



West Virginia Department of Agriculture

1900 Kanawha Blvd. E., Charleston, WV 25305

304-558-3550

Walt Helmick

Commissioner

VACANCY ANNOUNCEMENT

Title: Compliance Assistance Specialist

Salary: \$30,000

Headquarters: Regulatory & Environmental Affairs Division
Guthrie Agricultural Center

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: An employee in this position works with educational and licensing aspects of the pesticide program relating to assisting pesticide businesses to achieve compliance with pesticide laws and rules. Work is conducted in cooperation with the United States Environmental Protection Agency, United States Department of Agriculture, West Virginia University Cooperative Extension Service, local governing bodies, and industry and applicator groups.

Examples of Work:

- Coordinates statewide compliance activities with Integrated Pest Management for Schools and Day Cares including training, on-site inspections, and communicates with enforcement staff.
- Works with government and industry groups to implement pesticide training and safety programs as required for Regulated Pesticide businesses.
- Contacts pesticide business groups and offers training and educational assistance in achieving compliance in licensure, regulatory compliance, and general safety.
- Assists government, private, and industry groups with certification and recertification workshops to achieve compliance with pesticide laws.

- Prepares educational articles, pamphlets, manuals, and training programs in regard to pesticide education, certification, and recertification.
- Promotes the principles of Integrated Pest Management to provide for the reduced use of pesticides and reduced risk to the public.
- Represents and speaks on behalf of the West Virginia Department of Agriculture at government, private, and industry group conferences and conventions.
- Performs related work as required.

Working Conditions: Standing, sitting, driving, walking, operating a computer, and public speaking.

Required Knowledge, Skills and Abilities:

- Knowledge of state and federal pesticide laws and regulations.
- Knowledge of the requirements for certification and licensing.
- Knowledge of pesticides and their related usage.
- Ability to express ideas clearly, both orally and in writing.
- Ability to perform public speaking in front of large audiences.
- Ability to prepare educational materials and conduct training programs.
- Ability to establish and maintain effective working relationships with other employees, officials, regulated groups, and the general public.
- Ability to organize work and carry out assignments.

Minimum Qualifications:

- ♦ **Training:** Education equivalent to graduation from a standard 4-year college with a degree in the biological sciences, agricultural education, or education in the biological sciences is required. Education beyond a 4-year college degree is desirable.
- ♦ **Experience:** Two years of experience in a field closely related to the area of assignment, such as entomology, agriculture, education, regulatory pesticide inspection, or safety is desirable.

The nature of the work dictates a willingness on the part of the applicant to travel statewide. It is anticipated this position will involve up to 60% travel status.

Additional Requirements:

Valid driver's license required.

Dependable transportation required and proof of insurance.

Pre-employment drug and alcohol testing.

Pre-employment law enforcement background investigation, including DMV records.

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