



GEORGIA DEPARTMENT OF AGRICULTURE

JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

JOB TITLE:	PS:Chem/Mat Analys Spec(AL): 00052389 (Working Title: Quality Assurance (QA) Manager)
POSITION NUMBER:	00052389
LOCATION:	FOOD LABORATORY, ATLANTA
POSTING DATE:	SEPTEMBER 25, 2015
APPLICATION DEADLINE:	OCTOBER 9, 2015
WHO MAY APPLY:	ALL QUALIFIED APPLICANTS
PAY GRADE:	15
ENTRY SALARY:	COMMENSURATE WITH EDUCATION AND 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: Oversees quality management systems at the Food Safety Laboratory located in Atlanta, GA. Assists management with the development and enforcement of laboratory policies, procedures, and test methods. Assists laboratory program managers with management of quality assurance documentation and compliance with various requirements. Oversees document control and conducts audits of quality systems in various laboratory sections. Supports and participates in analytical activities as necessary. This position will report to Laboratory Quality Assurance Director and will work closely with the food safety laboratory manager.

MINIMUM QUALIFICATIONS: Completion of a Bachelor's degree in a physical or natural science from an accredited four (4) year college or university **AND** Two years of experience at a level equivalent to a Chemical/Material Analyst 2 or 3.

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:

- Degree in food science, microbiology or related field;
- Knowledge of ISO 17025:2005;
- Experience performing food testing, particularly with AOAC, FDA or USDA-approved methods;
- Knowledge and experience in laboratory quality management, particularly in an ISO 17025-accredited laboratory;
- Excellent written and oral communication skills;
- Experience with control charts, measurement uncertainty, and internal audits;
- Excellent organization skills.

HOW TO APPLY: WE ACCEPT STATE APPLICATIONS BY EITHER 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; or
- Fax a completed State of Georgia application to (404) 463-8196; or
- 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. No notification will be sent to applicants except those who are selected for interviews.

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