

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

VETERINARY SUPERVISOR I

POSITION CODE: 47917
Effective: 02/01/2008

DISTINGUISHING FEATURES OF WORK:

Under general direction, supervises, plans, assigns and evaluates the work of subordinate staff engaged in the inspection, investigation, and regulation of animal health, animal disease identification and control, and meat and poultry slaughtering and processing and related industries; assists management in planning and implementing the department's program goals and objectives; performs professional veterinary inspections, diagnosis, and final carcass disposition at livestock slaughtering establishments; provides technical assistance to veterinarians, inspectors, and investigators; consults and provides guidance to meat industry personnel regarding compliance with applicable laws, rules, and regulations.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervises staff, assigns work, approves time off, provides guidance and training; effectively recommends and imposes disciplinary action; adjusts grievances; completes, discusses and signs performance evaluations; establishes annual goals and objectives; counsels staff on problems with productivity, quality of work and conduct; determines staffing needs to achieve program objectives.
2. Performs professional veterinary inspections, diagnoses disease, and ensures disposition of inspected diseased animals, carcasses, meat and poultry and/or their products at slaughter and processing establishments in assigned region to ensure compliance with laws and regulations; makes final disposition of animals and completes necessary reports.
3. Conducts reviews of state licensed slaughter and/or processing establishments; reviews procedures requiring that only wholesome and properly identified carcasses and products be produced in compliance with applicable laws, rules, and regulations concerning the inspection and processing of meat and poultry products.
4. Assists administrative staff in the development and planning of program activities in order to maintain an effective inspection program; assists administrative staff in implementing the department's program policies and objectives concerned with disease control and eradication, licensing of facilities and inspection of farms, stockyards and auction markets.
5. Receives and evaluates reports filed by inspectors; prepares reports on assigned establishments and inspectors; participates in administrative hearings when required.
6. Conducts or coordinates initial and on-going training for new veterinarians, inspectors and investigators advising them and explaining rules and procedures.

VETERINARY SUPERVISOR I (Continued)

7. Serves as technical veterinary specialist for the state-wide meat and poultry program; provides advice and guidance to subordinate staff as well as meat and poultry industry members to obtain compliance and achieve program objectives.
8. 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, email programs and/or other portable electronic devices.
9. May perform meat and poultry inspection duties as necessary in the absence of a meat and poultry inspector or increased operational needs.
10. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires a doctor of veterinary medicine degree and three years' 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, slaughter, processing and storage of meat and poultry.

Requires extensive knowledge of meat and poultry and related processing and sanitation practices.

Requires extensive knowledge of the use of additives and preservatives used in processing meat and poultry products.

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

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 supervise and direct the work of staff and to advise plant personnel and departmental officials.

Requires ability to prepare, maintain, and review 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 establish and maintain harmonious working relationships with the meat processing industry, county personnel, and members of related industries.

VETERINARY SUPERVISOR I (Continued)

Knowledges, Skills and Abilities (Continued)

Requires ability to inspect and determine if meat and poultry products are wholesome, properly formulated, properly identified and that established new procedures and inspectional procedures are in compliance.

Requires ability to interpret and explain applicable laws, rules and regulations to concerned personnel.

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.

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