STATE OF OHIO (DAS) **CLASSIFICATION SPECIFICATION** 

CLASSIFICATION SERIES:	SERIES NO.:		
Food Safety Division Administrator	2128		
MAJOR AGENCIES:	EFFECTIVE DATE:		
Agriculture only	01/21/2007		

<u>SERIES PURPOSE</u>:
The purpose of the food safety division administrator occupation is to administer, design & implement statewide food safety, drug, cosmetic & medical device inspection programs & supervise assigned personnel.

**CLASS TITLE CLASS NUMBER PAY RANGE EFFECTIVE** Food Safety Division Administrator 21281

## **CLASS CONCEPT:**

The administrative level class works under administrative direction & requires extensive knowledge of statewide food safety, dairy, cosmetic & medical device inspection programs in order to administer, design & implement statewide food safety, drug, cosmetic & medical device inspection programs & supervise subordinate supervisory, secretarial & food safety staff.

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Food Safety Division Administrator	21281	EX	01/21/2007	16

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

Administers, designs, coordinates & implements statewide food safety, drug, cosmetic & medical device inspection programs set forth in Revised Code & Administrative Code, advises director & deputy director concerning divisional policies & procedures, reviews & prepares food safety legislation & rules, interprets departmental policies & supervises subordinate supervisory, secretarial & food safety staff.

Develops, monitors & implements division budget (e.g., prepares budget projections of staff, equipment & supplies; prepares periodic cost analysis of expenditures; authorizes expenditure of funds for division personnel, equipment & materials); prepares & coordinates federal contracts for inspection & sampling; acts as liaison with outside agencies (e.g., local health departments, U.S. Food & Drug Administration, U.S. Department of Agriculture, state agencies) & public & private organizations & industry for inspection, training, survey, food security & laboratory services; prepares analysis of problems in regulation of food, drug, cosmetic & medical service industries; prepares materials for Retail Food Safety Advisory Council & survey/evaluation of local health department retail food establishment programs.

Prepares & presents speeches to organizations on issues related to safety/quality of food & drug products manufactured & sold by Ohio industry; serves on statewide task forces to participate in planning to maintain sound industry practices & procedures; represents director at national conferences on food protection.

Coordinates with outside state & local agencies on investigations & control of food borne investigations including trace-back & trace-forward investigations; develops & maintains food security initiatives; participates in food security & bioterrorism exercises; coordinates food security response activities.

### **MAJOR WORKER CHARACTERISTICS:**

Knowledge of food science, dairy science, animal science, horticulture, agronomy, biology, health education, human nutrition, nutrition or food management; human resources\*; supervisory principles & techniques; inspection techniques & methods; food, drug, cosmetic & medical device industry laws, rules & regulations. Skill in operation of personal computer. Ability to understand system of food, drug, dairy & medical device operations; use research methods in gathering data; use statistical analysis; deal with many variables & determine specific course of action; prepare & deliver speeches before specialized audiences & general public; develop complex reports & position papers.

(\*)Developed after employment.

# MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certificate of registration as sanitarian, sanitarian-in-training or eligible to become sanitarian-in-training by Ohio State Board of Sanitarian Registration pursuant to Chapter 4736 of Ohio Revised Code; completion of full four year course of study in accredited college or university leading to bachelor's or higher degree which included at least 45 quarter units or 30 semester hours in food science, environmental health, biology, chemistry, physics, geology, physical sciences, food technology, epidemiology, veterinary medical science or related field of study; 20 yrs. exp. in managerial position in field of food science at state, local or federal agriculture or health department or in food industry; 6 mos. exp. in operation of personal computer; valid driver's license.

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

Annual renewal of certificate of registration as sanitarian. A sanitarian-in-training shall become registered as sanitarian within time frame established in Chapter 4736 of Ohio Revised Code & rules adopted thereunder.

#### **UNUSUAL WORKING CONDITIONS:**

Requires travel.