

FOOD STANDARDS COMPLIANCE OFFICER

KIND OF WORK

Difficult technical work relating in part to coordinating the activities of the Food Inspection Division with that of the laboratory in validating, classifying and expediting of laboratory results.

NATURE AND PURPOSE

An employee in this class is responsible for reviewing all incoming samples to determine if the requested laboratory analysis is available and examines and reports all laboratory findings to the appropriate authority. In addition, the Food Standards Compliance Officer reviews labels of food products for compliance with pertinent Statutes and Regulations. The position is allowed freedom to act within organizational guidelines and established departmental policy.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Classifies all samples based on analyses and/or labeling, and recommends proper action.

Appears as state's witness in court actions on standards violations.

Examines labels to determine if they conform to appropriate laws and regulations.

Examines finished laboratory results and determines if they are properly reported.

Advises the director concerning the flow of samples to the laboratory and whether they can be handled expeditiously.

Determine if samples are properly submitted for examination and notifies supervisors if they are not.

Consults with director and assists in program planning as well as problem solving as directed.

Makes recommendations relating to coordination of field and laboratory services.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of state and federal laws, standards and regulations pertaining to all products coming under department jurisdiction.

Thorough knowledge of the techniques and methods of laboratory examination of products under department regulation.

Thorough knowledge of all laws and regulations relating to composition, labeling, misbranding and adulteration of products under department regulation.

Considerable knowledge of procedures necessary to effectively enforce departmental rules and regulations.

Working knowledge of laboratory equipment.

Ability to:

Ability to prepare forms for use in submitting samples and reporting laboratory findings.

Ability to analyze inspectors sample records as well as laboratory results so that samples may be classified and recommendations made.

Ability to plan, organize and direct the work of others.

Est.: 7/16/70
Rev.: 10/92

T.C.: 3/10/81
Former Title(s): Labels and
Standards
Examiner