

STATE OF ARIZONA JOB CODE CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV37132
Job Class Code:	030	Salary Schedule:	AREG
EEO Category:	03	Grade:	16
Workers Comp Code:	9410		

Job Code Established:	10/21/88	Effective Date:	
Job Code Revised:	10/06/04	Effective Date:	10/06/04

JOB CODE SERIES: Food Products Series

JOB CODE TITLE: FOOD PRODUCTS STANDARDIZATION INSPECTOR II

HRIS TITLE: FOOD PRODS STDZN INSPR II

CHARACTERISTICS OF THE JOB CODE: Works under general supervision of a Food Products Standardization Inspection Supervisor. Has the authority to certify food products for public consumption; hold/reject on any food products not in compliance with federal/state regulations; issue federal and state certificates. Conducts difficult inspections of designated food products, i.e., eggs, dairy, meat and poultry, or fruits and vegetables, at production, packing, processing, warehousing and/or retail facilities; ensures products comply with Federal and State standards and requirements regarding sanitation, quality, grade, weight, color, temperature and labeling; writes inspection reports; identifies food products, facilities and/or processes not in compliance; determines corrective action required; issues certificates approving food products for public consumption; issues notices of violation and citations; holds products not in compliance; collects samples; conducts field tests; as authorized, conducts USDA inspections; may assist in training new employees.

Work product consists of inspections completed; reports prepared and submitted; samples collected and tested; facility reviews completed; certifications issued; notices of violation issued. Responsible for timely and accurate completion of all assigned inspections; scheduling and prioritizing work assignments within established timeframes; enforcement of federal and state regulations; the care and preventive maintenance of assigned State equipment; assisting in training and orienting new employees.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties: Conducts inspections of designated food products (eggs, dairy, meat and poultry, fruits and vegetables) at production, packing processing, warehousing and/or retail facilities which may include lifting up to 50 pounds frequently and/or up to 15 pounds constantly to move objects. Observes work processes in food production, packing, processing, warehousing and/or retail facilities for sanitary and other pertinent conditions. Collects samples of food products to determine compliance with standards, label claims, sanitary conditions, hazardous substances (contaminants), food additives, manufacturing practices and antibiotics. Visually inspects food products to determine abnormalities. Confers with industry representatives and interprets laws, rules, and regulations governing the production, packing, processing, warehousing and sale of food products. Composes detailed inspection reports. Approves or disapproves products for public consumption; issues certificates of compliance, or notices (citations) of violation. Responds to consumer complaints by interviewing consumer, as required, reviewing correspondence and examining pertinent information; determines whether a violation of the law has occurred.

Devises a schedule and establishes priorities for own work activities. Compiles information for and writes periodic reports on own work activities. Confers with superior, presenting and resolving difficult problems or questions, discussing plans and actions to be taken, making decisions. Gathers information from files and records and from other sources to be used in preparation of a report. Gathers data from manuals, statutes, rule books, codes and regulations in order to make determinations and decisions. Assists in training new workers on-the-job to perform tasks that will become part of everyday work routine. Drives

automobile to various locations throughout the State, carrying out business of the work system. Performs related work as required.

WORK CONDITIONS: Travel as required involving overnight stays away from home base; work can encounter extremes of heat and cold.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Federal, State and agency laws, rules, regulations and policies governing the inspection of food products and processors appropriate to the assignment; inspection methods and procedures; processing and sales standards; sanitation standards applicable to production in conducting food product inspections; methods, procedures and techniques used in the storage and shipment of food products.

Skill in: administering tests and conducting examinations specific to the area of assignment; determining condition of food and plant products including those coming across the border.

Ability to: analyze and evaluate a variety of test results and laboratory data; evaluate records, determine compliance with laws and regulations; apply federal, state and agency laws and regulations relating to food and plant production; communicate verbally and in writing; establish and maintain work relationships; in some instances, lift up to 50 pounds.

SPECIAL SELECTION FACTORS: May require ability to pass a post-offer physical exam. May require possession of and ability to maintain a current, valid Arizona drivers license appropriate to the assignment. May require completion of a USDA certification earned through successful completion of a USDA inspection program.