veterinarian Administrator 1	<u>JOB CODE</u> 65916	<u>PAY GRADE</u> 15	<u>EFFECTIVE</u> 05/04/2014
---	---------------------------------	-------------------------------	---------------------------------------

CLASS CONCEPT

In Ohio Department of Agriculture Division of Animal Health, the first management level class works under general direction & requires extensive knowledge of veterinary medicine & animal pathology in order to administer, coordinate & enforce regulations of state & federal programs (e.g., livestock; poultry; large volume dog breeding facilities; dangerous wild animals; captive cervids) in assigned geographic area & supervise inspection personnel (e.g. livestock inspectors) in performance of related inspection activities.

OR

In Ohio Department of Agriculture Division of Meat Inspection, the first management level class works under general direction & requires extensive knowledge of veterinary medicine & meat, poultry & related food inspection regulations pertaining to inspection & control of livestock diseases in order to administer, coordinate & enforce regulations of state & federal programs (e.g., meat & poultry slaughter or food processing operations, humane methods of slaughter) in assigned geographic area & supervise inspection personnel (e.g., meat inspector trainees) in performance of related inspection activities.

<u>JOB TITLE</u> Veterinarian Administrator 2	<u>JOB CODE</u> 65917	<u>PAY GRADE</u> 16	<u>EFFECTIVE</u> 05/04/2014
---	---------------------------------	-------------------------------	---------------------------------------

CLASS CONCEPT

In Ohio Department of Agriculture Division of Animal Health, the second management level class works under administrative direction & requires extensive knowledge of veterinary medicine, histopathology & regulations pertaining to practice of veterinary medicine, diseases in livestock, high volume dog breeding facilities, dangerous wild animals and captive cervids in order to serve as Assistant Chief & plan, administer, coordinate & enforce state & federal programs designed to control & eradicate infectious & contagious diseases in livestock & supervise Veterinarian Administrator 1 & inspection personnel in all areas of state's livestock, high volume dog breeding facilities, dangerous wild animals and captive cervids inspection program.

OR

In Ohio Department of Agriculture Division of Meat Inspection, the second management level class works under administrative direction & requires extensive knowledge of veterinarian medicine & regulations pertaining to practice of veterinarian medicine & meat & poultry inspection & food borne illness of animal origin in humans in order to serve as Assistant Chief & plan, administer, coordinate & enforce state & federal programs designed to control & enforce humane handling, safe & healthy practices in processing food products & prevent food borne illness in humans & supervise Veterinarian Administrator 1 & inspection personnel.

JOB TITLE

State Veterinarian

JOB CODE

65918

PAY GRADE

47

EFFECTIVE

05/04/2014

CLASS CONCEPT

The third management level class works under administrative direction & requires extensive knowledge of veterinary medicine, histopathology & regulations pertaining to practice of veterinary medicine & diseases in livestock, or meat & poultry inspection, food borne illness of animal origin in humans, high volume dog breeding facilities, dangerous wild animals and captive cervids & managerial principles/techniques in order to serve as Chief of Division of Animal Health & plan, implement, evaluate, organize & administer activities within division of animal health & supervise Veterinarian Administrators and/or other assigned staff.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Veterinarian Administrator 1	65916	EX	05/04/2014	15

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

In Ohio Department of Agriculture Division of Animal Health, administers, coordinates & enforces state & federal programs regulating health of livestock & poultry (e.g., pathological services, poultry disease, biological testing, preventive medicine, herd health management, emergency disease control, meat & poultry quality control programs, monitoring of chemical, biological, radiological, toxic substances, residues epidemiology, virology, & disease transmission) in assigned geographic area; supervises livestock inspectors in training various topics &/or inspection assignments (e.g., Contagious Equine Metritis (CEM) training, Cervid Tuberculosis (TB) testing, Chronic Wasting Disease (CWD) sample collection training, Fair Veterinarian training, livestock disease control & inspection programs), ensures staff services are within federal & state regulatory guidelines.

Evaluates field & laboratory reports & data in connection with state & federal disease control programs (e.g., necropsies, epidemiological study) of dangerous contagious or exotic disease of livestock; confirms & identifies presence of disease; obtains samples for laboratory analysis; works with state, local & federal officials to control residue problems, & zoonotic disease issues; coordinates livestock programs with various stakeholders (e.g., livestock markets, dealers & packers, raw rendering material collectors, rendering operations, slaughter facilities, garbage collecting, & feeding operations); investigates complaints & prepares reports for Livestock Care Standards; inspects, monitors, & prepares reports for new regulations as required (e.g., whitetail deer regulations, dangerous wild animals, high volume dog breeders).

Plans, directs, conducts & attends educational meetings, conferences & seminars; delivers lectures to students & industry representatives; maintains & updates personal knowledge of veterinary medicine; plans, directs & provides training to employees; serves as advisor concerning veterinary issues at sale barn activities & fair exhibitions; disseminates professional knowledge in veterinary field (e.g., technical advances, new methodology & training programs on livestock & disease control & eradication policies); assists in drafting legislation & rules pertaining to animal disease control programs.

Performs variety of administrative duties (e.g., provides animal disease control program information; monitors fund expenditures & manpower utilization); reviews & responds to correspondence (e.g., inquiries from general public); recommends policy revisions; assists in administering division planning, organizing & implementation of program policy & procedures as assigned; completes reports (e.g., Emergency Management, Transmissible Spongiform Encephalopathies (TSE), Johnes, Aquaculture, & Avian Influenza/Avian Health); provides & maintains office & storage space at headquarters location (i.e. place of residence or central office).

OR

In Ohio Department of Agriculture Division of Meat Inspection, administers, coordinates & enforces regulations of state & federal programs; reviews & implements policies & procedures established to ensure efficiency & uniformity of meat & poultry inspections for assigned geographic area; supervises inspection staff (e.g., meat inspector trainees) in performance of meat inspection & disease detection activities; monitors inspection activities (e.g., meat food products & poultry products); reviews Hazard Analysis & Critical Control Point (HACCP) plans, Sanitation Standard Operating Procedures (SSOP), and Specified Risk Materials (SRM) programs to ensure slaughter/processing facility compliance; coordinates inspection activities with local, federal & other state officials; trains inspection staff on various inspector duties (e.g., disease & abnormal animal recognition on ante-mortem & post-mortem of carcasses & parts, humane handling & slaughtering, sample collection, preservation & shipment techniques & procedures, aseptic technique, chain of custody, detection of probable causes of spoiled processed meat products, tissue sampling & testing for pathogens, detection & testing of carriers of antibiotics, sulfa, non-steroidal anti-inflammatory drugs, and other chemicals); evaluates meat inspectors in performance of ante-mortem & post-mortem techniques & humane handling; uses In Plant Performance System (IPPS) evaluation methodology to evaluate performance and report deficiencies; conducts IPPS reviews & coordinates with district supervisor to evaluate performance of inspection personnel; gives input on annual evaluations and participates in constructing performance improvement plans when needed; prepares & submits specimens & samples of other products used in conjunction with meat/poultry products (e.g., curing agents, ingredients, packing & packaging materials); monitors or conducts random & specific tissue sampling to detect chemical & biological residues; uses epidemiologic principles & techniques to monitor various phases of meat handling & processing operations to prevent bacteriological contamination that impacts public health; serves as the expert authority on animal health and food safety maintaining the obligation of providing information on a daily basis to promote and protect public health.

Conducts & leads Food Safety Assessments (FSA) as a trained Enforcement, Investigation, Analysis Officer (EIAO) in meat & poultry establishments; performs in-depth evaluations to assess design & validity of establishment's food safety

systems; makes recommendations & prepares administrative enforcement reports; acts as liaison between inspection staff & central office (CO) (e.g., recommends whether a plant is in compliance or whether regulatory control action is warranted; provides technical advice & outreach information to management personnel or owners of meat & poultry slaughtering & processing establishments regarding proposed construction projects & forwards plans to CO for review; monitors establishment actions to ensure recall effectiveness); conducts Humane Handling Verification visits at livestock establishments or Good Commercial Practice correlation visits at poultry establishments to ensure compliance with all animal handling regulations.

Conducts sanitary inspections of meat & poultry slaughtering & processing establishments & prepares & submits inspection reports to central office; responds to inspectors call of suspect animals entering slaughter operation to perform thorough examination of animal in order to gather information needed to make accurate final disposition; provides explanations to inspection personnel & plant personnel on animal disease conditions observed as a means of understanding & education; assists in disease eradication & surveillance programs sponsored by other departmental divisions through tissue collection, sampling & reporting as assigned.

Performs variety of administrative duties (e.g., provides animal disease control program information; reviews correspondence; recommends policy revisions; oversees implementation of district level program policies & procedures & ensures adherence to division guidelines; plans, directs, conducts & attends educational meetings, conferences & seminars; delivers lectures to plant &/or livestock owners & operators, & general public; conducts district meetings in coordination with district supervisor to discuss regulatory issuances, department performance standards, & staff expectations on a routine basis).

MAJOR WORKER CHARACTERISTICS

Knowledge of veterinary medicine; microbiology; virology; zoonotic diseases; disease transmission; animal pathology; epidemiology; agriculture (i.e., livestock, poultry & meats); general management; state & federal regulations applicable to practice of veterinary medicine & regulation of livestock, poultry & meat industries; implementation of programs to inspect & control infectious & contagious diseases of livestock; livestock inspection & animal disease detection techniques; supervisory principles/techniques*; public relations; employee training & development; manpower planning*. Skill in conducting animal necropsies & laboratory analyses; use of associated surgical & laboratory instruments. Ability to write instructions & specifications concerning medical procedures; develop good rapport with various segments of livestock industry, government officials & general public; write technical reports & conduct correspondence regarding programs; prepare & deliver speeches before specialized audiences & general public; handle sensitive inquiries from & contacts with officials & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

License to practice veterinary medicine issued by Ohio Veterinary Medical Licensing Board; accreditation under CFR, Title 9, Part 161 issued by United States Department of Agriculture; 18 mos. exp. working in diagnostic service laboratory identifying livestock diseases, or practicing veterinary medicine, or working in area of livestock disease control & eradication, or working as veterinarian in state or federal food inspection program; 6 mos. trg. or 6 mos. exp. in state & federal laws regulating practice of veterinary medicine, implementation of programs to inspect & control infectious & contagious diseases in livestock & poultry industry or meat & poultry inspection; must provide own transportation.

-Or 18 mos. exp. as Veterinarian Specialist, 65911 or Veterinarian, 65915; accreditation under CFR, Title 9, Part 161 issued by United States Department of Agriculture; must provide own transportation.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Biannual renewal of license to practice veterinary medicine issued by Ohio Veterinary Medical Licensing Board; retention of United States Department of Agriculture (i.e. USDA) accreditation. Foreign Animal Disease Diagnostician training, Tuberculosis training, obtain FDA credentials (requires background check and fingerprinting). Must maintain federal veterinary accreditation status under CFR, Title 9, Part 161 issued by USDA.

UNUSUAL WORKING CONDITIONS:

Travel required with some overnight stays; exposed to diseased animals & carcasses; non-standard work weeks which may include evenings and weekends.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Veterinarian Administrator 2	65917	EX	05/04/2014	16

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

In Division of Animal Health, serves as Assistant Chief & plans, administers, coordinates & enforces state and federal programs designed to control & eradication of infectious & contagious diseases in livestock, high volume dog breeding facilities, dangerous wild animals & captive cervids & supervises Veterinarian Administrator 1, Livestock Inspectors & support personnel.

Reviews, develops, & implements policy & communicates changes to field staff; coordinates activities with federal officials, enforcement, local health, & other governmental agencies; protects public health and safety; administers relevant rules & regulations; develops & maintains working knowledge of relevant state & federal regulations impacting industries.

Administers & enforces rules & regulations; prepares affidavits for prosecution; serves as mediator between members of regulated industry & field inspectors to resolve disputes & problems; serves as liaison between Division Chief, federal officials & inspection staff concerning field operations; represents Ohio Department of Agriculture-Division of Animal Health (ODA-AH) on multiple levels; serves on special task forces as assigned (e.g., state disaster services team, state emergency task force) and serves as committee chairperson as assigned (Ohio Livestock Care Standards Board, Dangerous Wild Animal Emergency Response Commission, Commercial Dog Breeders Advisory Board); consults with enforcement on related issues (e.g., investigations, alleged illegal activities, & internal affairs); works with legal & human resources on related issues (e.g., staffing, legal matters).

Organizes & conducts staff educational training programs; consults with students & general public on fundamentals of state & federal programs (e.g., disease control, regulatory programs); attends seminars, meetings & conferences; researches, reviews & compiles reports; composes technical correspondence regarding program activities & prepares & delivers speeches before groups (e.g., advisory committee meetings, general public); prepares budgets & monitors expenditure of funds; reviews work & assigns projects to appropriate staff; maintains professional competency by reading journals, attending seminars & conferences.

Performs administrative duties for respective division; reviews field staff reports (e.g., annual evaluations, special reports, weekly itineraries, administrative enforcement reports) for accuracy & completeness; provides feedback & guidance to staff & ensures follow-up as required.

OR

In Division of Meat Inspection, serves as Assistant Chief & plans, administers, coordinates & enforces humane handling, safe & healthy practices in processing food products & prevents food borne illness in humans & supervises Veterinarian Administrator 1 & support personnel.

Reviews, develops, & implements policy & communicates changes to field staff; coordinates activities with federal officials, enforcement, food safety, local health, & other governmental agencies; protects public health from food borne illness of animal origin; administers relevant rules & regulations; develops & maintains working knowledge of relevant state & federal regulations impacting industry.

Administers & enforces rules & regulations; prepares affidavits for prosecution; serves as mediator between members of regulated industry & field inspectors to resolve disputes & problems; serves as liaison between Division Chief, federal officials & inspection staff concerning field operations; represents Ohio Department of Agriculture-Division of Meat Inspection (ODA-DMI) on multiple levels; serves on special task forces as assigned (e.g., state disaster services team, state food emergency task force, pathogen positive investigations, recall team); consults with enforcement on related issues (e.g., investigations of inspected establishments, alleged illegal activities, & internal affairs); works with legal & human resources on related issues (e.g., staffing, legal matters).

Organizes & conducts staff educational training programs; consults with students & general public on fundamentals of state & federal programs (e.g., disease control, food protection programs); attends seminars, meetings & conferences; researches, reviews & compiles reports; composes technical correspondence regarding program activities & prepares & delivers speeches before groups (e.g., advisory committee meetings, general public); prepares budgets & monitors expenditure of funds; reviews work & assigns projects to appropriate staff; maintains professional competency by reading journals, attending seminars & conferences.

Performs administrative duties for respective division; reviews field staff reports (e.g., FSAs, IPPS evaluations, annual evaluations, humane handling verification visits, special reports on final dispositions, weekly itineraries, administrative enforcement reports) for accuracy & completeness; provides feedback & guidance to staff & ensures follow-up as required; performs quarterly & annual division assessments & submits for review to justify program funding.

MAJOR WORKER CHARACTERISTICS

Knowledge of veterinary medicine; microbiology; histopathology; epidemiology; zoonotic diseases; general management; state & federal regulations applicable to practice of veterinary medicine & diseases in all species of animals, meat & poultry inspection & food borne illness of animal origin in humans; supervisory principles/techniques; public relations; employee training & development; manpower planning; research techniques. Ability to write instructions & specifications concerning inspection & veterinary procedures; develop good rapport with government officials, industry representatives & field staff; resolve complaints from general public, government officials & industry representatives; prepare & deliver speeches before specialized audiences & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

License to practice veterinary medicine issued by Ohio Veterinary Medical Licensing Board; accreditation under CFR, Title 9, Part 161 issued by United States Department of Agriculture; 24 mos. exp. working in diagnostic service laboratory identifying livestock diseases, or pathology training, or practicing veterinary medicine, or working in area of livestock disease control & eradication, or as manager in area of meat & poultry inspection; 18 mos. trg. or 18 mos. exp. in supervisory principles/techniques; 12 mos. trg. or 12 mos. exp. in state & federal laws regulating practice of veterinary medicine, implementation of programs to inspect & control infectious & contagious diseases in livestock industry, or meat & poultry inspection; 12 mos. trg. or 12 mos. exp. in employee training & development; must provide own transportation.

-Or 18 mos. exp. as Veterinarian Administrator 1, 65916; license to practice veterinary medicine issued by Ohio Veterinary Medical Licensing Board; accreditation under CFR, Title 9, Part 161 issued by United States Department of Agriculture; must provide own transportation.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Biannual renewal of license to practice veterinary medicine issued by Ohio Veterinary Medical Licensing Board; retention of USDA accreditation.

UNUSUAL WORKING CONDITIONS:

Travel required with some overnight stays; exposed to diseased animals & carcasses; non-standard work weeks which may include evenings and weekends.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
State Veterinarian	65918	EX	05/04/2014	47

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves as chief of Division of Animal Industry & plans, implements, evaluates, organizes & administers division of animal industry statutory/regulatory programs, other animal disease control programs & diagnostic services, high volume dog breeding facilities, dangerous wild animals and captive cervids, serves as State of Ohio representative & participates in livestock, poultry & aquatic health activities & programs at national level, serves as counterpart to United States Department of Agriculture/Animal and Plant Health Inspection Service (USDA/APHIS) area veterinarian in charge & coordinates activities & programs with federal officials including implementing policy where there is mutual jurisdictional concern, supervises assigned staff (e.g., veterinarian administrators) & oversees animal industry staff involved in all areas of livestock, high volume dog breeding facilities, dangerous wild animals and cervids inspections, prevention, control & eradication of diseases & protection of public health from illness of animal origin.

Enforces rules & regulations; prepares affidavits for prosecution; monitors accreditation standards compliance in cooperation with Area Veterinarians in Charge (AVIC); handles divisional collective bargaining issues (e.g., grievances, contract disputes); serves as agency representative with members of regulated industry & federal officials concerning livestock, aquatic & poultry health issues, high volume dog breeding facilities, dangerous wild animals and captive cervids; participates in/serves on national level organizations & committees.

Plans, organizes & implements educational training programs for division staff, USDA/APHIS field staff; provides training for practicing veterinarians; assists in training students of veterinary medicine.

Attends meetings, seminars & conferences; researches, reviews & compiles programmatic & technical disease control reports, correspondence &/or publications; prepares & delivers speeches before groups of all levels & diversity (e.g., industry, legislature, federal officials, other state officials, local government leaders, general public).

Prepares budgets & monitors expenditure of funds; projects program costs; coordinates disease control program funding budget with federal officials.

Examines animals grossly by necropsy, ante-mortem, post-mortem & examines tissues microscopically for pathological changes in order to establish diagnosis; maintains professional competence by reading journals, attending appropriate meetings & maintaining contacts with other professionals; acts on behalf of agency director on issues related to livestock, aquatic & poultry health issues, high volume dog breeding facilities, dangerous wild animals and captive cervids &/or assigned regulatory programs.

MAJOR WORKER CHARACTERISTICS:

Thorough knowledge of veterinary medicine; microbiology; animal pathology; epidemiology; managerial principles/techniques; state & federal regulations applicable to practice of veterinary medicine & diseases of livestock & illness of animal origin in humans; supervisory principles/techniques; public relations; employee training & development; manpower utilization; research techniques. Skill in performing necropsy, ante-mortem & post-mortem examinations using appropriate surgical instruments; operation of microscope. Ability to write technical instructions & specifications concerning inspection & veterinary procedures; develop good rapport with government officials, industry representatives & employees; resolve complaints from general public, government officials & livestock & poultry industry representatives; prepare & deliver speeches & presentations before specialized audiences & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

License to practice veterinary medicine issued by Ohio Veterinary Medical Licensing Board; accreditation under CFR Title 9, Part 161 issued by U.S. Department of Agriculture; 30 mos. exp. working in diagnostic service laboratory, or practicing veterinary medicine, or working in area of livestock disease control & eradication; 24 mos. trg. or 24 mos. exp. in supervisory principles/techniques; 18 mos. trg. or 18 mos. exp. in state & federal laws regulating practice of veterinary medicine, implementation of programs to control infectious & contagious diseases in livestock & poultry; 18 mos. trg. or 18 mos. exp. in employee training & development; must provide own transportation.

-Or 18 mos. exp. as Veterinarian Administrator 2, 65917; license to practice veterinary medicine issued by Ohio Veterinary Medical Licensing Board; accreditation under CFR, Title 9, Part 161 issued by U.S. Department of Agriculture; must provide own transportation.

-Or 36 mos. exp. as Veterinarian Administrator 1, 65916; license to practice veterinary medicine issued by Ohio Veterinary Medical Licensing Board; accreditation under CFR, Title 9, Part 161 issued by U.S. Department of Agriculture; must provide own transportation.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Maintenance of license to practice veterinary medicine issued by Ohio Veterinary Medical Licensing Board; retention of USDA accreditation.

UNUSUAL WORKING CONDITIONS:

Travel required with some overnight stays; exposed to diseased animals & carcasses; non-standard work weeks which may include evenings and weekends.