



## West Virginia Department of Agriculture

1900 Kanawha Blvd. E., Charleston, WV 25305  
304-558-3550

**Walt Helmick**  
Commissioner

### VACANCY ANNOUNCEMENT

**Title:** Compliance Officer  
**Salary:** Commensurate with Experience  
**Headquarters:** Guthrie Agricultural Center, Charleston  
**Send WVDA  
Application  
& Resume to:** Anne Oravec, Executive Assistant  
West Virginia Department of Agriculture  
1900 Kanawha Boulevard, East  
Charleston, WV 25305-0170  
Phone: 304-558-2221  
E-mail: aoravec@wvda.us  
**Closing Date:** Open Until Filled

**Nature of Work:** Under general direction, an employee in this position will provide overall maintenance of compliance program management which encompasses the establishment of laws, rules, and regulations pertaining to the operations of the division and with the enforcement of these policies.

#### **Examples of Work:**

- Provides guidance to the division director in the formulation and implementation of compliance programs.
- Assists with drafting and/or amends laws, rules, and regulations regarding division programs.
- Justifies, before the legislature, any submissions regarding division policy changes requiring legislative approval.
- Administers state laws, federal contracts, and emergency programs, as required.
- Utilizes USA Plants, LIMS and USA Food Safety computer programs, performing data entry concerning product label claims when samples of products are received for analyses.
- Utilizes these same computer programs, performing data entry of laboratory analyses and generating product dispositions which are reviewed to insure compliance with programs under

the control of the division, assigning an operational status to the manufacturer or distributor of the regulated product.

- Selects and prepares summaries of cases which require review by the division director and/or the Commissioner.
- Participates in hearings and other civil cases at the Department level by presenting policies related to individual cases, arriving at dispositions and penalty assessments, as appropriate. Prepares formal reports for dissemination.
- Participates in conferences, conventions, and all other community programs designed to coordinate the agency's goals and activities with those of other organizations.
- Prepares annual reports, work plans, and similar documents pertaining to programs for submission to the Commissioner.
- Performs related work as required or as directed by the division director.
- Other duties as assigned

**Working Conditions:** Ability to sit, stand, and walk, drive, operate a computer, speak publicly, and outside work. Work in disaster areas, such as floods and fires. Possible work in extreme weather, including heat, cold, rain, and snow. Possibility of work in facilities regulated by the WVDA-READ.

**Required Knowledge, Skills and Abilities:**

- Knowledge of laws, rules and regulations pertinent to the work of the agency.
- Knowledge and abilities in business matters and public administration.
- Knowledge and abilities in the area of social science to include economics, employment, industrial relations, housing, and community relations.
- Ability to interpret laws and regulations for others.
- Ability to deal effectively with complainants, employers, community groups, and the general public.
- Ability in effective public speaking.
- Ability to exercise good judgment in appraising situations and making decisions.

**Minimum Qualifications:**

- ♦ **Training:** Graduation from an accredited 4-year college or university with a degree in a field directly related to the area of assignment.
- ♦ **Experience:** Two years of successful full-time paid employment in the areas of agricultural inspections and related compliance issues.
- ♦ **Substitution:** Graduation from a two-year college and two years of successful full-time paid employment in the areas of agricultural inspections and compliance issues may substitute for the required training.

**Additional Requirements:**

Dependable transportation required and proof of insurance

Satisfactory completion of pre-employment drug and alcohol testing

Satisfactory completion of pre-employment law enforcement background investigation, including DMV records.  
Valid driver's license.

Must maintain a positive image of the Commissioner, West Virginia Department of Agriculture, and the State of West Virginia.