



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
9/1/2023

Agency: Oregon Department of Agriculture

Facility: Salem Headquarters

☒ New ☐ Revised

This position is:

- ☒ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt. Svc – Supervisory
☐ Mgmt. Svc – Managerial
☐ Mgmt. Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>Compliance Specialist 1</u>	b. Classification No: <u>C2546</u>
c. Working Title: <u>Meat Inspector</u>	d. PPDB No/WD ID: _____
e. Section Title: <u>Food Safety</u>	f. Agency No: <u>60300</u>
g. Employee Name: <u>Vacant</u>	h. Budget Auth No: _____
i. Supervisor Name: <u>Karel Gustaaf Smit</u>	j. Repr. Code: <u>OAD</u>
k. Work Location (City – County): <u>Statewide</u>	
l. Position: <input type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share	
m. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	If Exempt: <input type="checkbox"/> Executive/Supervisory <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Computer
n. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Oregon Department of Agriculture's (ODA) mission to protect, promote, and prosper by safeguarding Oregon's agriculture, natural resources, working lands, economies, and communities through assistance, compliance, and market support. The ODA provides a broad range of leadership, service, inspection, regulation, and economic and market development functions to Oregon farmers, ranchers, fishers and food processors. ODA is committed to serving the people of Oregon's needs through core values of being approachable, genuine, growth-oriented, inclusive, experts, and sustainable – "Aggies".

ODA unifies 38 programs operationalized by a \$190 million budget with 523 employees located across Oregon. ODA serves over 35,000 farms, an economic value of over \$16 billion, and 225 + commodities diversly grown for local and international markets.

The Food Safety Animal Health Program area’s purpose is to assure Oregon citizens a safe, wholesome, properly labeled and protected food supply. The Food Safety Program is responsible for administering nine separate statutes that regulate food, dairy, and shellfish industries and their production and distribution. Staff inspect about 7,000 food establishments with over 13,000 licenses and sample food products throughout the state of Oregon. These establishments include bakeries, retail grocery stores, warehouses, food & dairy processing plants, beverage plants, dairy farms, meat operations, cannabis edibles, eggs, pet food, shellfish growers & processors, and locker plants. The Animal Health program including the State Veterinarian for the State of Oregon is the chief livestock disease control official. The State Veterinarian provides leadership in addressing Oregon's animal health concerns and fulfills the Program's statutory disease control responsibilities. The Animal Health Program analyzes, develops, implements, and maintains services, which assure compliance with federal and state laws and regulations, and monitors the services provided to the various industry groups and citizens of Oregon.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

A Meat Inspector examines food animals in privately-owned meat plants. This position works under remote supervision and will learn and perform inspection duties before, during, and after slaughter/processing to assure all products are wholesome, unadulterated, and properly labeled. Inspectors must demonstrate experience and proficiency enforcing inspection requirements to ensure regulated establishments produce safe meat products. Due to biosecurity concerns, ODA staff who conduct on-farm inspections should have no contact with any avian species or keep birds of any type at home.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.			
70	NC	E	INSPECTIONS Plans for and performs inspections in State Meat Inspection (SMI) Program facilities. Steps in an inspection process include, but are not limited to: <ul style="list-style-type: none"> Follow slaughter facility and agency schedule and travel (local and possibly overnight), visually observes animals prior to slaughter to assure animals are healthy with no visible illnesses or abnormalities, performs slaughter and processing inspection activities, verifies sanitation standards from facilities approved plan are maintained during operations, performs sanitation and food safety related inspections per the facilities approved plan. Has advanced understanding and training in Sanitation Standard Operating Procedures (SSOP) and Hazard Analysis Critical Control Point (HACCP) principles. Conducts advanced SSOP and HACCP related tasks on a daily basis per facility approved plan to verify compliance with the applicable laws and regulations, documents violations of the laws and/or regulations and discusses findings with lead worker and/or manager to discuss their recommendations on the legal and regulatory requirements with plant management or Person-In-Charge (PIC). Executes appropriate inspection methods, sample collection for specific microorganisms such as <i>E. coli</i> O157:H7 and <i>Listeria monocytogenes</i>, per manager and/or lead worker directions. Demonstrates proficiency in completing complex processing calculations for restricted ingredients and determining if formulations are compliant in cooked and/or other ready-to-eat (RTE) foods, per the facilities approved plan. Clearly communicates orally and in writing, and demonstrates proficiency in documenting violations, works with industry to resolve problems, and be able to

			<p>clarify differences of interpretation concerning SSOP, HACCP, and other food safety or consumer protection requirements, per manger and/or lead worker recommendations.</p> <ul style="list-style-type: none"> • Conducts follow-up inspections to ensure that violations have been corrected, and the establishment is compliant with all applicable requirements per the facility approved plan.
10	NC	NE	<p><u>SAMPLING</u></p> <ul style="list-style-type: none"> • Collects samples of various food products for laboratory analysis. Packages test samples according to proper controls and ships or delivers them to the Agency laboratory. Reviews interpretation of lab results for compliance with state and federal standards. • Explains interpretation of lab results from management direction to industry personnel and relays management recommendations for any necessary corrective action. • Initiates enforcement actions when lab results indicate a violation of standards or when they indicate that public health is threatened per the recommendations of management.
7	NC	NE	<p><u>GRADING AND CERTIFICATION</u></p> <ul style="list-style-type: none"> • Enforces compliance with state and federal laws or marketing orders pertaining to packing, inspection, labeling, transporting, sale, or quarantine. • Certification of nuts, fruits, vegetables, eggs, and other commodities by physical inspection and the creation of associated report documents.
5	NC	NE	<p><u>LIVESTOCK / HIDE INSPECTIONS</u></p> <ul style="list-style-type: none"> • Examines livestock and hides to distinguish brands, markings, and other identifying characteristics. Inspection may be visual and/or physical. • Evaluates evidence of ownership to determine if it is adequate. • Records brands and other identifying marks on brand inspection documents. • Writes official brand inspection documents and distributes copies. • Seizes, holds, or otherwise prevents the movement of livestock when inadequate evidence of ownership is provided. This may be accomplished by enforcement action or arranging for physical confinement of the livestock with consultation of management. • Collects fees at the time the brand inspection document is written. • Examines and investigates stray livestock per state regulations and policy.
3	NC	NE	<p><u>ENFORCEMENT</u></p> <ul style="list-style-type: none"> • Takes enforcement action including but not limited to recommending closures per management approval. • Recommends and implements other necessary actions appropriate per management direction to the situation observed. • Conducts follow-up inspections to ensure compliance with agency requirements.
5	NC	NE	Performs other duties as assigned by management

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

On a daily basis, a Meat Inspector: 1) will traverse over wet floors; 2) stands for extended periods of time; 3) learns knife skills as part of the inspection process; 4) is required to safely and appropriately lift packages, equipment and materials weighing up to 40 pounds; 5) have good near and distance vision, and have ability to distinguish shades of color; 6) will be exposed to livestock, animal waste, loud noises, extreme temperatures, and wet conditions; 7) drives a vehicle to inspection locations. Occasional overnight travel may be required.

SECTION 5. GUIDELINES

- a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Oregon Revised Statutes (ORS)
Oregon Administrative Rules (OAR)
Fair Packaging and Labeling Act (FPLA)
Federal Meat Inspection Act (FMIA)

- b. How are these guidelines used?

State statutes and administrative rules are the primary source for food safety regulations in Oregon; a Meat Inspector interprets and explains the state's laws daily to the public and to industry.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
Licensed Establishments	In person, e-mail, phone	Inspections, sampling, regulatory actions	Daily
General Public	In person, e-mail, phone	Consumer complaints, explaining regulations, licensing requirements	Daily
Federal/State/County	In person, e-mail, phone	Refer questions, compare regulations and provide information	Weekly

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

A Meat Inspector uses education, training, and skills to address, direct, and resolve complex situations. A Meat Inspector makes on-the-spot judgments as to the significance of potential public health problems in SMI Program facilities. Determines the appropriate action or correction necessary to address a situation, monitors the facility's action/inaction, and implements enforcement as necessary.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".				
Compliance and Regulatory Manager 1	000000024867	Review may include work assignments, uniformity of application of laws and rules, prioritization of work, completeness of reports and forms, thoroughness of inspections, use of time, and sampling procedures.	Weekly/Quarterly/ Annually	For consistency among staff members, provides feedback on overall performance.

SECTION 9. OVERSIGHT FUNCTIONS**THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

- a. How many employees are directly supervised by this position? 0
How many employees are supervised through a subordinate supervisor? 0

- b. Which of the following activities does this position do?

- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

A Meat Inspector works primarily in the field and is based in either a home office or a regional office. Nevertheless, a Meat Inspector is primarily responsible for planning individual work schedules, including travel and the amount and type of work performed on any given day. Inspections must be performed within a defined period of time in coordination with the firms being inspected. A Meat Inspector is required to meet all State Meat Inspection Program laws by the Department, by the Program, and by individual managers and supervisors. Responsible for safely operating a motor vehicle while conducting state business, including maintenance and upkeep of all assigned State equipment provided. This position may require some overnight travel.

Must have a current Oregon driver's license with an acceptable driving record.

ODA is committed to diversity. Diversity efforts reinforce respectful treatment of others in the workplace. These efforts focus on identifying ways to work better together, reducing conflict by increasing understanding, improving collaboration, fostering teamwork, and increasing productivity and quality of services delivered by ODA. You are responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful, and productive work environment.

Working in a team-oriented environment requires collaborative decision making and cooperative interactions among staff and management. This includes maintaining regular and punctual attendance; performing all duties in a safe manner; and complying with all policies and procedures.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".		

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date