

ASSISTANT DIRECTOR, MEAT AND POULTRY INSPECTION

CLASS CONCEPT

This is professional, administrative and technical work serving as Assistant Director of the Meat and Poultry Inspection Division within the Department of Agriculture and Consumer Services (NCDA &CS). The division enforces state and federal laws designed to ensure that meat and poultry products sent into commerce are wholesome, unadulterated, and properly labeled. This position is responsible for the implementation of federal and state meat and poultry regulations in all state inspected and custom exempt facilities in North Carolina. The Assistant Director ensures the Meat and Poultry Inspection Division operates using the highest standards, consistent with the United States Department of Agriculture and Food Safety and Inspection Service (USDA, FSIS). The Assistant Director is responsible for supervising the Regional Veterinary Medical Officers within the Division.

EXAMPLES OF DUTIES PERFORMED

Manages the operations of the division in partnership with the Division Director. These responsibilities include planning and prioritizing tasks and deadlines; establishing goals; developing short and long range plans; and determining needs for personnel, space, equipment, budgets, etc.

Manages Food Safety Assessments Program, which includes issuance of Noncompliance Records, Thirty Day Letters, Notices of Intended Enforcement Actions, and Notices of Suspensions. Maintains case files per USDA & FSIS protocol.

Approves product labels and establishment blue prints for state inspected facilities. Inaugurates inspection at new state inspected establishments. Evaluates requests to obtain specimens from establishments inspected by the Division.

Oversees the microbiological testing protocol in state inspected establishments. In the event of a positive or volatile result, this position ensures appropriate regulatory action is taken to protect public health. Position regularly diagnoses animal pathological conditions and sets treatment/mitigation protocol for producers.

Supervises Regional Veterinary Medical Officers. Performs various supervisory functions (e.g., trains subordinates, correlates on interpretations of gross veterinary pathology and animal disease symptoms, assigns and reviews work, evaluates performance, recommends disciplinary action, resolves complaints and grievances, etc.)

Provides information on meat and poultry inspection regulations and requirements to the public and colleagues in the food safety industry. Answers questions from and provides guidance to firms and individuals that are considering entering the meat and poultry industry, county health inspectors, extension agents, elected officials, members of the media and colleagues from related state and federal agencies. Represents the Agency at industry and trade related meetings.

RECRUITMENT STANDARDS

Knowledge, Skills, and Abilities

Considerable knowledge of the principles related to the production of meat food products, public health, and food production sanitation procedures.

Considerable knowledge of food science microbiology.

Knowledge of the practices and procedures associated with personnel management, program development, fiscal matters and training.

Knowledge of labeling of meat products, packing industry methods and practices, construction of slaughter and processing plants, sanitation of food facilities, and Hazard Analysis and Critical Control Point (HACCP) requirements.

In-depth knowledge of veterinary medicine and pathology.

Knowledge of various disciplines of medicine such as bacteriology, virology, physiology, pharmacology, and anatomy.

Knowledge of applied disciplines such as epidemiology, public health and sanitary engineering.

Ability to interpret and enforce USDA rules and regulations regarding the slaughter and processing of food animals.

Skill in personnel and management analysis.

Ability to effectively communicate orally and in writing with the general public, plant owners, USDA & FSIS personnel and representatives of other allied agencies.

Minimum Training and Experience Requirements

Graduation from a recognized college of veterinary medicine and two years of experience in ante-mortem and post-mortem inspection and processing of livestock or poultry, including six months of supervisory experience; or an equivalent combination of training and experience.

Necessary Special Requirement

Eligibility for licensure to practice veterinary medicine in the State of North Carolina.

SPECIAL NOTE

This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions, but may not be applicable to all positions.