

## FOOD COMPLIANCE OFFICER I

### DESCRIPTION OF WORK

This is technical and regulatory work in assuring compliance with applicable state and federal food laws and regulations.

Employees assist in the administration of laboratory and field activities associated with state laws pertaining to foods and dairy products. Responsibilities include coordination and monitoring of Federal State cooperative programs, review of field inspection reports, assignment of samples for laboratory analysis, investigation of consumer complaints, and conducting surveys of products prior to establishment of compliance policy. Work is performed independently under the general supervision of the Food Compliance officer II and is evaluated through informal discussions and conferences.

### EXAMPLES OF DUTIES PERFORMED

Selects and assigns food establishments for inspection in accordance with Federal guidelines; reviews inspection reports; prepares endorsements indicating compliance status; recommends appropriate follow-up action.

Reviews inspection reports submitted by field personnel; assigns samples for laboratory analysis; reviews laboratory transcripts for misbranded, contaminated, or adulterated products; recommends recall, seizure or removal of defective products.

Gathers evidence and documents violations of laws and regulations; recommends legal action in cases of repeated violations.

Investigates consumer complaints; determines the validity of complaints and initiates follow-up action.

Organizes and conducts surveys of various food products; evaluates information gained and laboratory analysis to propose compliance policies for such products.

Performs related duties as required.

### RECRUITMENT STANDARDS

#### Knowledges, Skills, and Abilities

Considerable knowledge of applicable state and federal laws, rules and regulations.

Considerable knowledge of food products, processing techniques and equipment, and inspection procedures.

Considerable knowledge of regulatory analytical procedures for various types of food products.

Working knowledge of formal hearings and legal proceedings.

Ability to maintain accurate records, to gather and analyze documentary evidence, and to prepare oral and written reports.

Ability to establish and maintain effective working relationships with state and federal regulatory personnel, the food and dairy industries, inspectors, and the general public.

#### Minimum Education and Experience

Graduation from a four-year college or university with a degree in chemistry, microbiology, or food science and one year of experience in food and dairy compliance work; or an equivalent combination of education and experience.