

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE:  NEW POSITION  EXISTING POSITION

**PART I - Items 1 through 12 to be completed by department head or personnel office.**

1. Agency Name KANSAS DEPARTMENT OF AGRICULTURE	9. Position No.	10. Budget Program Number 66140	Position Number: 046
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Food Drug and Lodging Surveyor II	
3. Division Division of Food Safety and Lodging		12. Proposed Class Title	
4. Section Food Safety		13. Allocation	
5. Unit			
6. Location (address where employee works) City: County:		14. Effective Date	
7. (Circle appropriate time) <input checked="" type="checkbox"/> Full time <input checked="" type="checkbox"/> Permanent    Inter. 100% <input type="checkbox"/> Part time <input type="checkbox"/> Temporary		15. By _____ Approved	
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM TO: 5:00 PM		16. Audit Date: _____ By: _____ Date: _____ By: _____	
		17. Audit Date: _____ By: _____ Date: _____ By: _____	
For Use By Personnel Office			

**PART II - To be completed by department head, personnel office or supervisor of the position.**

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

<b>Name</b>	<b>Title</b>	<b>Position Number</b>
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Who evaluates the work of an incumbent in this position?

<b>Name</b>	<b>Title</b>	<b>Position Number</b>
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20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Employee is allowed a great deal of latitude in completing work. Routine inspection lists are provided at the beginning of the inspection year with scheduling done at the discretion of the inspector. Instructions and guidelines are provided at the beginning of employment and updated as changes occur. Inspection methodology varies with the individual inspector within existing parameters. Special assignments are given both verbally and in writing. Assignments vary from highly detailed to very general in nature.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

**What** is the action being done (use and action verb); to **whom or** what is the action directed (object of action); **why** is the action being done (be brief); how is the action being done (be brief). For each task state: Who reviews it? What is it reviewed for?

Number Each Task and Indicate Percent of Time	
1-55%	<p>Collects evidence and recommends enforcement actions as provided for by law against regulated facilities found to be in noncompliance. This is necessary in order to abate threats to the public's health and safety by determining severity and consequences of noncompliance. Establishes time periods for correction of violations in regulated facilities by determining consequences to public safety and health of allowing conditions to exist until improved.</p> <p>These activities are performed as a public health protective measure.</p>
2-20%	<p>Aids the District Manager with duties seen appropriate by the District Manager and the Inspection Supervisor. This will not include any supervisory roles or policy decision making. It may include but not limited to: Training employees, code enforcement, code research, quality assurance plan follow-up, fielding questions from consumers and stakeholders, compiling data and information, and eSAF reviews. Provides training for field staff as part of a training team for new and current inspectors. Has the ability to pass FDA Standardization and conduct KDA Standardizations for field staff.</p> <p>Provides training for industry officials and local health department sanitarians to promote and maintain an understanding of current food principles by organizing and presenting educational seminars using lectures, visual aids and infield training. Maintains and supplements technical knowledge in order to complete work responsibilities effectively by attending workshops and seminars and reviewing technical literature. Such training enhances the individual's ability to perform assigned responsibilities.</p> <p>These activities are performed as a public health protective measure.</p>
3-10%	<p>Identifies risk factors associated with foodborne illness and establishes action to reduce these risk factors.</p> <p>These activities are performed as a public health protective measure.</p>
4-10%	<p>Investigates suspected foodborne illnesses associated with food establishments to determine causes and prevent further illnesses by using the ability and knowledge to collect and interpret necessary data. Collects and prepares samples of water and foods to determine quality and safety of continued use by submitting samples to the laboratory for analysis. Investigates natural disasters and transportation accidents affecting regulated facilities, food products or drugs to determine the degree of product adulteration and sanitary conditions of facilities through the use of emergency onsite surveys.</p> <p>These activities are performed as a public health protective measure.</p>
5-5%	<p>Conduct recall confirmations initiated by state or federal agencies of food and drug products at retail, wholesale, and points of manufacture in order to prevent further distribution of hazardous foods by invoking embargoes, seizures, or voluntary product destruction.</p> <p>These activities are performed as a public health protective measure.</p>

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- Lead worker assigns, trains, schedules, oversees, or reviews work of others.
  - Plans, staffs, evaluates, and directs work of employees of a work unit.
  - Delegates authority to carry out work of a unit to subordinate supervisors or managers.
- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.
- | <b>Title</b> | <b>Position Number</b> |
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23. Which statement best describes the results of error in action or decision of this employee?
- Minimal property damage, minor injury, minor disruption of the flow of work.
  - Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
  - Major program failure, major property loss, or serious injury or incapacitation.
  - Loss of life, disruption of operations of a major agency.

Please give examples.

Failure to perform effectively could permit regulated facilities to operate under conditions detrimental to the public's health and safety and allow adulterated foods or drugs to reach consumers.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

For purposes of responding to specific questions or issues, the employee weekly is in contact with industry representatives, local health officials, representative of FDA, other state officials, including law enforcement, and occasionally legislators.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Subject to call back to work on a 24 hour basis. Stakeholders may be confrontational. Subject to working disasters in adverse weather conditions during normal or call back basis.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Personal computer, telephone, cell phone, calculator, digital camera, thermometer, egg candler, GPS unit.

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**PART II - To be completed by department head, personnel office or supervisor of the position.**

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27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Bachelor of Science degree in a biological or physical science. Experience may be substituted for education as determined relevant by the agency. Two years experience performing restaurant, retail food store, and food processing inspections.

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Education or Training – Special or Professional

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Licenses, certificates and registrations

Valid driver's license.

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Special knowledge, skills and abilities

Communication skills are essential as well as experience in the use of personal computers. Ability to communicate in a business like manner and maintain a pleasant and helpful attitude in dealing with others.

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Experience – Length in years and kind

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28. **SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Must be able to obtain commissioning by the U.S. Food and Drug Administration.

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Signature of Employee

Date

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Signature of Personnel Official

Date

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Signature of Supervisor

Date

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Signature of Agency Head or  
Appointing Authority

Date