



GEORGIA DEPARTMENT OF AGRICULTURE

JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

JOB TITLE:	PS: AGRICULTURE COMPLIANCE SPEC 1
POSITION NUMBER:	00052859
LOCATION:	FOOD SAFETY DIVISION – RETAIL METRO DISTRICT, DEKALB COUNTY
POSTING DATE:	10/19/2016
APPLICATION DEADLINE:	11/18/2016
WHO MAY APPLY:	ALL QUALIFIED APPLICANTS
PAY GRADE:	F
JOB CODE:	RCP040
ENTRY SALARY:	\$2,583.34/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: APPLICANT MUST RESIDE IN DEKALB COUNTY OR BE WILLING TO RELOCATE.

This position is located in the Retail Food Section of the Food Safety Division of the GDA. This section is responsible for enforcing state laws, rules and regulations by conducting sanitation inspections of retail food stores. Regulated firms include grocery stores, convenience stores, bakeries, seafood operations, salvage food operations, mobile meat trucks and rolling stores to ensure Good Retail Practices (GRP's) are being followed and the wholesomeness of food is maintained. The retail food safety inspectors, or compliance specialists, conduct random and unannounced inspections of food sales establishments that are licensed by the GDA.

Duties include:

- Inspect and investigate food facilities for compliance with applicable health and sanitation laws and regulations;
- Collect food samples for laboratory analysis;
- Verify accuracy of scales;
- Check refrigeration equipment for proper operation;
- Inspect proper product packaging and labeling;
- Observe food facility employees and ensure proper equipment cleaning procedures and proper handling of insecticides and sanitizing chemicals;
- Write reports;
- Attend and provide training;
- Other duties as assigned.

MINIMUM QUALIFICATIONS: Bachelor's degree in agronomy, animal science, biology, chemistry or related area from an accredited college or university; or certification as a Registered Sanitarian or Environmental Health Specialist.

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 Microsoft Office Suite.

NOTE: THE GEORGIA DEPARTMENT OF AGRICULTURE CONDUCTS BACKGROUND CHECKS ON ALL FINAL CANDIDATES.

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; 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. 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 FOR AN INTERVIEW, PLEASE CONTACT THE PERSONNEL OFFICE AT (404) 656-3615.