



## NORTH DAKOTA CLASS DESCRIPTION

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 6225

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### **MEAT INSPECTION PROGRAM DIRECTOR**

GRADE O

#### **SCOPE OF WORK:**

Work involves planning, developing, and administering the state meat inspection program and providing veterinary oversight to the program.

#### **DUTIES PERFORMED:**

- Direct and supervise all staff and activities of the meat inspection program including the equivalent United States Department of Agriculture (USDA) meat inspection and custom exempt programs.
- Perform veterinarian duties for the meat inspection program: make decisions on condemning or passing carcasses or meat products to determine if animals are acceptable for human consumption; test, diagnose, and quarantine diseased animals; confirm laboratory reports; assist with epidemiological studies; supervise ante and postmortem activities.
- Review state and federal laws, rules, and regulations pertaining to the program; develop administrative rules and regulations for review by the Meat Inspection Committee.
- Plan, develop, recommend, implement, and administer policies, procedures, rules, and regulations related to the program "equal to" USDA requirements.
- Provide administrative direction in the enforcement of state and federal laws, rules, and regulations governing the program.
- Develop and manage the program operating budget.
- Insure that all establishments under the program are operating in a proper and sanitary condition.
- Develop and review inspection schedules and reports; take corrective measures to insure compliance with state and federal laws, rules, and regulations.
- Design and provide training to meat inspection personnel to perform proper, uniform inspections of meat operations.
- Coordinate educational activities with the North Dakota State University Extension Service.
- Educate meat processors in Hazardous Analysis Critical Control Point requirements.
- Provide interpretation and information to officials and general interest groups concerning laws, rules, regulations, policies, and procedures.
- Develop and maintain a meat inspection performance plan for USDA approval; monitor and evaluate the plan and submit reports to USDA for review.
- Develop and coordinate educational food safety programs for industry and consumers relating to meat inspection.
- Represent the department at state and national meetings.
- Advise the Agriculture Commissioner on issues pertaining to meat and livestock.
- Prepare and present testimony for legislature on meat and livestock issues.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a Doctor of Veterinary Medicine degree, a current North Dakota veterinary medicine license, USDA accreditation in veterinary medicine, and two years of work experience in the practice of veterinary medicine that included supervisory work experience.

Eff. Date: 11/99

Rev: 04/02 – Revised scope, duties, minimum qualifications, factoring, and grade

Rev: 07/12 – Conversion to Hay System