

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

Task #	Task Statement
1	Perform inspection activities such as pre-operational and operational sanitation inspections, reviewing formulations of product, inspect for marking and labeling of products, acceptable quality levels and correlation inspections, and taking water and product samples for laboratory analysis.
2	Review inspection activities conducted by Processing Inspectors (PI), Fruit Vegetable and Quality Control Inspectors (FVQCI), Meat Inspectors (MI) and Poultry Meat Inspectors (PMI) to determine if inspection procedures are adequate and uniform throughout his/her assignment.
3	Gives advice, guidance and feedback to PI, FVQCI, MI and PMIs regarding inspection activities. These activities include formulation of product, temperature and weighing of product, weighing and control of restricted ingredients, control of inedible/condemned material, and sanitation and cleanup procedures.
4	Serve as the lead Inspector in an assigned area (Northern/Southern) conducting inspections at meat processing establishments for compliance with the provisions of the State and Federal laws and regulations governing sanitation, wholesomeness, labeling and related requirements of meat, poultry meat and meat products.
5	Conduct reviews of United States Department of Agriculture (USDA) exempt plants, which include inspection of records, facilities, marking and sanitation. Summarizes and compiles data quarterly and submits to Area Supervisor.
6	Completes reports and keep accurate records.
7	Review records kept by PIs, FVQCI, MI, and PMIs, such as Smokehouse Chart (record of temperatures of products), sanitation and production reports, and results of ante-mortem and post-mortem inspections.
8	Assist Meat Poultry and Egg Safety (MPES) Investigators by conducting compliance investigations into suspected violations of Food and Agricultural Code sections pertaining to meat and poultry inspection, with a special emphasis on processing of meat and poultry products, pet food and rendering.
9	Oversee product label and formulation development and approval in assigned area Northern/Southern Area.
10	Work cooperatively with all Inspectors and plant management on formulation and label development.

Task #	Task Statement
11	Review all preliminary and final product formulation and label approval requests and approve/disapprove according to compliance with statutory and regulatory requirements.
12	Assure that documentation for approved formulations and labels is properly routed to the Supervising Veterinarian and Headquarters office.
13	Act as liaison between United States Department of Agriculture, Food Safety Inspection Service, and Northern or Southern Area regarding labeling and formulation issues.
14	Receive and review directives, revisions and other information regarding formulations and labeling and disseminate appropriately to field personnel.
15	Inform Area Supervisor, Unit Training Coordinator and Chief of changes and important issues pertaining to formulation and labeling.
16	Coordinate with Northern or Southern Area to assure consistency of interpretation and actions throughout the State regarding formulations and labeling.
17	Review plant inspection reports, makes notations about processing activities on partial reviews of each plant in the Northern or Southern Area and completes other appropriate reports.
18	Oversee proposed construction and remodeling of processing facilities including; reviewing blueprints, reviewing layout and construction progress at construction sites, working closely with contractors to assure that buildings meet State construction requirements, and working cooperatively with zoning and building regulatory units of county health departments.
19	Approve equipment used in meat and poultry processing plants.
20	Evaluates performance, provides feedback and recommends appropriate action.
21	Provide on-the-job training for PIs, FVQCI, MI, and PMIs.
22	Support Branch Unit Training Coordinator to assure that PI and PMI training is effective and consistent throughout the State.
23	Assist with training and examining applicants for PI, FVQCI, MI, and PMI licenses.
24	Train Branch employees on formulations, labeling, restricted ingredients and other topics related to meat and poultry processing.
25	Train Branch and County employees on compliance and risk based inspection Compliance and Risk Based Egg inspection Program, USDA-Shell Egg Surveillance, Shell Egg Food Safety and Retail inspections for egg safety and quality.

Task #	Task Statement
26	Review records kept by PIs, FVQCI, MI and PMIs, such as egg inspection report, notice of noncompliance, online data entry system, & monthly retail inspection reports.
27	Gives advice, guidance and feedback to PI, FVQCI, MI and PMIs regarding egg inspection activities. These activities include inventory, sample selection, defect tolerances, temperatures, weights, disposition of failed loads of eggs.