



# GEORGIA DEPARTMENT OF AGRICULTURE

## JOB ANNOUNCEMENT

*Gary W. Black, Commissioner*

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

<b>JOB TITLE:</b>	REGULATORY COMPLIANCE MANAGER
<b>POSITION NUMBER:</b>	00052843
<b>LOCATION:</b>	FOOD SAFETY DIVISION – RETAIL PROGRAM
<b>POSTING DATE:</b>	AUGUST 18, 2017
<b>APPLICATION DEADLINE:</b>	SEPTEMBER 17, 2017
<b>WHO MAY APPLY:</b>	ALL QUALIFIED APPLICANTS
<b>PAY GRADE:</b>	L
<b>JOB CODE:</b>	RCM050
<b>ENTRY SALARY:</b>	\$3,415.25/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.

**DESCRIPTION OF DUTIES: THIS POSITION IS LOCATED IN THE ATLANTA OFFICE.**

This position administers the Retail Food Program, which is responsible for enforcing state laws, rules and regulations through inspections, regulatory review and enforcement. Regulated firms include grocery stores, convenience stores, bakeries, seafood operations, salvage food operations, mobile meat trucks and rolling stores. The Retail Food Program Manager shall ensure active managerial control of foodborne illness risk factors, Good Retail Practices (GRP's) are being followed, and the wholesomeness of food is maintained.

This position will manage direct subordinate supervisors/managers and staff, perform audits, and assist in the development of policies and procedures.

Duties of this position include but are not limited to:

- Manages and support direct subordinate managers and staff by clearly establishing and communicating goals and accountabilities, as well as ensuring consistency throughout the retail program.
- Creates and maintains a high performance environment characterized by positive leadership and strong team orientation.
- Monitors and evaluates performance of subordinate staff.
- Works with staff in various capacities to better understand program needs.
- Develops, recommends, or implements innovative approaches to address problems and drive continuous improvement. This may include developing new methods, policies and procedures to further program goals.
- Holds regular meetings with District Managers and assists in developing and participating in retail staff meetings.
- Advances conformance with the Voluntary National Retail Food Regulatory Program Standards.

- Assists in completing grant applications and manages grant deliverables, timeline, finances, and reports.
- Accurately interprets applicable health and sanitation laws and regulations, and responds in a timely manner. Advises inspectors and stakeholders on technical issues.
- Reviews and evaluates current and proposed State and Federal laws and regulations which may affect the GDA including making appropriate recommendations for rule changes, program guidelines, and methods of enforcement needed.
- Coordinates investigational activities, including sampling, with all parties involved. Additionally, reviews, evaluates and initiates appropriate and timely follow-up activities.
- Assists Division Director with projects related to food safety and/or the Department mission.
- Receives and responds to inquiries by phone, e-mail and in-person that concern retail food in Georgia and handles these inquiries in a polite and professional manner.
- Provides complete and accurate information in a timely manner to the general public, industry personnel, and other regulatory partners.
- Works cooperatively with other Department programs towards a common goal and mission.
- Reviews and evaluates variance requests from industry.
- Advises Food Safety Division Director of problems and/or trends within the Retail Food Program.
- Works closely with the Compliance Officer by alerting of compliance issues and works to establish the best form of action to achieve long term compliance.
- Works with the Training Officer by forwarding training announcements and determining which individuals are best suited for each particular training.
- Supports the training and standardization process.
- Engages in outreach activities and attends educational training courses.
- Actively engages and participates in meetings/workgroups with association groups, industry groups, academia, and other food safety initiatives.
- Plans, develops, and presents relevant material regarding food safety to various consumers, industry, regulatory, and other organizations as requested in a cohesive manner.
- Participates in training seminars and workshops.
- Works independently and ensures timely, accurate and regular communication between employees, management, and stakeholders.
- Coordinates and solves problems; schedules and implements various aspects of the program.
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

Completion of a master's degree in agronomy, animal science, biology, chemistry or a related field/area from an accredited college or university AND one year of related supervisory experience in the area of assignment OR completion of a bachelor's degree in a related field from an accredited college or university AND two years of related supervisory experience in the area of assignment OR six years of experience in the area of assignment, three years of which were in a supervisory role.

**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:*

- Five+ years of significant management level experience;
- Working knowledge of retail food inspection programs;
- Working knowledge of special processing methods, HACCP and variance requests;
- Familiarity with state laws and regulations and the FDA Model Food Code;
- Knowledge of the Voluntary National Retail Food Regulatory Program Standards;
- Excellent written and oral communication skills;
- Strong organizational skills;
- Working knowledge of Windows computer operating system and applications; and

- Working knowledge of computer based inspection software (DHD, USA Foods, etc.).

**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](mailto: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](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.**