STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	**CLASSIFICATION SERIES**: Food Safety	**SERIES NO.**: 2129
	MAJOR AGENCIES: Agriculture Only	**EFFECTIVE DATE**: 2/14/2010

SERIES PURPOSE:
The purpose of the food safety occupation is to conduct inspections, surveys, evaluations, investigations & surveillance activities of the wholesale & retail food industry &/or to conduct surveys & audits of local health department food safety programs to ensure compliance with state &/or federal laws & rules.

At the first level, incumbents collect samples, conduct inspections, surveys, evaluations, investigations & surveillance activities of the food industry &/or provide expert advice, consultation & direction to food industry &/or local health department personnel on food safety issues.

At the second level, incumbents serve as lead worker over lower-level food safety specialists, develop & present training & coordinate the statewide food safety contract programs & surveys.

At the supervisory level, incumbents supervise food safety specialists & oversee inspection, survey, evaluation, investigation & surveillance activities of staff.

At the first administrative level, incumbents supervise food safety supervisors, develop, direct & coordinate all food safety statewide programs & assist higher-level administrator in development of program policies, procedures & interpretations affecting the operation of the division of food safety.

At the second administrative level, incumbent supervises lower-level administrators & plans, designs, manages & oversees the implementation of all food safety statewide programs, prepares & develops rules & laws & implements division operational policies & procedures.

CLASS TITLE	CLASS NUMBER	PAY RANGE	EFFECTIVE
Food Safety Specialist 1	21291	31	12/17/2006

CLASS CONCEPT:
The first full performance level class works under general supervision & requires considerable knowledge of food science, state & federal laws, agency policies, rules & regulations pertaining to food safety issues in order to collect samples, conduct inspections, evaluations, investigations & surveillance activities of wholesale & retail food industry for compliance with mandated state &/or federal laws & rules to ensure safe production & sale of food products &/or provide expert advice, consultation & direction to food industry &/or local health department personnel on food safety issues & train & standardize local health & food industry personnel.

CLASS TITLE	CLASS NUMBER	PAY RANGE	EFFECTIVE
Food Safety Specialist 2	21292	32	2/14/2010

CLASS CONCEPT:
The second full performance level class works under direction & requires thorough knowledge of food science, state & federal laws, agency policies, rules & regulations pertaining to food safety issues in order to serve as lead worker over & coordinate assessment & training for lower-level food safety specialists, assess investigation, inspection & audit reports, coordinate statewide food safety contract programs, prepare, develop, coordinate & present food safety training programs for consumer, lower-level food safety specialists, local health department personnel & food industry & provide technical assistance & consultation to food industry, lower-level food safety specialists & local health department personnel in multiple aspects of food safety.

CLASS TITLE	CLASS NUMBER	PAY RANGE	EFFECTIVE
Food Safety Supervisor	21295	13	01/21/2007

CLASS CONCEPT:
The supervisory level class works under general direction & requires thorough knowledge of food science, state & federal laws, agency policies, rules & regulations pertaining to food safety issues, supervisory principles & techniques, managerial principles & techniques & workforce planning, development & assessment in order to supervise food safety specialists, oversee inspections, surveys, evaluations, investigations & surveillance activities of assigned staff, provide technical assistance & consultation to management representatives from food industry & local health departments (i.e., to

include Boards of Health) to discuss findings of food safety specialists & to establish implementation plan to resolve issues.

CLASS TITLE	CLASS NUMBER	PAY RANGE	EFFECTIVE
Food Safety Administrator 1	21296	14	01/21/2007

CLASS CONCEPT:
The first administrative level class works under administrative direction & requires extensive knowledge of food science, state & federal laws, agency policies, rules & regulations pertaining to food safety, supervisory principles & techniques, managerial principles & techniques & employee training & development in order to develop, direct & coordinate food safety statewide programs, assist higher-level administrator in development of program polices, procedures & interpretations affecting operation of division of food safety & supervise food safety supervisors.

CLASS TITLE	CLASS NUMBER	PAY RANGE	EFFECTIVE
Food Safety Administrator 2	21297	15	01/21/2007

CLASS CONCEPT:
The second administrative level class works under administrative direction & requires extensive knowledge of food science, state & federal laws, agency policies, rules & regulations pertaining to food safety, supervisory principles & techniques, managerial principles & techniques & employee training & development in order to plan, design, manage & oversee implementation of all food safety statewide programs, prepare & develop rules & laws, provide training, consultation & technical assistance in multiple aspects of food safety, develop division standards, implement division operational policies & procedures & supervise lower-level food safety administrators.

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Food Safety Specialist 1	21291	07	12/17/2006	31

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.)
Collects samples, conducts inspection, evaluation, investigation & surveillance activities of wholesale & retail food industry for compliance with mandated state &/or federal laws & rules to ensure safe production & sale of food products, conducts surveys & audits of local health department food safety programs (e.g., evaluates program activities & performance of personnel through rating system) for compliance with mandated standards, independently conducts one-on-one inspection standardization procedures to evaluate local health department personnel in proper implementation of mandated state food safety standards, gathers data & information & reviews plans for new or extensively altered retail & wholesale food establishments, prepares reports of technical nature & compares local health department & food industry performance to required procedures & guidelines & recommends training & additional assistance when warranted,

&/OR

provides expert advice, consultation & direction to food industry &/or local health department personnel on food safety issues (e.g., instructs local health department & industry personnel on proper sanitary practices; ensures compliance with good manufacturing practices, agriculture food laws & regulations), provides technical assistance & consultation &/or provides training to local health departments, state agencies, general public & food industry on food safety issues & implements individual &/or group training as developed by higher-level food safety specialists to local health department &/or industry personnel.

Informs local boards of health of survey findings; initiates enforcement activities with food industry management.

Conducts inspections &/or investigations of consumer related inquiries or site evaluation of new or altered facilities; maintains evaluation instruments & technical field equipment; participates in drills & exercises of emergency plans; prepares & delivers speeches & presentations to groups & organizations; operates personal computer to enter, edit & verify data & to produce reports; utilizes inspection tools to include thermometer, test kit, PH meter & light meter.

MAJOR WORKER CHARACTERISTICS:
Knowledge of food science; agency, state & federal laws, rules, regulations & guidelines governing food safety procedures & techniques; microbiology; physics; environmental science; inspection techniques. Skill in operation of personal computer; inspection tools to include thermometer, test kit, PH meter & light meter. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare meaningful, concise & accurate reports; gather, collate & classify information about data, people or things; handle sensitive contacts with officials, general public & industry personnel; investigate complaints; provide expert advice & technical assistance with federal or local government employees, health department personnel & food industry personnel; demonstrate physical fitness.

(*) 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; 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 a sanitarian within the time frame established in Chapter 4736 of the Revised Code & the rules adopted thereunder. Successful completion of FDA contract inspection training & annual FDA contract audits as required by employment.

UNUSUAL WORKING CONDITIONS:
Works in hot & cold processing areas; exposed to loud noises which may require ear plugs; requires overnight travel.

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Food Safety Specialist 2	21292	07	2/14/2010	32

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 lead worker over lower-level food safety specialists involved in collecting samples, conducting inspections, evaluations, investigations & surveillance activities of wholesale & retail food industry for compliance with mandated state &/or federal laws & rules to ensure safe production & sale of food products &/or in conducting surveys & audits of local health department food safety programs for compliance with mandated standards, coordinates assessment & training for lower-level food safety specialists, assesses investigation, inspection & audit reports, coordinates statewide food safety contract programs through planning, contract development & implementation, independently prepares, develops, coordinates & presents food safety training programs for lower-level food safety specialists, food industry, consumers &/or local health department personnel, provides technical assistance & consultation to lower-level food safety specialists, food industry & local health department personnel in multiple aspects of food safety, drafts interpretation of policies, confers with supervisor & section administrators regarding activities of lower-level food safety specialists responsible for carrying out FDA contract inspections, PDP sampling, local health department surveys & wholesale & retail food establishment inspections & reviews & analyzes reports & proposals concerning program operation & administration.

Assists other departmental staff in development of policies & procedures for all food safety related programs; reviews & assists in development of various forms, licenses & other documents used to prepare & retain records concerning assigned multiple aspects of statewide food safety program; reviews food safety policies & procedures with higher-level staff to ensure uniform interpretations & application by lower-level food safety specialists statewide & works cooperatively with upper-level staff to plan food safety program activities; writes reports on technical & specialized issues; prepares annual plan of activities & annual report.

Prepares materials for official boards; provides expert technical assistance to other agencies, general public & industry; delivers speeches at public meetings; represents division in meetings with other state & federal agencies & local health departments; serves on advisory boards; operates personal computer to enter, edit & verify data & to produce reports.

MAJOR WORKER CHARACTERISTICS:
Knowledge of food science; agency, state & federal laws, rules, regulations & guidelines governing food safety procedures & techniques; microbiology; physics; environmental science; inspection techniques; employee training & development*; reviewing & analyzing reports & proposals concerning program operation & administration. Skill in operation of personal computer; inspection tools to include thermometer, test kit, PH meter & light meter. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare meaningful, concise & accurate reports; gather, collate & classify information about data, people or things; handle sensitive contacts with officials, general public & industry personnel; investigate complaints; provide expert advice & technical assistance with federal or local government employees, health department personnel & food industry personnel; demonstrate physical fitness.

(*) 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; 12 mos. exp. in field of food science at state, local or federal agriculture or health department; 6 mos. exp. in operation of personal computer; valid driver's license.

- Or a current certified Food Safety Specialist 1 with at least 5 years of experience in the field of Environmental Health Science.

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 a sanitarian within the time frame established in Chapter 4736 of the Revised Code & the rules adopted thereunder. Successful completion of FDA contract inspection training & annual FDA contract audits as required by employment.

UNUSUAL WORKING CONDITIONS:
Works in hot & cold processing areas; exposed to loud noises which may require ear plugs; requires overnight travel.

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Food Safety Supervisor	21295	EX	01/21/2007	13

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.)
Supervises food safety specialists, oversees inspections, surveys, evaluations, investigations & surveillance activities of assigned staff, reviews & approves itineraries, schedules food safety specialist inspection & surveys, provides technical assistance & consultation to management representatives from food industry & local health departments (i.e., to include Boards of Health) to discuss findings of food safety specialists & to establish implementation plan to resolve issues, assesses training & manpower development needs of immediate staff, local health departments & food industry, oversees & schedules training of industry & local health department personnel by food safety specialists, reviews & critiques food safety inspection & survey reports completed by food safety specialists & oversees implementation of policies & procedures for use by lower-level staff, local health departments & food industry.

Makes budget recommendations to cover projected activities; writes reports & position papers on technical & specialized issues; assists in development of survey methodologies, inspection, sampling & evaluation procedures; standardizes inspection methods in conjunction with state & federal food codes & regulations; receives, directs & obtains resolution to complaints; recommends food safety policies & procedures to food safety administrator to ensure uniform interpretations & applications by food safety specialists; develops & conducts training.

Works cooperatively with upper level staff to plan food safety program activities; assists in development of inspection forms, licenses & other documents used to prepare & retain records concerning assigned multiple aspects of statewide food safety program; writes reports & position papers on technical & specialized issues; assists in development of survey methodologies, inspection, sampling & evaluation procedures; prepares annual plan & annual report; reviews & analyzes legislative initiatives & status changes; receives consumer complaints & assigns to staff for resolution.

Prepares materials for official boards; develops food safety educational training programs for food safety specialists, food industry & local health department personnel; provides expert technical assistance to other agencies, general public & industry; presents educational training programs; delivers speeches at public meetings; represents division in meetings with other state & federal agencies & local health departments; serves on advisory boards; operates personal computer to enter, edit & verify data & to produce reports.

MAJOR WORKER CHARACTERISTICS:
Knowledge of food science; agency, state & federal laws, rules, regulations & guidelines governing food safety procedures & techniques; microbiology; physics; environmental science; inspection techniques; employee training & development; supervisory principles & techniques*; reviewing & analyzing reports & proposals concerning program operation & administration. Skill in operation of personal computer; inspection tools to include thermometer, test kit, PH meter & light meter. Ability to define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify information about data, people or things; handle sensitive contacts with officials, general public & industry personnel; provide expert advice & technical assistance with federal or local government employees, health department personnel & food industry personnel.

(*) 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; 3 yrs. exp. in food safety 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 a sanitarian within the time frame established in Chapter 4736 of the Revised Code & the rules adopted thereunder.

UNUSUAL WORKING CONDITIONS:
Requires overnight travel.

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Food Safety Administrator 1	21296	EX	01/21/2007	14

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.)
Develops, directs & coordinates all food safety statewide programs (e.g., including but not limited to evaluation & audit procedures to assess efficiency & effectiveness of local health department food establishment programs, activities for reviewing science & technology of food product development for canned & processed foods, statewide program for certification of producers of organic food products, retail food establishment program cost analysis procedures, statewide inspector standardization & inspection program, statewide Hazard Analysis Critical control Point [i.e., HACCP] inspection & training program, division's response to food emergencies involving synchronizing regional/field follow-up, product analysis, industry corrective action &/or enforcement activities), assists higher-level administrator in development of program policies, procedures & interpretations affecting operation of division of food safety (e.g., researches & determines legal basis for policies under consideration, assists in legislative initiatives & proposed statutory changes & drafts administrative & revised code initiatives) & supervises food safety supervisors.

Provides recommendations to higher-level administrator for coordination of necessary programmatic follow-up analysis & training for all division staff, local health agencies & food industry; assists in development of emergency response plan; assists in development of division budget; organizes & completes reports on technical & specialized issues as required; assists in preparation of annual statewide food sampling plan.

Coordinates activities with state, federal & local agencies division of food safety epidemiological investigations; serves as epidemiology liaison to multiple entities (e.g., inter-agency divisions of consumer analytical laboratory; animal industry; dairy & meat inspection; local & state departments of health; state departments of agriculture; centers for disease control; United States Department of Agriculture; United States Food & Drug Administration); develops & conducts training & consultation to food safety supervisors & specialists, local & state agency officials & food industry; develops & revises program specific forms; conducts meetings with agency personnel; negotiates contracts for inspection services; serves as division representative at meetings with industry, state & national organizations & other state & federal agencies concerning development & operation of division of food safety; prepares & presents speeches to specialized audiences; serves as expert witness & provides advice & evidence to Attorney General's office in matters related to program activities; receives consumer complaints & assigns to staff for resolution; provides technical assistance & consultation in multiple aspects of food safety; operates personal computer to enter, edit & verify data & to produce reports.

MAJOR WORKER CHARACTERISTICS:
Knowledge of supervisory principles & techniques; managerial principles & techniques; budgeting; food science; agency, state & federal laws, rules, regulations & guidelines governing food safety procedures & techniques; inspection techniques; employee training & development; budgeting. Skill in operation of personal computer; inspection tools to include thermometer, test kit, PH meter & light meter. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare meaningful, concise & accurate reports; gather, collate & classify information about data, people or things; handle sensitive contacts with officials, general public & industry personnel; provide expert advice & technical assistance with federal or local government employees, health department personnel & food industry personnel.

(*) 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; 3 yrs. exp. in field of food science at state, local or federal agriculture or health department or in food industry; 12 mos. exp. in supervisory or managerial position; 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 a sanitarian within the time frame established in Chapter 4736 of the Revised Code & the rules adopted thereunder.

UNUSUAL WORKING CONDITIONS:
Requires overnight travel.

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Food Safety Administrator 2	21297	EX	01/21/2007	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.)
Plans, designs, manages & oversees implementation of all food safety statewide programs, prepares & develops rules & laws, provides training, consultation & technical assistance, develops division standards, develops & implements division operational policies & procedures, provides expert assistance to chief of division of food safety concerning all policy & practical matters for food safety & related environmental health issues, independently directs & provides oversight of activities of all staff, explains & interprets departmental policies, initiates complex technical studies, including food equipment use, food sampling plans & technical reports, oversees all contracts & supervises lower-level administrators.

Develops & analyzes budgets; authorizes expenditure of funds for personnel, equipment & materials; independently prepares analysis of problems & reviews; prepares food safety legislation & food safety rules.

Represents agency on state level inter-departmental advisory boards & commissions & in policy level matters with local, state & federal agencies, including regulated food industry, public health organizations & other concerned parties; represents division in absence of chief; operates personal computer to enter, edit & verify data & to produce reports.

MAJOR WORKER CHARACTERISTICS:
Knowledge of supervisory principles & techniques; managerial principles & techniques; budgeting; food science; agency, state & federal laws, rules, regulations & guidelines governing food safety procedures & techniques; inspection techniques; employee training & development. Skill in operation of personal computer; inspection tools to include thermometer, test kit, PH meter & light meter. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare meaningful, concise & accurate reports; gather, collate & classify information about data, people or things; handle sensitive contacts with officials, general public & industry personnel; provide expert advice & technical assistance with federal or local government employees, health department personnel & food industry personnel.

(*) 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; 5 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 a sanitarian within the time frame established in Chapter 4736 of the Revised Code & the rules adopted thereunder.

UNUSUAL WORKING CONDITIONS:
Not Applicable.