



GEORGIA DEPARTMENT OF AGRICULTURE

JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

JOB TITLE:	PS: OPERATIONS ANALYST (AL) [WORK TITLE: CONTRACTS AND GRANTS COORDINATOR]
POSITION NUMBER:	00052316
LOCATION:	FOOD SAFETY DIVISION, ADMINISTRATION, ATLANTA
POSTING DATE:	JANUARY 8, 2014
APPLICATION DEADLINE:	OPEN UNTIL FILLED
WHO MAY APPLY:	DEPARTMENT OF AGRICULTURE EMPLOYEES ONLY
PAY GRADE:	15
ENTRY SALARY:	\$2,964.11/MONTH

DESCRIPTION OF DUTIES: Develop a quality assurance program to ensure compliance with the Manufactured Food Regulatory Program Standards (MFRPS), which includes:

1. A field audit component, for on-site performance evaluation of inspections; and
2. A desk audit component, which is a performance review of the written reports of inspections and sample collections.

Annual completion of MFRPS Worksheets 4.2, 4.3, and 4.4 used to:

1. Calculate an overall audit rating for each review (field inspection performance and written reports of inspections and samples collections); and
2. Evaluate ratings for a single performance factor. Managers use the ratings to identify specific aspects of its inspection program that need improvement.

Develop a corrective action plan (MFRPS Appendix 4.8 or a comparable form) when performance ratings fall below 80 percent.

Compiles and summarizes the results of the field and desk audits annually and determines an overall performance rating, which is reported on the self-assessment worksheet (appendix 4.1). The results of the audits are evaluated every 12 months to:

1. Determine the effectiveness of the food inspection program;
2. Recognize trends in inspectional coverage; and
3. Identify best practices used to achieve quality inspections and sample collections.

Food Safety Division coordinator for MFRPS Standard 4:

1. Ensures that policies and procedures are currently in place to achieve conformance with Standard 4. Notifies the appropriate Program Managers of missing or inaccurate policies and procedures, and coordinates their successful completion.
2. Completes MFRPS Standard 4 appendices at least annually to aid in the assessment of the Food Safety Division's MFRPS implementation.

MINIMUM QUALIFICATIONS: Completion of a Bachelor's degree from an accredited college or university AND One year of related experience

OR

One year of experience at the lower level or position equivalent

OR

Five years of related experience.

PREFERRED QUALIFICATIONS: *Preference will be given to applicants, who, in addition to meeting the Minimum Qualifications, possess knowledge, skills and abilities in the following areas:*

- Working knowledge of Windows computer operating system and applications.

HOW TO APPLY: (WE ACCEPT APPLICATIONS AND/OR RESUMES BY EITHER TRANSMISSION LISTED BELOW.)

- Mail a completed State of Georgia application and/or resume to Debbie Teal, Georgia Department of Agriculture, Personnel Office, Room 300, Agriculture Building, 19 Martin Luther King, Jr. Drive, S.W., Atlanta, Georgia 30334;
- Fax a completed State of Georgia application and/or resume to Debbie Teal at (404) 463-8196;
- E-mail a completed State of Georgia application and/or resume to Deborah.Teal@agr.georgia.gov.

PLEASE REFERENCE THE JOB TITLE AND POSITION NUMBER WHEN APPLYING. If you have submitted an application and/or resume to our Department within the last year, then **call** to let us know that you are interested in being considered for this position. For more information, you may contact Debbie Teal at (404) 656-3615.

**ALL QUALIFIED APPLICANTS WILL BE CONSIDERED, BUT MAY NOT NECESSARILY RECEIVE AN INTERVIEW.
NO NOTIFICATION WILL BE SENT TO APPLICANTS EXCEPT THOSE WHO ARE SELECTED FOR INTERVIEWS.**

**AN EQUAL OPPORTUNITY EMPLOYER
IF YOU NEED AN ACCOMMODATION FOR AN INTERVIEW,
PLEASE CONTACT THE PERSONNEL OFFICE AT (404) 656-3615.**