

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

<u>CLASSIFICATION SERIES:</u> Dairy Program Administrator	<u>SERIES NO.:</u> 2127
<u>MAJOR AGENCIES:</u> Agriculture only	<u>EFFECTIVE DATE:</u> 01/09/2005

SERIES PURPOSE:

The purpose of the dairy program administrator occupation is to administer & design overall statewide dairy inspection programs & supervise subordinate supervisory-level staff.

At the administrative level, incumbents administer & design overall statewide dairy inspection programs & supervise subordinate supervisory-level staff.

CLASS TITLE

Dairy Program Administrator

CLASS NUMBER

21271

PAY RANGE

16

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The administrative level class works under administrative direction & requires extensive knowledge of dairy science, food science & dairy technology in order to administer & design overall statewide dairy inspection programs & supervise subordinate supervisory-level staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Dairy Program Administrator	21271	EX	01/09/2005	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.)

Administers, designs & coordinates overall statewide dairy inspection programs to include supervision of subordinate supervisory personnel, coordinates activities of dairy division staff, develops, interprets & implements dairy division policies & procedures, reviews & prepares dairy legislation & rules recommended by milk sanitation board to regulate statewide dairy industry, develops & monitors division budget (e.g., prepares budget projections of staff, equipment, supplies & contracts with public & private entities for inspection & laboratory services; authorizes expenditures of funds for personnel, equipment & materials used in dairy division; prepares periodic cost analysis of appropriations & dairy inspection fee accounts).

Prepares director's annual report to milk sanitation board of expenditures to administer & enforce state dairy laws & rules; initiates complex technical studies regarding dairy safety issues & oversees contracts with public & private agencies for inspection & laboratory services; prepare analysis of problems that occur in regulation of dairy industry; serves on statewide dairy task force to participate in planning & projection to develop dairy industry.

Prepares & presents speeches to statewide dairy industry organizations; serves as agency director's representative at national conferences on interstate milk shipments by participating in committees; acts as liaison with outside agencies (e.g., United States Food & Drug Administration; National Milk Monitoring Network).

MAJOR WORKER CHARACTERISTICS:

Knowledge of dairy science; food science; dairy technology; supervisory principles & techniques; milk production industry; milk processing industry; milk regulatory enforcement; state & federal laws, rules & regulations pertaining to milk production, processing & regulatory enforcement. Skill in operation of personal computer & use of spreadsheet software*. Ability to deal with many variables & determine specific course of action, prepare & deliver speeches before specialized audiences & general public; develop complex reports & position papers; understand system of milk production industry; use research methods in gathering data.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in dairy science or food science & nutrition; Certificate as Registered Sanitarian or eligible for registration as sanitarian-in-training by the Ohio State Board of Sanitarian Registration per Chapter 4736 of Revised Code; 48 mos. trg. or 48 mos. exp. in milk production industry, milk processing industry or milk regulatory enforcement program; 12 mos. trg. or 12 mos. exp. in supervisory principles & techniques.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

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

Annual renewal of sanitarian-in-training certificate or registered sanitarian certificate. May engage in practice of environmental health for period not to exceed five years under sanitarian-in-training certificate.

UNUSUAL WORKING CONDITIONS:

Requires travel.