

Managing Veterinarian (Meat Inspection)
Essential Task Rating Results

| Task # | Task Statement |
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| 1 | Plans, organizes, and directs the work of the Meat, Poultry and Egg Safety Branch within the Animal Health Food Safety Services Division. |
| 2 | Represents the Department to the public as an expert in the field of Veterinary Medicine. (Meat, Poultry and Egg Safety). |
| 3 | Reviews and monitors reports and records on sanitation in establishments, on antemortem and post-mortem inspections, on blueprints and specifications for plant construction, product labels and formulations, investigation into violations of the Food and Agricultural Code pertaining to meat inspection. |
| 4 | Reviews and approves and signs off on internal and external written communications (i.e. memos, letters, reports, etc.). |
| 5 | Reviews and approves administrative and policy issues regarding specific problems and interpretations pertaining to principles and practices of meat hygiene, implementation of laws and implementation of Meat, Poultry and Egg Safety Programs. |
| 6 | Develops and/or analyzes and provides recommendations on Department sponsored legislation, other bills and resolutions in which the Department may have an interest or expertise. |
| 7 | Reviews and develops regulations to assure Department and Office of Administrative Law standards are followed. |
| 9 | Works cooperatively with city, county and other state agencies, United States Department of Agriculture, United States Food and Drug Administration, and other divisions and units within the Department. |
| 10 | Provides staff assistance to the Agency Secretary, Deputy Secretary, and Animal Health Food Safety Services Director |
| 11 | Acts for the Division Director, in their absence, as assigned to ensure continuity of operations and administrative duties. |
| 12 | Travels throughout the state and country to attend and participate in conferences and seminars including travel to Field Office locations and California licensed meat and poultry slaughter and processing establishments. |
| 13 | Prepares, monitors, and is responsible for Branch budget and other administrative and financial activities. |
| 14 | Develops Budget Change Proposals. |
| 15 | Participates in the strategic planning process and the attainment of specified objectives. |
| 16 | Evaluates Branch's effectiveness and develop changes in methods and procedures when needed. |
| 17 | Explains Branch organizational goals, policies, procedures and management decisions to staff. |
| 18 | Recruits, interviews, selects, hires, and promotes staff for the Branch using approval authority, budget allotment, etc. to maintain staffing levels. |

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| 19 | Directly supervises and provides direction to Supervisors responsible for the Operations Support Unit, the Egg Safety and Quality Control Program, the Meat Inspection Regional Offices, Special Investigators in the Rendering Enforcement Program and a Veterinarian Specialist. |
| 20 | Monitors staff performance, provides staff feedback regarding strengths, weaknesses and areas for development, helps staff improve job performance, and identify and resolve employee performance problems to plan and implement measures such as informal feedback, disciplinary/counseling memos, training, to improve performance and ensure efficiency. |
| 21 | Evaluates and prepare performance evaluations of staff and provide feedback. |
| 22 | Reviews and approves/disapproves staff vacation, sick leave, time sheets, training and travel requests/claims and various other administrative documents. |
| 23 | Mentors subordinate supervisors on employee performance issues to facilitate resolution of grievances and interpersonal conflicts. |
| 24 | Complies with Federal and State personnel regulations and collective bargaining agreements to ensure fair and equitable treatment of employees. |
| 25 | Administers provisions of Equal Employment Opportunity (EEO) and Americans with Disabilities Act (ADA) to ensure compliance in the course of supervising/directing employees. |