

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

VETERINARY SUPERVISOR II

POSITION CODE: 47918
Effective: 02/01/2008

DISTINGUISHING FEATURES OF WORK:

Under administrative direction, plans, directs and implements policies for the department; trains, directs and supervises the work of a staff engaged in the regulation of the animal health, animal disease identification and control, meat and poultry slaughtering and processing and related industries; acts as a department liaison with industry, private and public organizations, government agencies and officials; acts as a representative of, and an advisor to, management on issues of policy and the operations of the department; advises and provides technical assistance to veterinarians and inspectors in the regulation of the meat and poultry industry; conducts specialized veterinary examinations; coordinates research and studies of the department's goals and operations; conducts or coordinates specialized investigations.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Acts as department liaison with industry representatives, public and private organizations, government agencies and officials; acts as a representative of the department and management; speaks in public on behalf of department operations and policies at various meetings or conferences.
2. 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.
3. Acts as the assistant and advisor to management on policies and operations; plans, directs and implements department policies and operations.
4. Plans, directs and conducts extensive and complex research or administrative studies of specific department operations with respect to the regulation of the processing and handling of food animals; conducts or coordinates difficult or involved investigations with respect to the regulation of the processing and handling of food animals.
5. Conducts and coordinates slaughter, poultry, and processing training for new veterinarians, inspectors, and investigators statewide; advises and explains rules and procedures to subordinate staff and conducts ongoing refresher courses; reviews and makes recommendations for the training curriculum.
6. Advises and serves as a technical veterinary specialist for the meat and poultry inspection staff on a state-wide basis; provides technical guidance to subordinate staff.

VETERINARY SUPERVISOR II (Continued)

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, email programs, and/or other portable electronic devices.
8. May perform meat and poultry inspection duties as necessary in the absence of a meat and poultry inspector or increased operational needs.
9. Conducts final disposition on abnormal or diseased animals or animal carcasses; recommends proper course of action with regard to consumer safety.
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 four years 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 infectious and contagious diseases and abnormalities of animals and poultry.

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

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

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 professional and paraprofessional staff on a regular or intermittent basis.

Requires ability to interpret and direct the enforcement of appropriate laws, rules, and regulations.

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

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

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