

Program Specialist, Feed, Fertilizer, and Livestock Drugs
Essential Task Rating Results

Task #	Task Statement
1	Act as a technical expert for the feed and Safe Animal Feed Education (SAFE) program in the areas of program development, specifically related to program effectiveness and procedures.
2	Organize and coordinate educational workshops and conferences for animal feeders, and commercial feed manufacturers throughout the state in assisting firms to gain compliance with state and federal laws.
3	Develop and direct the preparation of manuals and training materials such as field inspection manuals, program standard operating procedures, and other program development related documents.
4	Serve as subject matter experts for feed manufacturers in reviewing feed safety plans.
5	Develop education and outreach priorities for the feed and SAFE programs.
6	Coordinate staff in program activities such as area specific working groups as well as SAFE program activities; develop project plans based on identified areas and staff workload to assure quality and timeliness of work.
7	Solicit research and education project proposals such as unidentified feed ingredient research to insure safety and efficacy of unapproved novel feed stuffs.
8	Participate in budget process and project proposals such as SAFE, Technical Advisory Sub-Committee of the Feed Inspection Advisory Board, etc., to assist in determining program needs.
9	Communicate and cooperate in a professional and effective manner with management, staff, and various county, state, and federal agencies, with tact and interpersonal communication skills to establish and maintain effective working relationships.
10	Interpret and apply laws, rules and regulations, policies and procedures, etc. to ensure consistency and compliance with program regulatory needs.
12	Provide training to field staff on the principles and concepts of feed safety plan development proper field inspection procedures, as well as medicated feed labeling.
13	Assist Program Supervisor and Branch Chief in formulation of policy and program strategic plans in implementing regulations regarding the safe manufacture, labeling and use of commercial feed and livestock drugs.
14	Write technical reports, project summaries, or other more complex documents using word processing and spreadsheet software.
15	Analyze project operations, costs, financial commitments, and obligations to project future revenues and expenses or to provide recommendations to program management.
17	Evaluate program effectiveness and implement changes in policies, methods, and procedures as needed.
18	Assist Program Supervisor and Branch Chief in preparing budget requirements for the feed and SAFE program activities.

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19	Prepare correspondence and reports; and respond to telephone inquiries on a daily basis.
20	Establish and maintain cooperative relations with those contacted in the course of work on a daily basis.
21	Maintains inventory and accountability of equipment and supplies to ensure the facility operates effectively and efficiently.
22	Operate standard office equipment such as copiers, computers, fax machines, telephones, etc.
23	Responsible for the care and maintenance of assigned State vehicle, gas credit card, including daily inspection of vehicle for oil, coolant, brake fluid, lights, proper tire inflation, makes sure vehicle is clean inside and out, immediately reports all damage relating to vehicle accidents and/or vandalism.
24	Attend mandatory administrative training on subjects such as defensive driving, sexual harassment, workplace violence etc., as per department policies.