



**Come work with the**  
**WASHINGTON STATE DEPARTMENT OF AGRICULTURE**

**JOB:**           **Organic Certification Specialist (Environmentalist 2)**

**PAY:**           **Range 43 \$2855.00 - \$3726.00 per month**

**OPENS:**       **January 2, 2009**

**CLOSES:**      **January 23, 2009**

The Department of Agriculture serves the people of Washington by supporting the agricultural community and promoting consumer and environmental protection. Washington State Department of Agriculture's mission is to serve the people of Washington by supporting the agricultural community and promoting consumer and environmental protection.

The Washington State Department of Agriculture (WSDA) Organic Food Program is seeking one permanent full-time employee to evaluate operations for organic certification.

We offer a generous benefit package which includes 11 paid holidays, sick and vacation leave, retirement and insurance, health, dental and vision coverage, tuition reimbursement, free training and classes, and much more. For more information about the Department of Agriculture, visit our website at [www.agr.wa.gov](http://www.agr.wa.gov)

**Location**

There is one opening in Olympia. This is an office position located in the Natural Resource Building.

**Duties**

The WSDA Organic Food Program certifies over 1,100 organic producers, processors and handlers. The open position would evaluate applications and inspection reports for compliance with National Organic Standards and international organic standards. Organic Certification Specialists communicate with organic producers over the phone and through email and letters. Organic Certification Specialists make recommendations on issuing organic certificates or taking enforcement actions when violations occur.

**NOTE:** Applicants must be willing to travel and there will be occasional overnight stays.

**REQUIREMENTS**

**Minimum Qualifications -- Environmental Specialist 2**

A Bachelor's degree involving major study in environmental, physical, or one of the natural sciences, environmental planning or other allied field and one year of professional level experience in environmental analysis or control, or environmental planning.

Additional qualifying experience will substitute, year for year, for education.

OR

One year of experience as an Environmental Specialist 1.

OR

A Master's degree in one of the above fields.

### **Desirable Qualifications**

A Bachelor's degree involving major study in agriculture or other closely allied field and one or more years of professional level experience in commercial food production and handling. (Additional qualifying experience will substitute, year for year, for education.)

Knowledge and experience in organic food certification, processing and handling.

### **Who May Apply**

This recruitment is open to anyone who meets the required qualifications, and has the same or similar qualifications as listed under the desirable qualifications.

### **How to Apply**

Please submit a resume, three professional references, and your responses to the following questions, to the address below.

Linda Pentt, Human Resources Office  
WA State Department of Agriculture  
PO Box 42560  
Olympia WA 98504-2560  
Fax # (360) 902-1821 or e-mail [hr@agr.wa.gov](mailto:hr@agr.wa.gov)

### **Examination – Please follow directions carefully.**

**Briefly describe your experience performing the work listed below.** Type or write your responses on additional sheets of paper, numbering your responses to correspond with each item listed. For each area in which you have experience, list your job title, employer, and the number of months you were employed in the position. Include a brief description of the key tasks you performed, along with any other information requested in the item. Additional information will not be accepted after the closing date of this announcement.

1. **Monitoring and evaluating facilities, products, and/or processes.**
  - a. Describe any work in which you evaluated products, facilities, farms or systems. Briefly describe the reports or other types of documentation you created.
  - b. Describe any work in which you communicated and interacted with farmers, business managers, or others in the regulated community. Briefly describe how you used your communication skills. Include an example of a typical situation in which you used your skills.
2. **Working at a commercial farming operation, commercial food processor, or commercial food distributor.** Give a brief description of your role (duties and level of responsibility). Consider any experience working with equipment, soil management, fertilizers, soil amendments, pest management, pest control materials, harvesting, processing, production, sales and quality assurance. .
3. **Writing and computer skills.** Describe any work in which you created documents or written communication, such as letters, reports, or spreadsheets.
4. **Organic Certification Standards.** Describe your knowledge and experience in organic standards and organic certification.

Keep a copy of your resume and these examination responses. You may be asked about them at the time of an interview.

*The State of Washington actively supports diversity in the workplace and is an equal opportunity employer. Applicants who need assistance in the application process or who need this announcement in an alternative format may call (360) 902-1979 or the Telecommunications Device for the Deaf at 800-833-6388*

