

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Dairy Laboratory Administrator**

**Class Code: 60439**

**Pay Grade: GK**

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### **A. Purpose:**

Manages the State Dairy Laboratory by ensuring laboratory functions are implemented according to the Food and Drug Administration (FDA) Laboratory Performance and Testing Protocol and that FDA accreditation is maintained to ensure uninterrupted interstate shipment of milk and milk products produced in the state. Functions as the state Certified Laboratory Evaluation Officer (LEO) by evaluating and certifying dairy industry laboratories and analysts to ensure they function in compliance with FDA laboratory procedures.

### **B. Distinguishing Feature:**

The Dairy Laboratory Administrator is the certified director of the state dairy laboratory, and is also certified to advise, evaluate, and certify industry laboratories and analysts.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Performs administrative duties to ensure laboratory functions are funded and staffed and services are maintained at acceptable levels.
  - a. Evaluates the functionality and life expectancy of laboratory equipment and appliances and schedules them to be replaced in appropriate fiscal year budgets.
  - b. Provides laboratory services statewide for a fee, issues invoices for services rendered, and collects fees into a special account which is part of the laboratory budget.
  - c. Participates in preparing the dairy program and laboratory budgets.
  - d. Monitors the status of laboratory inventory, projects and calculates supply needs for scheduled sampling and statewide services, and purchases supplies as needed.
  - e. Provides work direction and training to laboratory staff who are university employees and students and participates in performance evaluations.
  - f. Provides training for State Inspectors, reviews their inspection reports, and investigates reports of non-compliance.
  - g. Supervises the work of Agriculture Inspectors.
    - i. Prepares evaluations and participates in conducting them.
    - ii. Interprets the Pasteurized Milk Ordinance (PMO) and state regulations.
    - iii. Prepares training materials.
    - iv. Schedules inspector training twice a year.
    - v. Reviews inspectors' weekly activity and inspection reports, and their evaluation reports on bulk haulers and milk samplers.
  - h. Attends related seminars and work shops to participate in determining changes to rules and regulations that have an impact on interstate milk shipping.
2. Directs the operations of the dairy laboratory to provide official analyses on milk, milk products, and water in compliance with applicable FDA and American Public Health guidelines; and where specific guidelines do not exist, researches the Association of Analytical Communities (AOAC) guidelines to establish protocols to ensure all products are analyzed according to established and defensible standards.

- a. Develops sampling schedules to give the inspectors work direction, to ensure product samples are collected from all vendors, and to control the numbers of samples that are analyzed in the laboratory at a specific time.
  - b. Oversees sample analyses of products made in the state and products imported into the state, and data entry of test results into a central database from which staff can view and monitor product status.
  - c. Reports official results of analyses to dairy industry firms, and when necessary issues letters of violation which explain findings of non-compliance and state the required remedies.
  - d. Notifies processors of intent to remove licensure for continued product non-compliance and informs them of the hearing process; compiles a legal file; and provides testimony at hearings.
  - e. Issues notices to vendors to remove products that do not meet standards from the shelves.
  - f. Ensures all equipment used in testing is calibrated and functioning, maintains up-to-date records to meet FDA audit standards, and maintains annual service contracts.
  - g. Maintains the laboratory and documentation in compliance with South Dakota State University (SDSU) requirements and Nuclear Regulatory Agency (NRA) guidelines, and is the certified Principal Investigator for the laboratory.
  - h. Maintains official certification status for the laboratory and the laboratory administrator by following proven methods to test each product and keeping supporting documentation to verify activities, by successful completion of continuing education, and by successfully testing FDA split samples.
3. Is the certified Laboratory Evaluation Officer (LEO) and performs evaluations of dairy industry laboratories; and provides expertise in certification of laboratories, analysts, and laboratory practices to facilitate statewide compliance with federal and state regulations.
- a. Maintains knowledge of official, approved laboratory procedures established by FDA, determines the level of certification of laboratories based on their compliance with those procedures, and reports to FDA on laboratory evaluations and results.
    - i. Does on-site reviews of records and equipment.
    - ii. Monitors staff performing testing procedures.
    - iii. Prepares samples with antibiotics for laboratories to use to test their equipment.
  - b. Determines the levels of certification for individual analysts and laboratories based on review findings, determines required corrective actions, and does follow-up reviews to evaluate whether corrections have occurred and certification has been achieved.
  - c. Reports results of reviews to the FDA which publishes a comprehensive list of certified interstate milk shippers and laboratories which is available for use by inspectors and industry.
  - d. Prepares and presents annual training to dairy laboratory supervisors on Appendix N to the PMO regarding testing for drug residue to ensure they are aware of new or revised federal regulations.
  - e. Advises dairy laboratory managers on planning, implementing and evaluating laboratory policies and keeps them informed of new or revised federal regulations.
  - f. Maintains current training records on approximately 130 analysts in ten dairy laboratories in the state.
  - g. Prepares, analyzes, tabulates and summarizes statistics from the annual tri-state split milk samples for both the National Conference on Interstate Milk Shipments (NCIMS) and Appendix N programs at 18 laboratories in Montana, North Dakota and South Dakota.

- h. Attends ongoing training and seminars provided by FDA, participates in work shops specific to laboratories.
- i. Maintains records and files as required by the state and FDA.

4. Performs other work as assigned.

#### **D. Reporting Relationships:**

Reports to an Agriculture Program Administrator. Provides supervisory input and daily work direction over a Microbiologist, Agriculture Inspectors, State Inspectors, and work study students; and provides technical expertise to industry laboratory managers and staff, dairy plant processors, dairy producers, and department managers.

#### **E. Challenges and Problems:**

Challenged to maintain current knowledge on federal laws and rules and implement them at the state level; to understand the methodologies, principles, and science used in dairy laboratory activities; and to stay current on the responsibilities of a Laboratory Evaluation Officer; and to effectively apply that comprehensive knowledge to administration of the State Dairy Laboratory, directing and advising the dairy industry, advising and certifying dairy industry laboratories, and providing technical expertise to department managers and staff. This is a challenge because the guidelines to be maintained come from numerous sources and are in turn implemented to numerous sources with differing levels of expertise. This is further challenging because wrong interpretation and application of these guidelines may cause loss of accreditation and a subsequent serious impact on public health and safety; and may impede the economy of the dairy industry because of interruption of interstate commerce.

Problems resolved include developing sample collection schedules that work for the inspectors and the laboratory; evaluating and certifying industry laboratories and staff in a timely manner; and enforcing the laws in issues of noncompliance.

#### **F. Decision-making Authority:**

Decisions include interpretation of laws and rules and their impact on the dairy program and the dairy laboratory; whether laboratory procedures are done in accordance with an accredited scientific method; whether a scientific method must be developed from general guidelines to fulfill a need; whether to certify, provisionally certify, or decertify dairy laboratories, laboratory analysts, or laboratories' practices; approval of laboratories' plans of correction to regain certification; whether to remove licenses from producers or processors for uncorrected noncompliance; the extent of investigations to follow up on issues of noncompliance with standards; whether products are to be removed from retail sale; the extent of laboratory inventory; replacement of laboratory equipment; recommendations for laboratory budget; inspectors' sampling schedules; and the content of performance evaluation documents for inspectors.

Decisions referred include final approval of large monetary purchases, budget requests, and disciplinary actions for inspectors.

#### **G. Contact with Others:**

Monthly contact with officials at FDA regarding laboratory evaluations; with SDSU professors regarding performance of university employees working in the State Dairy Laboratory, and regarding radiation safety; with vendors to order laboratory supplies and to resolve technical

problems with laboratory equipment and systems; yearly contact with contractors regarding balance maintenance and fume hood certification.

#### **H. Working Conditions:**

Works in a laboratory setting and is in close proximity to live steam, flammable solutions, radioactive materials, carcinogenic compounds, and pathogens on a daily basis; duties require routinely lifting as much as 75 pounds, climbing ladders on milk tanks and trucks, disassembling and inspecting dairy equipment, working around corrosive compounds at dairies, and driving in various weather conditions.

#### **I. Knowledge, Skills, and Abilities:**

Knowledge of:

- federal and state laws and rules governing the operation of a dairy laboratory and application of those rules to the results of analyses;
- methodologies and science supporting procedures used in dairy industry laboratories;
- principles, policies and practices of dairy laboratory management;
- equipment, materials, and chemicals used in a laboratory;
- dairy science, dairy manufacturing, and dairy processing, including computerized control systems;
- personnel and fiscal management;
- principles of statistical analysis.

Ability to:

- interpret federal and state laws and rules consistently for department managers and staff, the dairy industry, retailers, and the public;
- develop or implement defined, scientific protocols for testing and analysis that are legally defensible;
- inspect and evaluate laboratory facilities, staff and records and reach objective analyses based on scientific facts;
- communicate information clearly and concisely;
- provide technical assistance to managers, staff, industry and the public;
- use a computer.