

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	CLASSIFICATION SERIES: Meat Inspector	SERIES NO.: 2123
	MAJOR AGENCIES: Agriculture	EFFECTIVE DATE: 08/29/2010

SERIES PURPOSE:

The purpose of the meat inspector occupation is to protect & assure meat & poultry product wholesomeness by inspecting facilities & operations therein for sanitary & safe slaughtering & processing of meat, poultry &/or exotic.

At the developmental level, incumbents receive training & mentoring from higher level meat inspectors to learn procedures & to assist in conducting inspections of registered meat plants, commercial slaughtering plants & custom-exempt red meat, poultry &/or exotic processing facilities.

At the full performance level, incumbents conduct inspections of registered meat plants, private, commercial slaughtering plants & custom-exempt red meat, poultry &/or exotic processing facilities.

At the supervisory level, incumbents serve as supervisors over meat inspectors.

At the administrative level, incumbents administer overall comprehensive statewide meat & poultry inspection program & supervise veterinarian administrators, veterinarians & meat inspection supervisors.

GLOSSARY:

BSE = Bovine Spongiform Encephalopathy or Mad Cow Disease

HACCP = Hazard Analysis & Critical Control Points

SSOP = Sanitary Standard Operation Procedure

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Meat Inspector Trainee	21230	28	08/29/2010

CLASS CONCEPT:

The developmental level class works under close supervision & requires some knowledge of animal science & state & federal laws, rules & regulations regarding meat, poultry &/or exotic inspection in order to receive training & mentoring from higher level meat inspectors to learn procedures & to assist in conducting inspections of registered meat plants, private, commercial slaughtering plants & custom-exempt red meat, poultry &/or exotic processing facilities & receive training & learn to perform ante mortem & postmortem inspections of carcasses & enforce state & federal sanitation, humane slaughter, meat processing & food safety policies, procedures & guidelines.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Meat Inspector	21231	30	08/29/2010

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of animal science & state & federal laws, rules & regulations regarding meat, poultry &/or exotic inspection in order to conduct inspections of registered meat plants, private, commercial slaughtering plants & custom-exempt red meat, poultry &/or exotic processing facilities to perform ante mortem & postmortem inspections of carcasses & enforce state & federal sanitation, humane slaughter, meat processing & food safety policies, procedures & guidelines.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Meat Inspection Supervisor	21235	11	01/23/1994

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of animal & meat science & state & federal laws, rules & regulations regarding meat & poultry &/or exotic inspections in order to supervise lower-level meat inspectors.

CLASS TITLE

Meat Inspection Administrator

CLASS NUMBER

21237

PAY RANGE

16

EFFECTIVE

02/19/1995

CLASS CONCEPT:

The administrative level class works under administrative direction & requires extensive knowledge of animal & meat science & state & federal laws, rules & regulations regarding meat & poultry &/or exotic inspections in order to administer overall comprehensive statewide meat & poultry &/or exotic inspection program & supervise veterinarian administrators, veterinarians & meat inspection supervisors.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Meat Inspector Trainee	21230	07	08/29/2010	28

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 meat inspector to learn procedures & assists in conducting inspections of registered meat plants, private, commercial slaughtering plants & custom-exempt red meat, poultry &/or exotic processing facilities & learns to perform ante mortem & postmortem inspections of carcasses & enforces state & federal sanitation, humane slaughter, meat processing & food safety policies, procedures & guidelines (e.g., conducts visual examination of live animal &/or poultry prior to slaughter while looking for abnormalities in appearance & behavior such as sick, hurt &/or non-ambulatory; determines if veterinarian is required for disposition of unhealthy animal & records results; makes determination of age of beef through dentition of cattle 30 months or older for removal of backbone due to concerns of BSE; visual, tactile &/or incisory inspection of head, lymph nodes, viscera, carcass & offal to include liver, heart, brain & tripe to determine no pathological conditions are present & carcass is in clean & wholesome condition; inspects all equipment, facilities & personnel to ensure acceptable sanitation levels & prohibiting use of unsanitary, unsafe &/or unapproved equipment & facilities until cleaned &/or corrected to include pest & rodent control, use of pesticides & chemicals, condition & use of potable water supply & waste & sewage systems; halts production for poor sanitation &/or non-compliance), assures proper disposition of unfit & condemned products, enforces sanitary dressing procedures & controls carcass branding.

Learns labeling requirements & assists in reviewing labeling materials (e.g., proposed labels, product formulations, production procedures, quality control programs, quality control records & laboratory reports) for state inspected meat, poultry &/or exotic establishments; checks formulations of all types of meat food products for compliance with federal regulations & periodically monitors inspection procedures for maintaining compliance in production of meat products; learns sampling procedures & assists higher level inspector with submission of product samples of products for analysis for microbiological adulterants & for consumer protection; requires meat slaughter plants to conduct microbial testing for generic E. coli to verify adequacy of process controls for prevention of fecal contamination.

Assists higher level inspector with re-inspection of meat &/or poultry products & non-meat ingredients for such products intended for further processing or distribution; inspects critical control points in preparation & handling of meat, poultry &/or exotic products (i.e., monitors formulation, temperature controls, preparation procedures, use of restricted ingredients & sampling) to ensure compliance.

Prepares, maintains & monitors required records, reports & formulations concerning product condemnations & retentions; controls all sanitation discrepancies & corrective actions; assists in industry quality control programs; analyzes report deviations, travel & pay reports & submits such through proper channels; attends training courses (e.g., Incidence Command Systems training courses; Inspection System Procedures including Homeland Security); refresher seminars & on-job training activities.

MAJOR WORKER CHARACTERISTICS:

Knowledge of Agribusiness, Food Business Management or Animal Science (e.g., Meat Animal & Carcass Evaluation; Fundamentals of Poultry Science; Principles of Animal Systems Physiology; Meat Science; Global Food & Agriculture; Meat Processing); HACCP methodology*; SSOP*; Humane Slaughter Act*; Agricultural Bioterrorism Protection Act* (Possession, Use & Transfer of Biological Agents & Toxins); symptoms of animal disease (e.g., Bovine Spongiform Encephalopathy/BSE/Mad Cow Disease; Salmonella, Escherichia coli/E. coli or other bacteria that live in lower intestines of warm-blooded animals)*; safety practices (e.g., Occupational Standards & Hazards Act); public relations; meat, poultry &/or exotic slaughter & processing equipment; state & federal laws, rules & regulations regarding meat, poultry &/or exotic inspections*; fractions & percentages. Skill in use of knives, steel & hook to slice lymph nodes & inspect viscera; use of fingers to palpate lymph nodes; operation of laptop &/or personal computer & related software to create, edit/revise, store & purge documents.* Ability to differentiate between a variety of color hues; define problems, collect data, establish facts & draw valid conclusions; prepare meaningful, concise & accurate reports; use proper research methods in gathering data; use sense of smell to detect poor sanitation &/or contaminated product; lift up to 40 pounds; bend &/or stoop freely; reach above shoulder height; position &/or reposition carcasses for examination; demonstrate dexterity to climb ladders or steps &/or work from catwalk or power lift platform; use hands & fingers to inspect, incise & palpate animal lymph nodes using sharp knife; resolve complaints from irate/hostile meat facility management in cases of repetitive non-compliance or in delivery of unpleasant news such as carcass &/or live animal retention/condemnation/processing delays.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

1 course in animal science, agribusiness &/or food business management or 3 mos. exp. in livestock industry/industrial meat & poultry processing; 1 course in biological sciences or chemistry; must be able to provide own transportation.

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

Probationary period is 365 days.

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Work flexible hours &/or shifts; work weekends; exposure to extreme temperature changes; work on surface slippery from fluids & grease; required to climb steps or ladders & work from catwalks or power lift platforms; exposed to possible injury from animals in holding pen; must stand for extended periods of time in confined work area; work around machinery with moving parts while standing on raised expanded metal platform; exposure to inmates with knives &/or sharp weapons; exposed to animal waste &/or infectious disease, loud equipment such as splitting saw, captive bolt pistol &/or firearms.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Meat Inspector	21231	07	08/29/2010	30

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.)

Conducts inspections of registered meat plants, private, commercial slaughtering plants & custom-exempt red meat , poultry &/or exotic processing facilities to perform ante mortem & postmortem inspections of carcasses & enforces state & federal sanitation, humane slaughter, meat processing & food safety policies, procedures & guidelines (e.g., conducts visual examination of live animal &/or poultry prior to slaughter while looking for abnormalities in appearance & behavior such as sick, hurt &/or non-ambulatory; determines if veterinarian is required for disposition of unhealthy animal & records results; makes determination of age of beef through dentition of cattle 30 months or older for removal of backbone due to concerns of BSE; visual, tactile &/or incisory inspection of head, lymph nodes, viscera, carcass & offal to include liver, heart, brain & tripe to determine no pathological conditions are present & carcass is in clean & wholesome condition; inspects all equipment, facilities & personnel to ensure acceptable sanitation levels & prohibiting use of unsanitary, unsafe &/or unapproved equipment & facilities until cleaned &/or corrected to include pest & rodent control, use of pesticides & chemicals, condition & use of potable water supply & waste & sewage systems; halts production for poor sanitation &/or non-compliance), assures proper disposition of unfit & condemned products, enforces sanitary dressing procedures & controls carcass branding.

Reviews labeling materials (e.g., proposed labels, product formulations, production procedures, quality control programs, quality control records & laboratory reports) for state inspected meat , poultry &/or exotic establishments; checks formulations of all types of meat food products for compliance with federal regulations & periodically monitors inspection procedures for maintaining compliance in production of meat products; submits samples of products for analysis for microbiological adulterants & for consumer protection; requires meat slaughter plants to conduct microbial testing for generic E. coli to verify adequacy of process controls for prevention of fecal contamination.

Re-inspects meat, poultry &/or exotic products & non-meat ingredients for such products intended for further processing or distribution; inspects critical control points in preparation & handling of meat, poultry &/or exotic products (i.e., monitors formulation, temperature controls, preparation procedures, use of restricted ingredients & sampling) to ensure compliance; controls disposition of adulterated & mislabeled product.

Prepares, maintains & monitors required records, reports & formulations concerning product condemnations & retentions; controls all sanitation discrepancies & corrective actions; assists in industry quality control programs; analyzes report deviations, travel & pay reports & submits such through proper channels; attends training courses (e.g., Incidence Command Systems training courses; Inspection System Procedures including Homeland Security); refresher seminars & on-job training activities; provides work direction &/or training/orientation for new inspectors.

MAJOR WORKER CHARACTERISTICS:

Knowledge of Agribusiness, Food Business Management or Animal Science (e.g., Meat Animal & Carcass Evaluation; Fundamentals of Poultry Science; Principles of Animal Systems Physiology; Meat Science; Global Food & Agriculture; Meat Processing); HACCP methodology*; SSOP*; Humane Slaughter Act*; Agricultural Bioterrorism Protection Act* (Possession, Use & Transfer of Biological Agents & Toxins); symptoms of animal disease (e.g., Bovine Spongiform Encephalopathy/BSE/Mad Cow Disease; Salmonella, Escherichia coli/E. coli or other bacteria that live in lower intestines of warm-blooded animals)*; safety practices (e.g., Occupational Standards & Hazards Act); public relations; meat, poultry &/or exotic slaughter & processing equipment; state & federal laws, rules & regulations regarding meat, poultry &/or exotic inspections*; fractions & percentages. Skill in use of knives, steel & hook to slice lymph nodes & inspect viscera; use of fingers to palpate lymph nodes; operation of laptop &/or personal computer & related software to create, edit/revise, store & purge documents. Ability to differentiate between a variety of color hues; define problems, collect data, establish facts & draw valid conclusions; prepare meaningful, concise & accurate reports; use proper research methods in gathering data; use sense of smell to detect poor sanitation &/or contaminated product; lift up to 40 pounds; bend &/or stoop freely; reach above shoulder height; position &/or reposition carcasses for examination; demonstrate dexterity to climb ladders or steps &/or work from catwalk or power lift platform; use hands & fingers to inspect, incise & palpate animal lymph nodes using sharp knife; resolve complaints from irate/hostile meat facility management in cases of repetitive non-compliance or in delivery of unpleasant news such as carcass &/or live animal retention/condemnation/processing delays.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

3 courses in animal science, agribusiness &/or food business management or 1 yr. exp. in livestock industry/industrial

meat & poultry processing; 1 course or 3 mos. exp. in public relations; 2 courses or 6 mos. exp. in operation of laptop &/or personal computer & related software to create, edit/revise, store & purge documents; 2 courses in biological sciences or chemistry; must be able to provide own transportation.

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Work flexible hours &/or shifts; work weekends; exposure to extreme temperature changes; work on surface slippery from fluids & grease; required to climb steps or ladders & work from catwalks or power lift platforms; exposed to possible injury from animals in holding pen; must stand for extended periods of time in confined work area; work around machinery with moving parts while standing on raised expanded metal platform; exposure to inmates with knives &/or sharp weapons; exposed to animal waste &/or infectious disease, loud equipment such as splitting saw, captive bolt pistol &/or firearms.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Meat Inspection Supervisor	21235	EX	01/23/1994	11

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 lower-level meat inspectors, prepares & distributes schedules & makes modifications as needed to assure all inspection requirements are met & interprets & clarifies laws, rules, regulations & policies, evaluates job performance of assigned staff, initiates corrective action including discipline for violation of established work rules in accordance with the established disciplinary grid.

Reviews & recommends registration of all meat/poultry/exotic slaughter houses & processing plants as assigned annually; conducts inspector evaluations to ensure compliance of assigned establishments; counsels & enforces corrections when negative conditions are found; reviews & implements corrective actions defined by quarterly reports under PBIS.

Reviews reports, correspondence & forms before forwarding to central office; writes quality control system & plans of inspection; requisitions, picks up & distributes supplies; responds to consumer complaints; assigns inspectors to staff cooperative programs for other government agencies or ODA sections as needed.

MAJOR WORKER CHARACTERISTICS:

Knowledge of animal, poultry & meat science (i.e., livestock/poultry/exotic classifications, meat/poultry/exotic cut identifications, animal production & carcass processing); state & federal laws, rules & regulations regarding meat & poultry &/or exotic inspections; employee training & development; supervisory principles/techniques*; meat & poultry &/or exotic processing & slaughter equipment. Skill in ~~meat & poultry~~ meat/poultry/exotic processing techniques. Ability to differentiate between a variety of color hues; define problems, collect data, establish facts & draw valid conclusions; handle routine & sensitive contacts with representatives of industry; proofread technical materials, recognize errors & make corrections; answer complaints from public; gather, collate & classify information about data; use mathematical procedures to monitor formulations; write routine letters & reports.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

4 yrs. exp. as Meat Inspector, 21231; 1 yr. trg. in employee training & development or 1 yr. exp. as lead worker.

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

May work unusual hours; may be exposed to extreme temperature changes; may work on surfaces slippery from fluids & grease; may be exposed to possible injury from animals in barn area; may work around machinery with moving parts; may require travel; may be required to climb steps or ladders & work from catwalks or elevated platforms; must provide own transportation.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Meat Inspection Administrator	21237	EX	02/19/1995	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 overall comprehensive statewide meat & poultry & exotic inspection program to include registration of facilities that slaughter & process red meat & poultry & exotic, regulation of construction, maintenance & hygiene/sanitation of facilities, ante mortem & post mortem inspection of livestock & poultry at slaughter, proper marking of carcasses & labeling of products, proper control of restricted ingredients, process of approval/disapproval for products that are consumed without further cooking) & supervises veterinarian administrators, field veterinarians & meat inspection staff.

Develops & implements meat & poultry & exotic inspection division policies & procedures to include facility meat/poultry condemnation, facility standards of deviation & employee training & development; prepares, submits & monitors divisional budget & budget requests; drafts bills & regulations to correct/ clarify existing legislation; interprets & implements federal & state laws, rules & regulations.

Acts as liaison with meat & poultry & exotic inspection programs of other states, United States Food & Drug Administration, Ohio State University & Ohio Veterinary Medical Association; attend seminars & conferences to represent division &/or agency in matters pertaining to meat & poultry inspection.

MAJOR WORKER CHARACTERISTICS:

Knowledge of veterinary medicine; microbiology; animal pathology; epidemiology; agriculture (i.e., livestock, meats); management; state & federal regulations applicable to practice of veterinary medicine & to 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; meat & poultry & exotic inspection procedures; public relations; employee training & development. Skill in conducting animal autopsies & laboratory analyses; use of associated surgical & laboratory instruments. Ability to differentiate between a variety of color hues; 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 Board; accreditation under CFR, Title 9, Part 161 issued by United States Department of Agriculture; 36 mos. trg. or 36 mos. exp. in meat & poultry inspection; 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 license to practice veterinary medicine issued by Ohio Veterinary Medical Board; retention of USDA accreditation.

UNUSUAL WORKING CONDITIONS:

Travel required; exposed to diseased livestock & carcasses; on call 24 hours, 7 days per week.