

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Chief Milk Sanitation Rating Officer		<b>Class Code:</b> 001NH1
	<b>FLSA Status:</b> Exempt	<b>Salary Schedule:</b> PAT 1	<b>Effective Date:</b> 4/04/11
	<b>Summary:</b> Incumbent is responsible for evaluating the activities and results of the Dairy Division staff on area of milk sanitation practices. Incumbent has major input into establishing inspection procedures to maintain the level of program compliance required by the U. S. Food and Drug Administration to avoid jeopardizing the certification of Indiana milk supplies for interstate shipment.		

**Duties:**

- Conducts milk sanitation surveys of milk production, processing, pasteurization, packaging, storing and distribution facilities;
- Conducts inspections to certify the manufactures of single service containers and/or closures for milk products;
- Conducts inspections to certify the manufacturers of ice cream and frozen desserts under the Federal Interstate Carriers Program;
- Performs standardized evaluation by appraising sampling methods and techniques of Food Protection Sanitarians, bulk milk haulers and responsible contracted laboratory personnel under the federal sampling surveillance program;
- Prepares technical reports of surveys, certifications and approvals, documents findings to the Regional Federal Food and Drug office for compliance with provisions of the Interstate Milk Shippers Program;
- Reports to, and consults with, the Dairy Dairy Division Director on the results of the milk survey findings, certifications and approvals and makes effective recommendations for action;
- Provides technical advice to the Dairy Division staff on the provisions of the Indiana Grade A Milk Inspection Law and U.S. Public Health Service Pasteurized Milk Ordinance;
- Acts as liaison between the U.S. Food and Drug Administration policy makers and the Division Director concerning Interstate Milk Shippers Program;
- Reviews and evaluates Dairy Division documents, records and files for compliance with Indiana law and the requirements of the U.S. Pasteurized Milk Ordinance and National Conference on Interstate Milk Shipments;
- Performs related regulatory duties as required.

**Job Requirements:**

- Must be certified by the federal government as a Milk Sanitation Rating Officer and Milk Sampling Surveillance Officer and recertified triennially;
- Thorough knowledge of milk production, processing, pasteurization, packaging, storing and distribution requirements as described by the Indiana Grade A Milk Inspection Law and the U. S. Public Health Services Pasteurized Milk Ordinance;
- Thorough knowledge of, and the ability to operate, testing equipment required in field of specialization, such as light meter, electronic liquid level control milk tester and injection gun for testing pasteurization equipment and instrumentation, thermometer, ph paper, etc.;
- Thorough knowledge of, and the ability to review, plans and other drawings of facility construction, equipment and layout and to make recommendations for needed changes;
- Thorough knowledge of inspection and investigation methods, procedures and techniques;
- Ability to observe, evaluate and recognize potential adverse sanitation conditions, record keeping processes and law violations;
- Thorough knowledge of food protection principles and practices including bacteriology, microbiology, chemistry and food technology;
- Ability to prepare reports documenting finding of inspections;
- Ability to assign and coordinate the work of others including subordinates;
- Ability to obtain a valid Indiana driver's license.

**Difficulty of Work:**

Incumbent ensures the effective evaluation by the Survey Section of the methods, procedures and techniques of dairy production, processing equipment and inspections based upon existing regulations and interpretations and/or revisions made by the U.S. Food and Drug Administration. New federal revisions on interpretations must be evaluated by incumbent to determine the effect upon the statewide shippers program and the Dairy Division inspection program. Incumbent must use considerable judgment in working with Division Director and staff to create a harmonious relationship with the Survey Section. Incumbent must also use initiative in planning the work and work methods of the sections as well as utilizing available resources to fulfill the intent of the Interstate Milk Shippers Program.

**Responsibility:**

Incumbent is responsible to Division Director and federal agency for evaluation of Indiana State Department of Health Dairy Divisions Programs and the work of the division staff. Incumbent is responsible to advise Division Director of federal policy changes and new interpretations; however, the Division Director is responsible for actual implementation of this advice. Incumbent receives supervision only on administrative matters such as personnel policies, travel, equipment and supplies. Technical work is accomplished independently with no instructions from the supervisor necessary. Incumbent has great impact on quality and polices of inspection procedures in the State of Indiana to maintain the level of program compliance required by the U.S. Food and Drug Administration to avoid jeopardizing the certification of Indiana Milk supplies for interstate shipment.

**Personal Work Relationships:**

Contracts are maintained with Dairy Division staff for cooperation and compliance with State laws, rules and regulations, department policies and procedures, the federal Food and Drug Administration, and National Conference on Interstate Milk Shipments. Incumbent promotes compliance with new and/or controversial interpretations of the Interstate Milk Shipment Program through direct contact with dairy industry management personnel, individual dairy farmers and division staff.