



DMR-SEAFOOD OFFICER I

CHARACTERISTICS OF WORK:

This is entry level scientific work with responsibility for providing scientific expertise in the area of seafood processing plant inspection in order to meet U.S. Food and Drug Administration (FDA) regulations for seafood processing and intra/interstate commerce; issuing the associated operational certifications; and recommending the issuance of cease and desist orders for production and distribution. Successful interaction with members of the seafood industry, including seafood processing plant owners, special interest groups, and the general public and speaking before large and small groups is required. The incumbent develops the knowledge of and skill necessary in the interpretation of FDA requirements, National Shellfish Sanitation Program (NSSP) Model Ordinance, and Hazard Analysis and Critical Control Point (HACCP) regulations. The incumbent also possesses knowledge of microbiology and sanitation principles and develops knowledge of the laws, rules, and ordinances as they relate to the seafood processing plant inspection programs. The duties are performed using judgment and discretion under the direct supervision of a higher-level scientist. Work is reviewed through regular meetings and conferences.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Bachelor's Degree from an accredited four-year college or university in Biology, Biological Science, Fisheries Biology, Ichthyology, Marine Ecology, Microbiology, Health and Sanitation, or a related field.

Substitution Statement:

Above graduation from a standard four-year college or university, related education and related experience may be substituted on an equal basis.

Required Document:

Possession of a valid MS Driver's License or Driver's License from a contiguous state. The hiring agency will verify Driver's License.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet

physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Very Heavy Work: May frequently exert force equivalent to lifting over 50 pounds and/or occasionally exert force over that required to lift 100 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Taste/Smell: Possesses the ability to use the sense of smell to recognize and distinguish odors. Possesses the ability to use the sense of taste to recognize and distinguish flavors.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to sit. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity and Honesty: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high-level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

TECHNICAL COMPETENCIES:

Technical Proficiency: The ability and willingness to exhibit competency in the technical area needed to effectively and efficiently do a specific job.

Exhibits an understanding of the agency mission. Conducts inspections of seafood processing and distribution facilities to ensure compliance with sanitation and seafood safety rules and regulations in a timely and accurate manner. Properly documents inspections and HACCP compliance activities. Develops skills to ensure equipment and instruments are properly maintained. Understands certification procedures and correctly issues certificates to operate a seafood business. Exhibits an awareness and understanding of the economic, environmental, legal and political impact of actions and decisions.

Functional Knowledge: Possesses or is capable of developing the specific knowledge to succeed in the position.

Possesses the knowledge needed in order to identify seafood sanitation and safety concerns. Successfully completes and maintains currency in required training, including but not limited to FDA certification. Conveys information in writing, using proper grammar and spelling.

Problem Solving: The ability and willingness to identify and solve problems using knowledge and logic to successfully address issues critical to the accomplishment of the job in an effective and efficient manner.

Communicates problems and potential solutions to appropriate person(s). Follows established procedures and uses discretion when implementing rules relating to confiscation, seizure, and embargo of seafood product and closure of processing facilities and dealers.

Stakeholder Interactions: The ability and willingness to appropriately interact and communicate effectively with stakeholders.

Advocates the agency mission and goals in all interactions with all stakeholders. Provides stakeholders with the proper technical assistance regarding Mississippi's seafood processing and distribution or directs to the appropriate source. Demonstrates the ability to interact appropriately at all times with a variety of people in a variety of situations exercising tact, judgment, and discretion. Recognizes sensitive information and maintains confidentiality. Develops a rapport with stakeholders and conveys their ideas/concerns to the appropriate person(s).

Workflow Management: The ability and willingness to understand, prioritize, and perform work within defined specifications and time lines.

Shows initiative. Plans and productively utilizes time. Organizes, compiles, and reports data in a timely manner.

Safety Awareness: Actively works to prevent harm, accident or loss of life or property by use of precautionary measures, use of good judgment, and adherence to established policies.

Understands and complies with safety rules and regulations. Demonstrates the ability and willingness to follow the established plans and procedures. Maintains and operates equipment in a safe manner. Maintains currencies of biological and technical knowledge and understanding of potential terrorist threat to food safety and homeland security.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Schedules and conducts inspections of seafood processors for regulatory compliance with HACCP sanitation and seafood safety requirements.

2. Provides technical and regulatory assistance to seafood processors on HACCP sanitation and seafood safety.
3. Ensures all regulatory program elements and records meet state and federal compliance criteria.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Schedules and conducts comprehensive inspections and follow-up inspections of all state seafood processing plants in accordance with FDA rules and regulations and makes recommendations for approval or disapproval of permits.

Completes detailed reports regarding conformity with FDA sanitation regulations.

Records minor non-conformities with FDA regulations and provides guidance to the seafood processing plant owner regarding correction of deficiencies in a timely manner.

Records critical non-conformities with FDA regulations and recommends the issuance of cease and desist orders for confiscation of shellfish products and/or closure of the facility.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.