

***Program Specialist, Feed, Fertilizer, and Livestock Drugs
Knowledge, Skill, Ability, and Personal Characteristic Statement
Rating Results***

KSAPC #	Knowledge, Skill, Ability, and Personal Characteristic Statement
K01	Knowledge of animal and plant nutrition, animal health, soil science, fertilizing materials, and usage for commercial fertilizer, agricultural minerals, soil amendments, and auxiliary soil and plant substances.
K02	Knowledge of chemistry involved in analysis procedures involving feed, livestock drugs, and fertilizing materials.
K03	Knowledge of methods and materials used in the manufacture and distribution of commercial feed and livestock drugs and fertilizing materials.
K04	Knowledge of principles of field inspection, sampling, and monitoring of feed, fertilizer, and livestock drugs.
K05	Knowledge of food safety associated with food derived from meat, milk, or eggs.
K06	Knowledge of Federal and State laws and regulations relating to feed, fertilizer, and livestock drug manufacture, sale, and use.
K07	Knowledge of literature in the field of feed, fertilizer, and livestock drugs and sources of research information.
K08	Knowledge of basic chemistry including organic as well as inorganic principles.
K12	Knowledge training techniques (e.g., on the job, classroom, coaching) to educate staff on topics relating to job tasks to improve performance and productivity.
K15	Knowledge of basic computer applications such as word processing, spreadsheet and database software.
A01	Ability to interpret and apply Federal and State laws and regulations relating to feed, fertilizer, and livestock drugs.
A02	Ability to determine the necessity for taking mixing profile or flush verification samples for laboratory analyses.
A03	Ability to plan, organize, and direct feed, fertilizer, and livestock drug activities throughout the state.
A04	Ability to direct and evaluate the work of others in inspection, sampling, and investigations of feed, fertilizer, and livestock drugs.
A05	Ability to communicate effectively with the public, government agencies, industry, program managers, and staff for successful job performance by telephone, memorandums, electronic mail, or in person.
A06	Ability to establish and maintain cooperative relations with those contacted in the course of work.
A07	Ability to gather samples from difficult locations including trains, trucks, tractors, tanks, and mines.

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A08	Ability to use computer database to gather information and confirm compliance of feed licensees, and feed products.
A09	Ability to determine program equivalency with state and federal laws, rules, and regulations.
A10	Ability to maintain a professional demeanor when representing the department/agency.
A11	Ability to provide formal or informal training to staff relating to the tasks of the position.
A12	Ability to write complex documents such as letters, memoranda, or other correspondence in order to communicate effectively with other departmental staff, state agencies, or the general public using correct grammar, and spelling.
A13	Ability to write complex documents such as reports, procedures, rules, regulations and instructions using correct grammar, and spelling to comply with legislative mandates, complete assigned work, and ensure the department/agency meets goals or fulfills the mission.
A14	Ability to read and interpret written documents of varying complexity including departmental policy manuals and guides, legislative mandates, instructional guides, written correspondence, inspection reports, and related laboratory findings, etc.
A15	Ability to analyze situations accurately, solve complex problems, and adopt an effective courses of action to make decisions or recommendations.
A16	Ability to manage workload independently with minimal supervision.
A17	Ability to prioritize work assignments appropriately.
A18	Ability to foster respect for cultural, race, and gender diversity, as well as their individual differences among staff members.
A19	Ability to take and follow direction from supervisors and management.
A20	Ability to use various software programs in order to prepare correspondence, reports, etc. Such as microsoft excel; point power; inspect database.
A21	Ability to use standard office equipment, electronic devices, and machines (e.g., fax, copier, telephone, computers, calculators) to facilitate departmental operations.
A22	Ability to maintain a work environment that is free of discrimination and harassment.
PC01	Willingness to follow safety procedures per department policy.
PC02	Work irregular hours at various locations throughout the state.
PC03	Willingness to travel when required to attend in-state and out-of-state meetings.
PC04	Possess a high degree of objectivity, dependability, diplomacy, tact, accuracy, keenness of observation and perceptiveness.
PC05	Willingness to perform job duties in adverse conditions (e.g. extreme weather conditions, noise, and fast moving equipment)
PC06	Willingness to work in the field as well as in an office environment.