March 7, 2016

Good afternoon,

The Indiana Board of Animal Health is recruiting for a vacancy at its central office for a Dairy Division Dairy Plant Specialist.

Location: Marion County
Job ID: 601101
Full-Time

A job description is attached.

The Indiana dairy industry is ripe for expansion and this position will be a key regulatory contributor. Director Ted McKinney of the Indiana State Department of Agriculture announced earlier this year that he expects to be announcing the addition of at least one new dairy processing plant coming to Indiana in 2016 as a direct result of last year’s release of Indiana Dairy Strategy, encl.

In addition the Food Safety Modernization Act, FSMA, begins to take effect this year and the dairy division will be applying the applicable provisions of the new Code of Federal Regulations, CFR, on Preventive Controls to regulated dairy processors.

With the anticipated retirement of at least two key leaders in the middle of 2017 there will continue to be advancement opportunities for dairy team staff. The dairy division team consists of:

<table>
<thead>
<tr>
<th>Qty</th>
<th>Position</th>
<th>Qty</th>
<th>Position</th>
<th>Qty</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Director</td>
<td>2</td>
<td>Chief Milk Rating Officer</td>
<td>5</td>
<td>Dairy Farm Specialist</td>
</tr>
<tr>
<td>1</td>
<td>Deputy Director</td>
<td>2</td>
<td>Milk Rating Officer</td>
<td>1</td>
<td>Administrative Assistant</td>
</tr>
<tr>
<td>2</td>
<td>Chief Milk Production Supervisor</td>
<td>5</td>
<td>Dairy Plant Specialist</td>
<td>1</td>
<td>Secretary</td>
</tr>
</tbody>
</table>

The ‘pay band’ for this position is:

<table>
<thead>
<tr>
<th>Position</th>
<th>Qty</th>
<th>Pay Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>001NO3 Dairy Plant Specialist</td>
<td>3</td>
<td>$ 34,606.00 - $ 58,864.00</td>
</tr>
</tbody>
</table>

In addition the State of Indiana offers a comprehensive benefits package, attached.

To apply, go to: http://www.in.gov/spd/careers/
Dairy Plant Specialist 3

Job Description:

This position serves as a Dairy Plant Specialist with the Indiana Board of Animal Health. This role is responsible for determining whether dairy facilities, equipment and personnel are in substantial compliance with federal and state laws and regulations regarding the production and processing of milk and dairy products.

The primary responsibility is to perform inspections, evaluations and trainings related to dairy facilities, transport vehicles, and dairy industry personnel, such as Grade A and manufacturing grade dairy plants, Grade A and manufacturing grade dairy farms, single-service container and closure manufacturers, Grade A milk transfer stations, plant receiver/samplers; milk hauler/samplers; and milk trucks and trailers. When deficiencies are found in facilities, equipment, raw materials or finished product or the quality of work performed by site management and staff, incumbent must take action necessary to assure correction and compliance. Incumbent has authority to determine whether or not a particular site or subdivision may ship or continue to ship product in intrastate or interstate commerce.

Responsibilities:

- Conduct milk sanitation inspections of milk production, processing, pasteurization, packaging, storing, and distribution facilities, equipment and milk transports
- Conduct inspections of facilities that manufacture single service containers and/or closures for milk products
- Conduct inspections of non-municipal water supplies to include collecting and submitting water samples for chemical and biological testing
- Collect and submit product samples from producers and processors as required for chemical and biological testing
- Conduct re-inspections as required
- Prepare technical reports of inspections, sending documented findings to the Board of Animal Health Dairy Division headquarters and providing a copy of the report to site management
- Review and evaluate Dairy Division documents, records, and files for compliance with Indiana law and specifically the requirements of the U. S. Grade A Pasteurized Milk Ordinance
- Report to and consult with the Dairy Division supervisors on the results of the inspections, milk survey findings, certifications, and approvals, and make recommendations for actions
- Attends and participates in educational courses for the Dairy Industry and Dairy Division staff including on-site training
- Accompany the Indiana Milk Rating Officers and U.S. Food and Drug Administration Regional Milk Specialists on state and or Federal inspections of milk production, processing, pasteurization, packaging, storing, distribution, and single service container/closure facilities
Investigate consumer complaints related to milk and milk products and assist in food product recalls
Investigate reported food poisonings and hazardous events such as fires, floods, damage by winds, chemical spills, and other occurrences affecting milk and milk related supplies
Embargo milk and milk products when situations require the immediate removal of product from the market
Perform related regulatory duties as required by the Dairy Division supervisors

Preferred Experience:

Bachelor's Degree from an accredited university or college with a minimum of thirty (30) semester hours in biological science, chemistry, food science, nutrition, microbiology, agriculture, administration, mathematics, engineering, environmental health, public health, or a related field

- Extensive knowledge of milk production, processing, pasteurization, packaging, storing, and distribution requirements as described by the Code of Federal Regulations, Indiana Milk Laws and the Pasteurized Milk Ordinance
- Extensive knowledge of, and the ability to apply and use, Federal and State laws and regulations, including but not limited to the U.S. Code of Federal Regulations, Grade A Pasteurized Milk Ordinance, Indiana Code 15-18 Dairy Products, 345 Indiana Administrative Code Article 8, Dairy Products, National Labeling Education Act, and Good Manufacturing Practices
- Extensive knowledge of food protection principles and practices, including bacteriology, microbiology, chemistry, food science, engineering, and computer technology
- Specialized knowledge of and the ability to operate testing equipment required in field of specialization, such as computer pasteurization controls, pasteurization holding time conductivity test, pressure differential controls, and thermometer calibrations
- Specialized knowledge of and the ability to review plans and other drawings of facility construction and layout, equipment, and processing engineering, and to make recommendations for needed changes
- Specialized knowledge of inspection and investigation methods, procedures, and techniques
- Ability to observe, evaluate and recognize potential adverse sanitation conditions, record keeping processes, or law violations, and prepare reports documenting findings
- Ability to communicate, verbally and in writing, with individuals or groups.
- Knowledge and ability to operate current technology including but not limited to personal computers, cell phones, test equipment and the like
- Knowledge and ability to possess a valid Indiana driver's license
Benefits:

The State of Indiana offers a comprehensive benefit package which includes:

- Medical / Dental / Vision plans
- Health Savings Account available - with Employer Contribution
- Prescription Coverage
- Employee Assistance Program
- Employer-funded Retirement Plan
- Deferred Compensation Plan with Employer Match
- Flexible Spending Account
- Work/life balance: 24 Paid Days Off and 12 Holidays, per year
- Group Life Insurance
- Qualified Employer for the Public Service Loan Forgiveness Program

Want the specifics? [Explore the Benefits of Working in State Government!](#)