

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Dairy Products Inspector

Definition

Under general supervision and within an assigned territory, inspects facilities and equipment used in the production, processing, manufacture, and storage of dairy products to ensure compliance with sanitation and related laws regulating the dairy industry; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Inspects creameries, dairies, and milk receiving/transfer stations as well as cheese, ice cream, and powdered milk plants to ensure compliance with laws regulating the production, processing, and storage of milk and milk products.

Inspects equipment used in the production, processing, and storage of milk and milk products to ensure adequate cleaning and sanitation.

Collects samples of milk and milk products for bacterial and content analysis and explains the results to appropriate plant personnel.

Inspects dairy farms producing grade "A" and grade "B" milk to ensure adequate facilities and compliance with production regulations.

Prepares reports and maintains written and electronic records to document inspections and violations.

Administers examinations for milk grading license to ensure proper procedures are in compliance with the Code.

Conducts emergency rating of milk sheds and the inspection of Iowa dairies or dairy product plants engaged in interstate commerce in order to cooperate with federal health officials.

Competencies Required

Knowledge:

- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Customer Service – Principles and processes for providing customer services, including customer needs assessment, meeting quality standards for services, and evaluating customer satisfaction.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Mathematics – Arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Clerical Procedures – Word processing, managing files and records, designing forms, and other office procedures and terminology.

- Public Safety and Security – Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Abilities:

- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Near Vision – See details at close range (within a few feet of the observer).
- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Written Comprehension – Read and understand information and ideas presented in writing.
- Written Expression – Communicate information and ideas in writing so others will understand.

Skills:

- Quality Control Analysis – Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from high school (or GED equivalent), and experience equal to four years of full-time work in a dairy products processing plant as a production supervisor, pasteurization equipment operator, production worker, quality control inspector, or in other work related to the processing or manufacturing of milk or milk products.
- 2) A total of four years of education and/or full-time experience (as described in number one), where thirty semester hours of accredited college or university course work in dairy or food science technology or bacteriology equals one year of full-time experience.

Notes

Travel may be required for positions in this class. Employees must arrange transportation to and from assigned work areas.

Effective date: 11/18 SA