



## West Virginia Department of Agriculture

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

**Walt Helmick**  
Commissioner

### VACANCY ANNOUNCEMENT

**Title:** Regulatory Officers-Agricultural Materials  
**Division:** Regulatory and Environmental Affairs  
**Headquarters:** Moorefield, WV and Parkersburg, WV

**Salary:** \$30,000.00

**Send WVDA  
Resume &  
Application 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

**Application can be obtained at:** <http://www.agriculture.wv.gov/>

**Closing Date:** Open Until Filled

**Nature of Work:** An employee in this position inspects retail, distribution and manufacturing facilities which handle products that are monitored as stipulated in the laws and regulations of the State and by the policies of the West Virginia Department of Agriculture (WVDA). These products may include but are not limited to: animal feed, pet food, fertilizers, fertilizer secondary containment, agricultural limes, and agricultural and forest seeds. Inspections of other commodities may be required on occasion and may be directed at the discretion of division administrators. Employee may also conduct contract work for the FDA, USDA, and the WVDHHR/BPH.

**Examples of Work Performed:**

- Inspects farm and garden supply stores and samples various lots of animal feeds, fertilizers, lime, seeds, pesticides and other commodities.
- Inspects pet shops to collect samples, check product labels and product registration.
- Responds to consumer complaints regarding products regulated by WVDA.
- Compiles necessary reports and documents.

- Conduct Bovine Spongiform Encephalopathy (BSE) contract with the FDA, with the ability to fill out complex FDA forms and paperwork.
- Compiles necessary reports and documents to be completed after inspections and sampling.
- Conduct recalls for the WVDA or to assist the FDA, USDA, or WVDHHR/BPH when necessary.
- Complete numerous trainings online and in classroom settings to comply with the upcoming Feed Regulatory Program Standards.
- Be proficient in numerous computer programs to complete all inspections and enter data for samples and inspection at all firms.
- Complete weekly time and leave sheets
- Complete Daily Activity Reports to be sent to supervisor weekly.
- Complete monthly transportation log records, cash advances, and send them to supervisors as applicable.
- Provides technical assistance to retailers, producers and distributors.
- Attends state and national meetings and training seminars.
- Performs related and other duties as required by the division administrators.

**Working Conditions:**

- Frequently bend, squat, stand, sit, climb, kneel, reach above shoulder level, push/pull and/or walk for extended period of time, drive motorized equipment, outside work and ability to lift/carry 50 pounds. Work in disaster areas, such as floods and fires. Possible work in extreme weather including heat, cold, rain and snow. Possible work in warehouses, feed/fertilizer facilities, egg facilities, dairy plants, counter freezer firms and any other numerous regulated product facilities regulated by the WVDA READ.

**Required Knowledge, Skills and Abilities:**

- Knowledge of WV Code Chapter 19 relating to duties and responsibilities of the WV Department of Agriculture, Regulatory and Environmental Affairs Division.
- Ability to comprehend and apply complex laws and regulations in diverse situations.
- Ability to communicate clearly and concisely in verbal and written form.
- Ability to make public presentations to industry, schools, professional and community meetings.
- Perform calculations
- Ability to reason and analyze complex situations.
- Ability to organize and carry out work assignments.
- Ability to file and maintain a good record keeping system.
- Possess a working knowledge of computer programs and skills.
- Ability to pay close attention to surroundings and detail so as to detect possible violations of the laws and regulations.
- Considerable travel, approximately 85%, is involved and may include overnight stays.
- Work within an assigned territory; however, may be required to cover additional territory at the discretion of division administrators.

### **Additional Requirements**

- Dependable transportation required and proof of insurance
- Satisfactory completion of pre-employment drug and alcohol testing.
- Satisfactory completion pre- employment law enforcement background investigation, including DMV records.
- Valid driver's license required

### **Minimum Qualifications:**

- **Training:** Graduation from an accredited 4-year college or university with a degree in food science, agriculture, agri-business, criminal justice or related field.
- **Experience:** Two years' experience in a field closely related to the areas of assignment, such as agriculture or investigation experience is desirable.
- **Substitution:** Experience with agricultural inspections and compliance activities may be substituted on a year-for-year basis for the required training.

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### **EQUAL EMPLOYMENT OPPORTUNITY**

The West Virginia Department of Agriculture (WVDA) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, WVDA complies with applicable state and local laws governing nondiscrimination in employment in every location in which it has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.