



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PRISON DAIRY SUPERVISOR	29	H	9.530

Under general supervision of a Prison Industries Supervisor, oversee the operation of a correctional institution dairy, producing and processing milk and milk products for institutional use and sale; manage a dairy herd, including breeding, feeding and caring for at least 120 head; instruct inmates in the care of dairy cattle and milk processing.

Supervise and train inmates in the operation of a milk processing plant including pasteurization of milk through a heat exchanger which heats the milk to prevent bacteria growth; homogenization of the milk to prevent the milk and butterfat from separating; operation of the milk separator to make sure proper amount of cream is removed from the milk in compliance with federal and State health regulations pertinent to milk processing; oversee and train inmates in proper sanitation procedures including proper use and storage of sanitation chemicals in accordance with federal and State health regulations.

Conduct bacteria tests before and after milk production to ensure quality control of product; determine butterfat content of milk and calculates amount of cream to remove to achieve a 2% butterfat product.

Complete daily processing sheets that record and track milk production and product distribution; prepare product delivery forms and schedule shipping to various State institutions.

Supervise and train inmates in the care of newborn calves including establishing feeding regimen; ordering proper amount of milk to be held out of the processing room; administering appropriate medications; and tagging, photographing and logging data to ensure the health and well being of the calves.

Supervise and train inmates in the feeding, milking and care of adult cattle including branding, dehorning, castration and disease detection to ensure the health and well being of bulls, steers, heifers and the milking string.

Maintain and consult breeding, production, culling and heifer selection records in order to track and determine breeding schedules, bull selection, when to dry up a cow and when a cow is no longer productive.

Perform related duties as required.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.

EDUCATION AND/OR WORK EXPERIENCE: Two years of experience in the care and milking of a dairy herd producing milk for sale including operation and maintenance of mechanical milkers and milk processing equipment, one of which was at a supervisory level; **OR** an equivalent combination of education and experience as described above. (*See Special Requirement*)

MINIMUM QUALIFICATIONS (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: modern dairy management and practices including the care and milking of a dairy herd; milk processing, storage and sanitation procedures; transporting dairy products; bovine health care, disease prevention and treatment; feed and ration formulation and the nutritional requirements of dairy cattle; modern cattle breeding methods. **Ability to:** operate and maintain equipment associated with milk processing plant such as mechanical milkers, coolers, pumps, heat exchangers, homogenizers, packaging machine, and lab equipment used for bacteria testing; keep accurate records and prepare simple reports; direct the work of inmates; read, interpret and apply federal and State regulations pertinent to milk production and milk processing.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: the record systems applicable to dairy management, i.e., milk production, sales and delivery, cattle breeding, feeding and culling; the federal and State regulations pertinent to milk production and milk processing; inmate custody and security procedures. **General knowledge of:** the principles and practices of supervision. **Ability to:** operate a milk delivery truck.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

9.530

ESTABLISHED: 1/1/61
REVISED: 10/1/67
REVISED: 7/1/91P
11/29/90PC
REVISED: 5/18/12PC