

STATE OF OHIO (DAS)
 CLASSIFICATION
 SPECIFICATION

<u>CLASSIFICATION SERIES</u> Food Safety	<u>SERIES NUMBER</u> 2129
<u>MAJOR AGENCIES</u> Agriculture Only	<u>EFFECTIVE</u> 12/11/2016

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 & drugs, cosmetics and medical devices.

At the first level, incumbents receive training & mentoring from higher level food safety specialists to learn how to collect samples, conduct inspections, surveys, evaluations, investigations & surveillance activities of the food industry & provide advice, consultation & direction to food industry & local health department personnel on food safety issues.

At the second level, incumbents serve as lead worker, provide training & mentoring to lower-level food safety specialists & independently conduct food safety inspections.

At the advanced level, incumbents coordinate designated state-wide food safety programs, formulate & implement program policy, conduct trainings, assess investigations, inspections & audit reports pertaining to assigned program area.

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

At the assistant administrative level, incumbent supervises lower-level supervisors & food safety staff & plans, designs, manages & implements food safety, drug, cosmetic & medical device statewide programs, prepares & develops rules & laws & implements division operational policies & procedures.

At the administrative level, incumbent administers, designs & implements statewide food safety, drug, cosmetic & medical device inspection programs & supervises subordinate supervisory, secretarial & food safety staff.

<u>JOB TITLE</u> Food Safety Specialist 1	<u>JOB CODE</u> 21291	<u>PAY GRADE</u> 31	<u>EFFECTIVE</u> 12/11/2016
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CLASS CONCEPT

The first full performance level class works under close supervision & requires some knowledge of food science, state & federal laws, agency policies, rules & regulations pertaining to food safety issues in order to receive training & mentoring from higher level food safety staff; learn how to collect samples, conduct inspections, evaluations, investigations & surveillance activities of wholesale & retail food industry for compliance with mandated state & federal laws & rules to ensure safe production & sale of food, drugs & cosmetics and medical devices & provide advice, consultation & direction to food industry & local health department personnel on food safety issues & train local health & food industry personnel.

<u>JOB TITLE</u> Food Safety Specialist 2	<u>JOB CODE</u> 21292	<u>PAY GRADE</u> 32	<u>EFFECTIVE</u> 12/11/2016
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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, and drugs, cosmetics and medical devices issues in order to serve as lead worker & coordinate assessment & training for lower-level food safety specialists, 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.

<u>JOB TITLE</u> Food Safety Program Coordinator	<u>JOB CODE</u> 21293	<u>PAY GRADE</u> 12	<u>EFFECTIVE</u> 12/11/2016
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CLASS CONCEPT

The advanced 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, workforce planning, development & assessment in order to coordinate designated state-wide food safety programs (e.g. FDA contracts, Training and Variance &/or Retail Survey) on behalf of division chief, formulate & implement program policy

& assess investigations & audit reports pertaining to assigned program.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Food Safety Supervisor	21295	13	12/11/2016

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.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Food Safety Assistant Administrator	21297	15	12/11/2016

CLASS CONCEPT

The assistant administrative level class works under administrative direction & requires extensive knowledge of statewide food safety inspection programs, state & federal laws, agency policies, rules & regulations pertaining to food safety, supervisory & managerial principles & techniques & employee training & development in order to plan, design, manage & implement food safety statewide programs, drug, cosmetic & medical device inspection 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 staff.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Food Safety Administrator	21298	16	12/11/2016

CLASS CONCEPT

The administrative level class works under administrative direction & requires extensive knowledge of statewide food safety 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.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Food Safety Specialist 1	21291	07	12/11/2016	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.)

Receives training & mentoring from higher level food safety staff to learn how to collect samples, conduct inspections, evaluations, investigations & surveillance activities of regulated wholesale & retail food industry for compliance with mandated state & federal laws & rules to ensure safe production & sale of food, drugs & cosmetics, completes assigned trainings (both classroom & on-line) to gain more knowledge of food safety, learns how to conduct surveys & audits of local health department food safety programs (e.g., evaluates program activities & performance of personnel through rating system, learns how to create survey reports) 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, learns Hazard Analysis & Critical Control Points (HACCP) principals & how to develop & evaluate HACCP plans; learns how to conduct Country of Origin Labeling (COOL) reviews; learns labeling requirements for wholesale & retail activities; learns how to conduct FDA contract inspections & how to create FDA reports.

Conducts sampling, inspections, evaluations, investigations & surveillance activities of wholesale and retail industry for compliance with mandated state & federal laws & rules to ensure safe production & sale of food, drugs, & cosmetics, conduct surveys & audits for local health departments.

Provides 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 & 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.

Performs emergency response activities by conducting initial incident assessment & collecting information, conducts follow-up assessment & completes incident report.

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* (e.g., 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 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; successful progression and completion of training in (1) New Hire Training, which includes (a) on-line and classroom courses, (b) Ohio statutes and regulations, (c) field inspection training, (d) Food Safety policies and procedures, (2) the Food Safety Database, (3) conducting surveys of local health departments, (4) conducting training programs for regulatory and industry, (5) Successful completion of FDA contract inspection training & annual FDA contract audits as required by employment. (6) Advanced Food Inspections courses such as (a) Acidified Foods, (b) Juice HACCP, (c) Seafood HACCP, (d) Epidemiology courses (e) trace-back investigations. The employee must also become a registered Sanitarian. Employee must complete mandated training within three years from date of appointment. Employees who satisfy the first option of the minimum class qualifications for employment listed for a Food Safety Specialist 2, 21292, will automatically be reassigned to a Food Safety Specialist 2, 21292, provided the employee has had satisfactory performance evaluations for applicable rating periods up to & including the last two years, has no active disciplinary action, & has successfully completed all required training listed under Training and Development Required to Remain in the Classification After Employment for Food Safety Specialist 1, 21291.

UNUSUAL WORKING CONDITIONS

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

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Food Safety Specialist 2	21292	07	12/11/2016	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.)

Independently conducts inspections, evaluations, investigations & surveillance activities of wholesale & retail food industry for compliance with mandated state & federal laws & rules to ensure safe production & sale of food products (e.g., reviews past inspection information; documents food safety observations & deficiencies, verifying corrective action plans of previous deficiencies, observes worker behavior & facility conditions, conducts product label review & food safety regulatory sampling, completes ODA & FDA inspection reports, license application process, inspection notification, federal contract inspection reports, conducts inspection exit interview) & conducts surveys & audits of local health department food safety programs for compliance with mandated standards, (e.g., reviews local health department cost methodology, transmittal reports, prior survey results, & inspection history; evaluates local health department resolutions, policies & procedures to plan reviews, complete sanitarian evaluations & local health department survey report; conducts interview with firm, & hazard analysis, determines firm's regulatory requirements, obtains & evaluates firm records, document record findings & product disposition; provides enforcement by collecting non-compliance evidence, initiating notice, embargo, voluntary destruction activities, & food safety recalls; determines disposition & observes destruction of unadulterated product; oversees & evaluates reconditioning of unadulterated product; documents final disposition of adulterated product & testifies in court; conducts consultations, provides subject matter expertise; acts as lead worker & coordinates assessment & training for lower-level food safety specialists, assesses investigation, inspection & audit reports, independently prepares, develops, coordinate, presents & critiques food safety training programs for lower-level food safety specialists, food industry, consumers & 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.

Updates food safety database, develops itinerary & activity logs, maintains inspection, sampling equipment & supplies; conducts variance reviews.

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.

Performs emergency response activities by conducting initial incident assessment & collecting information, conducts follow-up assessment & completes incident report.

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.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Certificate of registration as sanitarian, successful completion of Food Safety Specialist 1 training (includes at least FDA class room course pertaining to inspections, technology, acidification, juice, seafood, preventive controls, & produce safety; includes various on-line courses as provided during new hire training; evaluation of inspections, sampling, conducting COOL reviews, conducting FDA contract inspections & write-ups, surveys, cost analysis) & a minimum of three years as a Food Safety Specialist 1.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Annual renewal of certificate of registration as sanitarian. 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.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Food Safety Program Coordinator	21293	EX	12/11/2016	12

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.)

Coordinates designated state-wide food safety programs (e.g. FDA contracts, Training & Variance &/or Retail Survey) on behalf of division chief & formulates & implements detailed program policies in compliance with FDA guidelines for designated state-wide food safety program (e.g. FDA Contract, Training & Variance &/or Retail Surveys): (i.e., develops & maintains program policies, develops templates for FDA reports, Hazard Analysis & Critical Control (HACCP) &/or Retail programs; prepares annual contracts; determines designated budget; trains food safety staff (e.g. variance determination, information collections, development & training of local sanitarians, FDA contracts, survey methodology); researches, analyzes & evaluates effectiveness of designated state-wide food safety program; develops & implements various programs that result in production of safe food products; acts as liaison with various other regulatory agencies to ensure programs produce safe food; reports inspection results including evidence & exhibits collected; maintains communications via FDA database & monitors progress of inspections to ensure compliance &/or variance requests; grants variances with administrator sign-off; assigns contract &/or retail inspections in concert with supervisors).

Creates food safety training programs & updates content to comply with FDA changes develops policy that identifies required components of training programs; develops & writes protocols for designated state-wide food safety programs & trains staff on those protocols; reviews & updates existing training programs, submits programs to Sanitarian Board for continuing education hours, acts as liaison with local health departments (LDH) & industry, concerning training requests, assigns training to field staff in coordination with supervisors, responsible for establishing statewide training opportunities for both industry & LHDs; develops new training programs as needs are identified, maintains training database, survey calendar &/or inspection audits.

Provides technical advice to aid administrators in decision making; confers with supervisors & division administrators regarding activities of food safety specialists when carrying out food safety programs (e.g. FDA contracts, variance & training requests, or LHD surveys & retail food inspections); researches & responds to inquiries & complaints; furnishes information & explains programs to public, industry & other regulatory agencies; writes position papers & reports; tracks reimbursements FDA warning letters issued to Ohio firms & advises administration of pending action; maintains training supplies, provides & working in concert with business manager, ensures all equipment needs of specialists are met & updates & maintains survey workbook.

Performs other related duties as assigned; prepares confidential correspondence; handles sensitive telephone calls, travels to attend meetings & trainings as requested.

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.

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; 2 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.

UNUSUAL WORKING CONDITIONS

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

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Food Safety Supervisor	21295	EX	12/11/2016	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, evaluations, investigations & surveillance activities of assigned staff, reviews & approves itineraries, 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, reviews & critiques food safety inspection completed by food safety specialists & oversees implementation of policies & procedures for use by lower-level staff, local health departments & food industry.

Oversees additional programs such as Country of Origin Labeling (COOL), Pesticide Data Program (PDP), Shellfish Program, Produce Safety Program & the Sampling Program as assigned.

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.

UNUSUAL WORKING CONDITIONS

Works in hot & cold processing areas; exposed to loud noises which may require ear plugs; Requires overnight travel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Food Safety Assistant Administrator	21297	EX	12/11/2016	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 & implements food safety, drug, cosmetic & medical devices 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 (e.g., food equipment use, food sampling plans & technical reports); oversees all contracts & supervises lower-level supervisors and food safety staff.

Develops, analyzes, monitors, & implements budgets(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 traceback & trace-forward investigations; develops & maintains food security initiatives; participates in food security & bioterrorism exercises; coordinates food security response activities.

MAJOR WORKER CHARACTERISTICS

Knowledge of supervisory & 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; 36 mos. trg. or 36 mos. exp. in managerial position in field of food science at state, local or federal agriculture or health department or in food industry; 12 mos. trg. or 12 mos. exp. in supervisory principles & techniques; must provide own transportation.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Annual renewal of certificate of registration as sanitarian.

UNUSUAL WORKING CONDITIONS

Works in hot & cold processing areas; exposed to loud noises which may require ear plugs; Travel required with some overnight stays; non-standard work weeks which may include evenings and weekends.

JOB TITLE	JOB CODE	B. U.	EFFECTIVE	PAY GRADE
Food Safety Administrator	21298	EX	12/11/2016	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 & 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; 5 years trg. or 5 years exp. in managerial position in field of food science at state, local or federal agriculture or health department or in food industry; 24 mos. trg. or 24 mos. exp. in supervisory principles & techniques; must provide own transportation.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Annual renewal of certificate of registration as sanitarian.

UNUSUAL WORKING CONDITIONS

Works in hot & cold processing areas; exposed to loud noises which may require ear plugs; Travel required with some overnight stays; non-standard work weeks which may include evenings and weekends.