



GEORGIA DEPARTMENT OF AGRICULTURE

JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

JOB TITLE:	AGRICULTURE COMPLIANCE SPECIALIST 1 OR AGRICULTURE COMPLIANCE SPEC 2 [WORKING TITLE: MANUFACTURED FOOD SPECIALIST]
POSITION NUMBER:	00052907
LOCATION:	FOOD SAFETY DIVISION – MANUFACTURED FOOD PROGRAM (THIS POSITION IS ASSIGNED TO) ATKINSON, BACON, BERRIEN, BRANTLEY, CAMDEN, CHARLTON, CLINCH, COFFEE, COOK, ECHOLS, GLYNN, LANIER, LOWDES, PIERCE, WARE, WAYNE
POSTING DATE:	
APPLICATION DEADLINE:	3 WEEKS
WHO MAY APPLY:	ALL QUALIFIED APPLICANTS
PAY GRADE:	F or G
JOB CODE:	RCP040 or RCP041
ENTRY SALARY:	\$2,583.34/Month or \$2,686.67/Month OR Salary Commensurate With Experience.

We at the Georgia Department of Agriculture (GDA) take our responsibilities to you very seriously and are committed to protecting and promoting Georgia's agriculture through superior service and leadership. The mission of the GDA is to protect consumers, promote agriculture, both locally and globally, and assist our customers using education, technology and a professional workforce. The vision of the GDA is to continue to be a globally recognized leader in agricultural excellence through a commitment to safety, quality, growth and innovation. food safety inspectors, known as processing

DESCRIPTION OF DUTIES: THIS POSITION IS ASSIGNED TO THE FOLLOWING COUNTIES: ATKINSON, BACON, BERRIEN, BRANTLEY, CAMDEN, CHARLTON, CLINCH, COFFEE, COOK, ECHOLS, GLYNN, LANIER, LOWDES, PIERCE, WARE, WAYNE

APPLICANT MUST RESIDE IN ONE OF THESE COUNTIES OR BE WILLING TO RELOCATE.

This position is located in the Manufactured Food Section of the Food Safety Division of the GDA. This section is responsible for protecting consumers' health by ensuring that food in Georgia is prepared in a clean environment and honestly presented. The Manufactured Foods Section employs specialists, which conduct random, unannounced inspections of food manufacturing facilities and warehouse distribution facilities, including processing plants, wholesale bakeries, bottled water and drink processors. These processing specialists collect food and water samples during inspections, and they review sanitation practices and product labels. All processing specialists must complete advanced training in various specialized processing operations.

Duties include, but are not limited to the following:

- Inspects and investigates food & dairy manufacturing facilities;
- Performs duties in a manner to insure compliance with applicable rules and regulations, Code of Federal Regulations (CFR), Model Ordinance (MO) and Pasteurized Milk Ordinance (PMO) requirements;
- Collects samples of food and dairy finished products, processed products, environmental swabs, raw milk and water samples as necessary from all firms in assigned area of responsibility and/or as directed according to established procedures;
- Transports samples to laboratories for analysis within the prescribed timeframe;
- Provides knowledge, skills and experience to assist and guide colleagues and management;
- Performs State/FDA Contract Inspections, HACCP Inspections, Shellfish Inspections, and other specialized inspections as assigned;
- Maintains a working knowledge of current policies, laws, regulations and guidance documents;
- Attends training sessions, meetings and conferences;

- Provides consultation, information sharing, technical assistance and in-service training to food and dairy personnel, industry and other personnel regarding health and food sanitation, rules and regulations and their enforcement;
- Maintains working relationship with food and dairy industry and related entities, including federal, state, and local agencies;
- Prepares and completes agency, state and federal forms as required;
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

Agriculture Compliance Specialist 1 (RCP040)—Completion of a bachelor's degree in agronomy, animal science, biology, chemistry or a related field/area; or certification as a registered sanitarian or environmental health specialist.

Agriculture Compliance Specialist 2 (RCP041)—Completion of a bachelor's degree in agronomy, animal science, biology, chemistry or a related field/area and one year of experience conducting inspections or investigations for compliance; or certification as a registered sanitarian or environmental health specialist and one year of experience conducting inspections or investigations for compliance; or one year of experience required at the lower level Agriculture Compliance Specialist 1 (RCP040) or position equivalent.

NOTE: If you are applying for this position based on the college credit, please submit a copy of your college transcript with your application. This will help determine if you meet the qualifications for this position based on education. Failure to submit a transcript may result in not being eligible for this specific position if qualifying based on education.

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:*

- Certification as a registered sanitarian or registered environmental health specialist by the National Environmental Health Association (NEHA);
- Two years of professional experience conducting inspections and investigations for compliance with established state and federal health and food and/or milk sanitation laws, rules and regulations; and/or
- Working knowledge of Windows computer operating system and applications and the Digital Health Department (DHD) database.

NOTE: THE GEORGIA DEPARTMENT OF AGRICULTURE CONDUCTS BACKGROUND CHECKS ON ALL FINAL CANDIDATES. HIRING OF APPLICANTS IS CONTINGENT UPON SATISFACTORY RESULTS OF EMPLOYMENT VERIFICATION, BACKGROUND AND CRIMINAL RECORDS INVESTIGATIONS AND MOTOR VEHICLE REPORTS.

HOW TO APPLY: WE ACCEPT STATE APPLICATIONS BY ANY TRANSMISSION LISTED BELOW. RESUMES MAY BE SUBMITTED IN ADDITION TO THE STATE APPLICATION.

- Mail a completed State of Georgia application to 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 to (404) 463-8196;
- Via Team Georgia Careers <http://team.georgia.gov/careers/>; or
- E-mail a completed State of Georgia application to GDAPersonnel@agr.georgia.gov.

Please reference the job title and position number when submitting paper applications. Applications received without a job title or position number will be considered unsolicited and will not be reviewed. For a copy of the State Application, please visit http://team.georgia.gov/wp-content/uploads/2014/11/State_Application-Standard-3.3.15.pdf or contact the Georgia Department of Administrative Services, Human Resource Administration at (404) 656-2705.

The GDA is an Equal Opportunity Employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law. All qualified applicants will be considered, but may not necessarily receive an interview. Due to the large volume of submissions received by this office, information concerning application and/or interview status cannot be provided. Selected applicants will be contacted for next steps in the interview process. Applicants who are not selected will not receive notification. This position is subject to close at any time once a satisfactory applicant pool has been identified.

IF YOU NEED AN ACCOMMODATION, PLEASE CONTACT THE PERSONNEL OFFICE AT (404) 656-3615.