

# GEORGIA DEPARTMENT OF AGRICULTURE

## JOB ANNOUNCEMENT

Gary W. Black, Commissioner



- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

<b>JOB TITLE:</b>	STATE TRAINING OFFICER
<b>POSITION NUMBER:</b>	00051884
<b>LOCATION:</b>	ANIMAL INDUSTRY DIVISION, MEAT INSPECTION SECTION, STATEWIDE
<b>POSTING DATE:</b>	SEPTEMBER 25, 2015
<b>APPLICATION DEADLINE:</b>	OCTOBER 7, 2015
<b>WHO MAY APPLY:</b>	ALL QUALIFIED APPLICANTS
<b>PAY GRADE:</b>	14
<b>ENTRY SALARY:</b>	SALARY COMMENSURATE WITH QUALIFICATIONS OF APPLICANT SELECTED

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:** Serve as the Georgia Department of Agriculture's Meat Inspection Section (GMIS) State Training Officer. As such, direct a comprehensive training program for all GMIS personnel to obtain statewide standardization, and provide quality assurance of inspection activities, including the oversight of new employee orientation, on the job training (OJT), online training, classroom training, etc. Prepare reports on the standardization, training, skills proficiency, and technical knowledge of all GMIS personnel. Provide technical support to all GMIS staff, meat industry representatives, and the general public on all aspects of meat inspection and regulatory requirements, including staying current with all new USDA issuances. Provide necessary resources to all trainees and trainers for OJT and classroom training. Correlate with USDA to schedule classroom training for all GMIS staff. Oversee biannual GMIS Newsletter and periodic AskGMIS. Track all training conducted by all GMIS personnel, and stay up to date with current training requirements to ensure GMIS maintains its "equal-to" status with USDA.

**MINIMUM QUALIFICATIONS:** Completion of a bachelor's degree in agronomy, animal science, biology, chemistry or a related area **AND** Two years of experience conducting inspections and investigations for compliance;

**OR**  
Certification as a registered sanitarian or environmental health specialist **AND** Two years of experience conducting inspections and investigations for compliance;

**OR**  
One year in a position equivalent to the lower level.

**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:

- Demonstrated ability to communicate thorough knowledge of all meat laws and rules to others verbally and in writing;
- Proven leadership qualities;

- Five years of experience in meat inspection including experience in slaughter and most other complex processes requiring meat inspection;
- Completion of USDA/FSIS Inspection Methods Training, USDA/FSIS Livestock Slaughter Inspection Training, USDA/FSIS Poultry Inspection Training, USDA/FSIS Enforcement, Investigative, Analysis Officer (EIAO) Training;
- Excellent reading comprehension and analytical ability;
- Strong written and oral communication skills;
- Ability to effectively interact with industry and the general public;
- Computer skills including knowledge and experience with Microsoft Office.

**CONDITION OF EMPLOYMENT:** If the selected candidate is not already EIAO trained, he or she must successfully complete USDA EIAO training at the first available opportunity.

**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](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. 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.**