

***Supervising Veterinarian, Meat Inspector***  
***Essential Task Ratings Results***

<b>Task #</b>	<b>Task Statement</b>
1	Participate in response to statewide animal emergencies (e.g., animal disease incidents, toxic events, natural disasters) to protect animal health, public health and food safety.
2	Investigate livestock or poultry disease outbreaks and animal mortalities that may cause significant losses of livestock or poultry, pose public health threats or result in trade restrictions.
3	Evaluate methods to prevent, control or eradicate infectious diseases, toxic events and foodborne disease outbreaks.
4	Plan methods to prevent, control or eradicate infectious diseases, toxic events and foodborne disease outbreaks.
6	Obtain and submit appropriate animal or environmental samples to diagnose disease, toxic events or detect unwholesome meat/poultry food products.
7	Perform field tests on appropriate animal or environmental samples to diagnose disease, toxic events or detect unwholesome meat/poultry food products.
8	Interpret laboratory and diagnostic results to determine the appropriate response.
10	Coordinate/interact with other agencies and institutions to prevent, control or eradicate infectious diseases, toxic events and foodborne illness outbreaks.
11	Coordinate/interact with private practitioners and producers to prevent, control or eradicate infectious diseases, toxic events and foodborne illness outbreaks.
12	Record data to document inspections and investigations using various software programs or regulatory forms.
13	Conduct surveillance activities and analyze data to prevent, control or eradicate infectious diseases, toxic events and foodborne illness outbreaks.
14	Conduct surveillance of illegal slaughter and meat processing activities according to State and federal laws and regulations.
15	Inspect animals, equipment and facilities for compliance with State and federal laws and regulations as they relate to disease prevention and food safety.
16	Record inspection observations, condition of premises, processing activities, operational procedures and any corrective actions taken to ensure compliance with program policies and procedures.
17	Review premises records for completion and accuracy to ensure compliance with program policies and procedures.

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18	Determine the appropriate disposition and handling of dead, diseased or exposed livestock and poultry and animal products to prevent the spread of disease, or toxic events or diversion into human food chain.
19	Observe livestock and poultry at concentration points to assess for signs of disease and compliance with animal identification and movement requirements to prevent sick animals from being slaughtered and entering the food chain.
21	Observe plant operational procedures for compliance with good manufacturing practices (GMP) and sanitation standard operating procedure (SSOP).
22	Inspect facilities, equipment and procedures for compliance with State and federal humane slaughter.
23	Review meat and poultry plants that are exempt from USDA inspections to ensure compliance with State and federal laws and regulations.
24	Review label and formulation submittal approval requests by plant management to ensure compliance with State and federal laws and regulations.
25	Train, test and license industry inspectors (e.g., poultry meat inspectors [PMI], livestock meat inspectors [LMI] and processing inspectors [PI]) to ensure sanitary/processing practices are maintained in plants as required by State laws and regulations.
26	Train applicants to become State licensed livestock, poultry and processing inspectors using established policies and procedures.
27	Review/monitor licensed industry inspector activities and record keeping for compliance with the California Food and Agricultural Code and Code of Regulations.
30	Compile and report animal and product disposal data to meet environmental regulations and facilitate indemnification, including pounds processed, number of animals slaughtered and number and amount of poultry, livestock and parts condemned.
31	Inspect methods of control and disposal of inedible and condemned materials to prevent entrance into the human food chain.
32	Inspect methods of control and disposal of inedible kitchen grease (IKG) to prevent contamination of environment and animal feed.
33	Inspect and regulate rendering plants to ensure condemned materials do not enter food chain or create an environmental nuisance.
34	Inspect and regulate pet food plants to ensure approved formulation of product, proper labeling and to prevent products from entering human food chain.
35	Conduct ante-mortem and post-mortem inspections of livestock and poultry for compliance with State laws and regulations.

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36	Apply approved restraint measures to animals to ensure humane handling and employee safety.
37	Implement biosecurity measures to control, eradicate and prevent introduction of diseases.
38	Participate in veterinary continuing education to maintain currency in the field.
46	Respond to ad-hoc data requests from internal and external inquiries.
48	Oversee staff in the performance of regulatory work and compliance activities.
50	Evaluate the effectiveness of programs and recommend improvements to ensure department mission and goals are met.
51	Provide technical/professional guidance to staff to ensure department mission and goals are met.
52	Plan and organize a statewide animal health and food safety program to ensure department mission and goals are met.
53	Lead a statewide animal health and food safety program to ensure department mission and goals are met.
55	Delegate and assign work to staff based on functional areas, workload levels and individual expertise and skill to accomplish objectives.
56	Establish work priorities, scope of assignments and deadlines to ensure objectives are effectively met in a timely manner.
58	Prioritize and address problems or issues related to work projects and assignments.
59	Prioritize and address problems or issues related to employee performance.
60	Monitor the work of staff to ensure that it meets quality, quantity and timeliness standards.
61	Coordinate interviews and adhere to hiring practices that ensure compliance with Equal Employment Opportunity (EEO) regulations.
62	Participate on interview panels and make recommendations for selection of candidates to appointing authority.
65	Administer provisions of collective bargaining agreements to ensure compliance in the supervision of represented employees.
66	Resolve disagreements and conflict between staff members to maintain a cohesive, productive work environment.
67	Provide guidance, direction and feedback to staff to assist with efficiency, improve functions and develop leadership skills of staff.
68	Prepare employee performance evaluations to document the work performance of staff and provide individual feedback.

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69	Prepare other employee administrative reports (e.g., progressive discipline, medical leave, worker compensation, accident reports).
70	Identify and resolve employee performance problems by planning and implementing measures to improve employee performance.
72	Conduct training analysis to determine the level and type of training needs of staff.
73	Provide training to staff to maximize work performance.
74	Provide updates to headquarters and field office staff on changes to laws, regulations and policies.
75	Consult with Human Resources and Legal offices to determine appropriate disciplinary action for employees in the branch to achieve satisfactory employee performance.
76	Develop short and long-range work objectives for activities and operations to meet departmental strategies.
77	Plan and implement changes to improve the quality of business service functions using technological enhancements and customer and managerial feedback.
78	Write letters, memos and other correspondence using word processing and other software for the purpose of communicating and disseminating information.
80	Prepare project and/or executive summaries and other complex documents using word processing and other software (e.g., Word, PowerPoint, Excel).
90	Develop and conduct presentations about program activities and animal health issues to inform, educate and advise management, departmental staff, legislative bodies, governmental entities, commissions, agencies and advocacy groups.
91	Discuss inspection results with stakeholders and recommend any necessary corrective actions.
92	Participate in training and conferences to develop and maintain knowledge of techniques, skills, theories and principles, statistical analyses, research design and methodologies and computer software.
94	Represent the Department in contacts with other government agencies and/or with professional and business organizations.
95	Work cooperatively with premises personnel, Branch investigators, inspectors and various other regulatory entities.
96	Represent the department/agency by appearing before other governmental, legislative, public and private entities to communicate program activities, progress and priorities.
97	Testify (e.g., public hearings, court cases) as a subject matter expert on veterinary issues as a representative of the department/agency.

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98	Respond to inquiries (e.g., public, legislative offices, government agencies, special interest groups) about departmental/agency activities to address concerns and issues.
99	Advise upper management on the status and relevance of projects to agency/departmental objectives.