STATE OF INDIANA CLASSIFICATION SPECIFICATION	**Class Title:** Meat Inspector Supervisor 6		**Class Code:** 006BF6
	FLSA Status: Exempt	**Salary Schedule:** SAM PAT 6	**Effective Date:** 8-22-14
	Summary: Incumbent serves as a supervisor for inspection personnel and all inspection activities in a given geographical area for the Indiana State Board of Animal Health (BOAH). Incumbent is responsible for assuring the performance of assigned in-plant and patrol inspectors in implementing the provisions of the Indiana Meat and Poultry Inspection, Human Slaughter Act, and the rules and regulations promulgated there under. Incumbent is also responsible for assuring the wholesomeness of meat and poultry products produced in the area using sound principles of food public health and safety.		

Duties:

- Supervises inspection personnel in assigned establishments to assure proper application of ante-mortem/postmortem inspection techniques, sanitation standards, product process controls, product composition, labeling and condemned product disposition;
- Assists in the scheduling and assignment of personnel;
- Disseminates information, materials and supplies to employees;
- Provides proper interpretation of regulations, procedures and information consistent with division and agency policy;
- Counsels and confers with subordinates regarding personal and work related problems;
- Maintains a fact file on all subordinate personnel;
- Completes employee performance appraisals and evaluations as required;
- Resolves complaints and/or grievances between subordinates and establishment personnel;
- Assists subordinates in development of programs with plant management and supervises subordinates in follow-up;
- Performs processing and labeling control point reviews of assigned establishments;
- Reviews Performance Based Inspection System summary reports and correlates to actual plant activities and conditions;
- Performs inspection system reviews as part of the State Performance Plan;
- Represents the division in contacts with local health departments, consumers, livestock raisers and marketers and local government officials
- Assures the human handling and slaughter of livestock at official and exempt plants in the assigned area;
- Co-ordinates routine and special product and ingredient sampling for chemistry and microbiological testing;
- Performs related duties as required.

Job Requirements:

- Thorough knowledge of ante-mortem/postmortem inspection techniques;
- Working knowledge of food borne disease epidemiology and controls;
- Knowledge of good production practices, good manufacturing practices and sanitation standard operating procedures;
- Knowledge of requirements and procedures for humane livestock handling and slaughtering;
- Thorough knowledge of the requirements and procedures associated with the Performance Based Inspection System;
- Working knowledge of Hazard Analysis Critical Control Points processing plans and the regulatory oversight of these plans;
- Thorough knowledge of meat and poultry product standards and labeling requirements;
- Working knowledge of meat and poultry product names and production processes;
- Effectively communicate, both orally and in writing.

Difficulty of Work:
Incumbent must be able to recall information from many sources, including postmortem inspection and processing training, laws (Indiana Code 15-21 1-24), rules and regulations (Indiana Administrative Code 345 and Title 9 Code of Federal Regulations), memos, bulletins and other reference materials, and coordinate this information into a proper retention or disposition of a carcass or manufactured product. The incumbent must also be able to contend with hostile plant management or employees in an adversarial relationship. Many times the supervisor is requiring an establishment to do something that is not profitable or may actually cost the plant money in order to be in compliance.

Responsibility:
Work requires independent decisions and actions based on state laws, regulations, rules, procedures and detailed instruction. Incumbent must use judgment in selecting applicable regulations and policies for individual cases and problems. Failures in judgment could result in improper disposition of meat products possibly resulting in food-borne disease, irate plant management or dissatisfied customers.

Personal Work Relationships:
Incumbent works with subordinate inspectors, plant management and employees, and frequently with livestock owners and consumers. Occasionally the incumbent will deal with local health departments, animal health veterinarians or veterinary services and the compliance officers from the agency or USDA.

Working Conditions:
The work is usually performed in meat or poultry slaughter and processing plants. This includes the livestock pens (covered, but open to outside temperatures), slaughter rooms (usually heated in winter, but not cooled in summer), refrigerated rooms such as coolers and freezers and cooking areas that may be extremely warm and humid. Incumbent must be able to function in an atmosphere that may be disagreeable by conditions such as extreme heat and cold, high moisture, excessive noise and foul odors. The work schedule can vary from day to day, sometimes with very early starts or very late quitting times. Also, the schedule may be changed frequently during the day and the supervisor must be able to respond appropriately. Approximately 25% of the work time is spent in an automobile driving from one location to another.

Physical Effort:
The physical effort is not strenuous but may involve occasional lifting up to 20 pounds and frequent lifting up to 10 pounds and other physical activity such as long periods of standing or moving repeatedly from one location to another.