

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

VETERINARY CONSUMER SAFETY OFFICER

POSITION CODE: 47911
Effective: 02/01/2008

DISTINGUISHING FEATURES OF WORK:

Under administrative direction, evaluates the adequacy of the scientific controls in place to assess the proper design and sanitary execution of meat and poultry processing; provides initial and on-going training and technical assistance to veterinarians and inspectors involved in meat and poultry inspection statewide; plans, develops, implements and evaluates department policies and procedures including training and educational curricula; conducts research, reviews and recommends new standards or policies to management; performs consultations and acts as department liaison with meat and poultry processing industry personnel and the United States Department of Agriculture (USDA), and the general public regarding issues of the safe handling, processing and disposal of food animals; performs professional veterinary inspections, investigations and diagnosis at slaughtering establishments, stockyards and/or other markets and on livestock farms necessary to execute the statewide program of animal and poultry disease control and eradication; may supervise, assign work, provide guidance and training to subordinate staff.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Utilizes veterinary training in microbiology, food science, biology chemistry and agriculture to assess the efficacy of scientific plans and protocols governing food animal processing including, but not limited to, Hazard Analysis and Critical Control Point (HACCP) plans and Sanitation Standard Operating Procedures (SSOP's); utilizes veterinary training to verify the proper design and operation of an animal processing plant's food safety and process control systems.
2. Assists in planning, developing, implementing, and evaluating department policies, programs and procedures for the slaughter and processing of meat and poultry; assists in conducting research and drafting recommendations to achieve or effect departmental goals, plans, programs, and procedures.
3. Provides training and specialized technical assistance on a state-wide basis to all newly-hired and existing meat and poultry personnel and assists in the development of the training curriculum. Serves as a technical specialist by advising and explaining procedures for poultry and processing inspection and veterinary refresher courses. Provides current educational materials and copies of state and federal rules, regulations and guidelines to inspectors and veterinarians.

VETERINARY CONSUMER SAFETY OFFICER (Continued)

4. Performs scheduled and unscheduled inspections of slaughter establishments; performs antemortem and postmortem inspections of meat producing animals and poultry to determine diseased or abnormal conditions effecting the wholesomeness of such animals, carcasses, meat and/or their products; ensures disposition of inspected diseased animals, carcasses, meat and/or their products in compliance with laws and regulations, contacts necessary parties for disposition of diseased animal(s) and completes necessary reports.
5. Acts as department liaison in communications and work with other state, federal, and local agencies, private sector interests, and industry representatives on issues of humane handling of animals; interprets applicable rules, regulations and statutes to plant management, veterinary practitioners and outside state regulatory programs.
6. Collects information on product recalls, consumer complaints, or other public health concerns; determines the relevance of data and documentation in plant records, laboratory testing data, and observed activities for compliance with provisions in laws and department regulations.
7. Travels as needed to perform reviews, inspections, attend meetings, seminars, provide training or conduct research; prepares, maintains, reviews and submits field reports and communications on activities from remote locations via the use of a computer's word processing, spreadsheet, and email programs and/or other portable electronic devices.
8. May supervise staff, assign work, approve time off, provide guidance and training; may effectively recommend and impose disciplinary action; may adjust grievances; may complete, discuss and sign performance evaluations; may establish annual goals and objectives; may counsel staff on problems with productivity, quality of work and conduct; may determine staffing needs to achieve program objectives.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

VETERINARY CONSUMER SAFETY OFFICER (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires a doctor of veterinary medicine degree and one year of professional experience in the examination, diagnosis, and treatment of animals and poultry for disease and parasite infestation, or the inspection and determination of the wholesomeness of meat and poultry.

Knowledges, Skills and Abilities

Requires thorough knowledge of veterinary medicine with particular reference to infections and contagious diseases and abnormalities of animals and poultry.

Requires extensive knowledge of state and federal laws, rules and regulations pertaining to animal and poultry disease control and eradication, or slaughter, processing and storage of meat and poultry.

Requires working knowledge of epidemiological procedures applicable to the control and eradication of animal and poultry diseases.

Requires basic knowledge of computer software, i.e. word processing programs, spreadsheet programs and email programs.

Requires ability to work in adverse conditions such as long hours, extreme temperatures, high noise levels, slippery conditions, risk from moving carts or fork lifts, or the operation of meat cutting and sawing equipment.

Requires ability to conduct antemortem and postmortem examinations.

Requires ability to exercise sound professional judgment in analyzing and determining type, nature and extent of disease, infestation or abnormal conditions affecting animals and poultry.

Requires ability to prepare, maintain, and review, if warranted, records and reports relative to the functions and operations conducted.

Requires ability to use instruments of the profession and related methods and techniques.

Requires ability to apply the knowledge of practical psychology and human relations necessary to effectively communicate with persons of all educational levels.

Requires ability to establish and further acceptable working relationships with veterinary practitioners, regulatory personnel, county personnel, plant personnel, herd owners, and members of related industries.

May require possession of an appropriate valid driver's license.