



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Daniel Dickerson, Fiscal Analyst *DD*
Date: August 2, 2017
Subject: Limited-Service Position Request #2885

Enclosed please find one (1) item, a request for two (2) limited-service positions, which the Joint Fiscal Office has received from the administration.

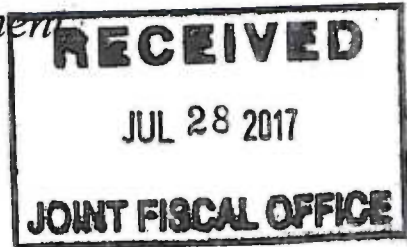
JFO #2885 – Two (2) limited-service positions within the Agency of Agriculture, Food and Markets. The positions would both be titled Agriculture Production Specialist I and would be tasked with performing inspections under the Agency's new Produce Safety Program. Funding for the program has been provided by the federal government as part of a \$3.6 million grant that was previously approved by the Joint Fiscal Committee at its meeting on November 14, 2016 (JFO #2857). The Agency stated that it would be looking for approval to establish a total of eight limited-service positions for the program over the duration of the grant funding period of five years. Five limited-service positions were approved at the time that the grant was approved and two more are being requested in this packet.

[JFO received 7/28/17]

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; ddickerson@leg.state.vt.us) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by August 16, 2017 we will assume that you agree to consider as final the Governor's acceptance of these requests.

JFO 2885

Vermont Department of Finance & Management
Office of Budget and Management



To: Adam Greshin, Commissioner
From: David Beatty, F&M Budget Analyst *DB*
Date: July 24, 2017
Subject: Agency of Agriculture (VAAFAM) – Request for 2 new Limited Service positions

The Vermont Agency of Agriculture, Food and Markets (VAAFAM) received JFO approval #2857 in December 2016 for a 5-year, \$3.625 million grant for the design, development and implementation of Vermont's Produce Safety Program, including 5 new Limited Service positions. The grant comes from the Department of Health and Human Services, Food and Drug Administration (FDA).

The original grant anticipated adding 3 more positions in future years of the grant period.

VAAFAM is now ready and requests to add 2 new Agricultural Production Specialists to conduct safety inspections for the program.

The positions will be supported 100% by federal funding.

I recommend your approval of this position request.



Adam Greshin, Commissioner of F&M

25 July 17

Date

**STATE OF VERMONT
Joint Fiscal Committee Review
Limited Service - Grant Funded
Position Request Form**

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Agency of Agriculture, Food & Markets Date: June 26, 2017

Name and Phone (of the person completing this request): Abbey Willard, (802) 272-2885

Request is for:

- Positions funded and attached to a new grant.
 Positions funded and attached to an existing grant approved by JFO # 2857

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):

Department of Health and Human Services - Food and Drug Administration - Office of Partnership and Office of Regulatory Affairs

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

<u>Title of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Agricultural Production Specialist 1	2	FSCP/Consumer Protection Section	7/1/17-6/30/18

*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

As VAAFM designs and implements its Vermont State Produce Safety Program, these positions' responsibility to assist with the development of the inspection approach followed by engagement in inspection, compliance, regulatory and administrative work involving enforcement of state and federal produce safety-related laws will be critical to the launch and long-term success of the program.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required).

Abbey Willard 6/30/2017
 Signature of Agency or Department Head Date

Molly Paul 7/7/17
 Approved/Denied by Department of Human Resources Date

[Signature] 25 July 17
 Approved/Denied by Finance and Management Date

[Signature] 7/25/17
 Approved/Denied by Secretary of Administration Date

Comments:

DHR signature indicates (from staffing / workload perspective) the request makes sense and appears reasonable. DHR does not have access to budget / cost data.

JUL 11 2017
DHR - 11/7/05



Agency of Agriculture Food & Markets
116 State Street
Montpelier, VT 05620
www.VermontAgriculture.com

Memorandum

TO: Sam Winship, Asst Director Budget & Management, Finance & Management
Daniel Dickerson, Fiscal Analyst, Joint Fiscal Committee

FROM: Alyson Eastman, Deputy Secretary

Agency of Agriculture, Food & Markets

A handwritten signature in black ink, appearing to read "Alyson Eastman".

DATE: June 30, 2017

SUBJECT: CREATION OF TWO LIMITED SERVICE POSITIONS FOR PRODUCE SAFETY PROGRAM INSPECTIONS

This memo is to request creation of two Agricultural Production Specialist 1 positions to conduct inspections for the VT state Produce Safety Program. Both Limited Service Positions will be supported by the federal funding from FDA (Grant #: 1U18FD005897-01) received in September 2016 for the development and implementation of Vermont's Produce Program. FDA's Notice of Award contains budget summaries for all five years, totaling \$3,625,000 through 6/30/21.

These positions were referenced in the eight (8) total positions included in the original Joint Fiscal Office and Finance & Management request for "Receipt of FDA funding for the creation of Vermont's State Produce Safety Program". The FDA cooperative agreement funding will allow the Vermont Agency of Agriculture, Food and Markets (VAAFAM) to design, develop, and implement a Vermont State Produce Safety Program that advances efforts for a nationally integrated food safety system by encouraging the safe production of fresh fruits and vegetables and promoting understanding and compliance with the requirements of FDA's Rule, *Standards for Growing, Harvesting, Packing, and Holding of Produce for Human Consumption* ("Produce Safety Rule").

The Agricultural Production Specialist 1 positions will conduct the following tasks:

- Assist in developing a state-level produce safety inspectional program that meets FDA rule requirements and supports public health;
- Perform on farm readiness reviews and other forms of technical assistance for the FSMA produce growers likely covered under the Produce Safety Rule;
- Engage in compliance and enforcement activities associated with produce inspections beginning 2018.

This memo is accompanied by our Agency's Limited Service Position Request form, position justification, and supporting Request for Reclassification materials.

Thank you for your review of this request.



Vermont Produce Safety Program Development: Position Justification

The Vermont Agency of Agriculture, Food and Markets (VAAFAM) will establish the following Limited Service Positions:

Agricultural Production Specialist 1

Under the supervision of the Consumer Protection Chief, these new Limited Service Positions will be responsible for assisting with the development of the inspection approach followed by engagement in inspection, compliance, regulatory and administrative work involving enforcement of state and federal produce safety-related laws will be critical to the launch and long-term success of the Vermont Produce Safety Program.

The production specialists will support VAAFAM's Produce Program team and additional partners in developing the inspectional approach and engaging with the produce industry and stakeholders in understanding the requirements of this new federal rule. The first group of produce growers will come under compliance of FDA's Food Safety Modernization Act (FSMA) Produce Safety Rule beginning in January 2018. Their scope of work will likely include:

- Assist leadership staff in developing a state-level produce safety inspectional program that meets FDA's Food Safety Modernization Act (FSMA) Produce Safety Rule requirements and supports public health;
- Perform on farm readiness reviews and other forms of technical assistance for the FSMA produce growers likely covered under the Produce Safety Rule;
- Engage in compliance and enforcement activities associated with produce inspections once they begin in 2018.

These positions are new to VAAFAM's Food Safety and Consumer Protection Division and will be fully funded with FSMA cooperative agreement funding approved through JFO #2857 in December 2016.

VERMONT DEPARTMENT OF PERSONNEL
Request for Classification Review
Position Description Form A

- **This form is to be used by managers and supervisors to request classification of a position (filled or vacant) when the duties have changed, and by managers and supervisors to request the creation of a new job class/title (for a filled, vacant, or new position), and by employees to request classification of their position.**
- This form was designed in Microsoft Word to download and complete on your computer. This is a form-protected document, so information can only be entered in the shaded areas of the form.
- If you prefer to fill out a hard copy of the form, contact your Personnel Officer.
- To move from field to field use your mouse, the arrow keys or press Tab. Each form field has a limited number of characters. Use your mouse or the spacebar to mark and unmark a checkbox.
- Where additional space is needed to respond to a question, you might need to attach a separate page, and number the responses to correspond with the numbers of the questions on the form. Please contact your Personnel Officer if you have difficulty completing the form.
- The form must be complete, including required attachments and signatures or it will be returned to the department's personnel office. All sections of this form are required to be completed unless otherwise stated.

INSTRUCTIONS: Tell us about the job. The information you provide will be used to evaluate the position. It will not be used in any way to evaluate an employee's performance or qualifications.

Answer the questions carefully. The information you give will help ensure that the position is fairly evaluated. Here are some suggestions to consider in completing this questionnaire:

- Tell the **facts** about what an employee in this position is actually expected to do.
- Give **specific examples** to make it clear.
- Write in a way so a person unfamiliar with the job will be able to understand it.
- Describe the job **as it is now**; not the way it was or will become.
- Before answering each question, read it carefully.

To Submit this Request for Classification Review: If this is a filled position, the employee must sign the original* and forward to the supervisor for the supervisor's review and signature. The Personnel Officer and the Appointing Authority must also review and sign this request before it is considered complete. The effective date of review is the beginning of the first pay period following the date the complete Request for Classification Review is date stamped by the Classification Division of the Department of Personnel.

*An employee may choose to sign the form, make a copy, submit original to supervisor as noted above, while concurrently sending the copy to the Classification Division, 144 State Street, Montpelier, with a cover note indicating that the employee has submitted the original to the supervisor and is submitting the copy as a **Concurrent** filing.

If this is a request (initiated by employees, VSEA, or management) for review of all positions in a class/title please contact the appropriate Classification Analyst or the Classification Manager to discuss the request prior to submitting.

Request for Classification Review Position Description Form A

For Department of Personnel Use Only

Notice of Action # _____		Date Received (Stamp)
Action Taken: _____		
New Job Title _____		
Current Class Code _____	New Class Code _____	
Current Pay Grade _____	New Pay Grade _____	
Current Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____		
New Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____		
Classification Analyst _____	Date _____	Effective Date: _____
Comments: _____		Date Processed: _____
Willis Rating/Components: _____	Knowledge & Skills: _____	Mental Demands: _____
	Working Conditions: _____	Accountability: _____
	Total: _____	

Incumbent Information:

Employee Name: Employee Number:
Position Number: Current Job/Class Title:
Agency/Department/Unit: Work Station: Zip Code:
Supervisor's Name, Title, and Phone Number:
How should the notification to the employee be sent: employee's work location or other address, please provide mailing address:

New Position/Vacant Position Information:

New Position Authorization: Request Job/Class Title: Agricultural Production Specialist I
Position Type: Permanent or Limited / Funding Source: Core, Partnership, or Sponsored
Vacant Position Number: Current Job/Class Title:
Agency/Department/Unit: AAFM Work Station: Montpelier Zip Code: 05602
Supervisor's Name, Title and Phone Number: Henry Marckres, Consumer Protection Section Chief,
828-3458

Type of Request:

- Management:** A management request to review the classification of an existing position, class, or create a new job class.
- Employee:** An employee's request to review the classification of his/her current position.

1. Job Duties

This is the **most critical** part of the form. Describe the activities and duties required in your job, **noting changes (new duties, duties no longer required, etc.) since the last review**. Place them in order of importance, beginning with the single most important activity or responsibility required in your job. The importance of the duties and expected end results should be clear, including the tolerance that may be permitted for error. Describe each job duty or activity as follows:

- **What it is:** The nature of the activity.
- **How you do it:** The steps you go through to perform the activity. Be specific so the reader can understand the steps.
- **Why it is done:** What you are attempting to accomplish and the end result of the activity.

For example a Tax Examiner might respond as follows: **(What)** *Audits tax returns and/or taxpayer records.* **(How)** *By developing investigation strategy; reviewing materials submitted; when appropriate interviewing people, other than the taxpayer, who have information about the taxpayer's business or residency.* **(Why)** *To determine actual tax liabilities.*

APICULTURE PROGRAM - The incumbent is responsible for the educational and technical work with the Vermont Apiary Program. Duties include the inspection of honey bee colonies for the presence of diseases, parasites, other abnormalities, and the proper use of pesticides to control parasitic mites. Technical assistance is provided to beekeepers for the prevention and control of various bee diseases and parasites. Education is provided through management tools to maintain a healthy bee population in Vermont for both honey production and pollination purposes. This apiary work involves considerable interaction with a variety of sizes of beekeeping operations throughout the state.

The most important duty in this program involves the inspection of bee colonies for the presence of diseases and pests. This is accomplished by contacting the owner of the bee hives, locating the hive locations, then opening each hive to view the areas where the bees raise their young. The incumbent must be able to identify and diagnose all the major bee diseases, syndromes and parasites that may affect bee colonies in Vermont. The proper diagnosis involves careful examination, sample analysis and attention to detail, requiring significant knowledge of the biology and behavior of honey bees and their related ailments. Once the problem is identified or diagnosed, the proper course of action or treatment is communicated to the beekeeper in order to rectify the problem. The correct course of action is often dictated by the interpretation and application of the Vermont Apiary Laws and Regulations, which relate to the management, transportation and disease control in honey bee colonies. It is imperative that the proper disease diagnosis is made, as some issues involve the destruction of the hives. Some diseases can be devastating to a bee colony, and one in particular, American Foulbrood Disease, is highly contagious and lethal to bee colonies, and if left undiagnosed, can easily spread to nearby bee colonies.

Another component of this inspection program is an evaluation of the management of the bee colony and how the beekeeper can make improvements to maximize honey production. This is accomplished by talking with beekeepers to determine the history of their colonies, and reviewing past management practices that might have hindered colony productivity. Recommendations may include demonstration of hive manipulations, information regarding new equipment or hive components, providing informational materials, or providing references to other sources of scientific research.

The incumbent also assists with the Apiary Database, which records and tracks all registered beekeepers, hive locations, colony numbers and inspection data statewide. Currently, there are approximately 1,000 registered beekeepers with 10,000 hives at

around 2,200 locations throughout the state.

Additional responsibilities include the monitoring of miticides and other chemicals and drugs used in bee hives to ensure compliance with EPA and FDA labeling requirements. This is vital to prevent possible contamination of the hives. Hives may be inspected during treatment periods and meetings are held with beekeepers to ensure their understanding of the Federal labels on the products they want to use. The incumbent works with the Vermont beekeeping industry to secure EPA registration of general and special use pesticides for use in Vermont.

Other duties include serving as a link on a statewide basis between beekeepers, governmental agencies, researchers and the general public on a variety of bee related issues. The incumbent also may provide beekeeping classes and workshops to pass on the latest information relating to bees and beekeeping, disease and pest control. Surveys are done to assess production and colony status to provide information to national beekeeping groups and governmental agencies. Assistance is given to the Vermont Beekeepers Association to develop promotional material that provides accurate information to beekeepers in the state and helps to coordinate buyers and sellers of bees, honey and beekeeping equipment.

The incumbent works closely with USDA supervisors in implementing Federal - State programs. The incumbent also attends and participates in professional seminars, workshops and training programs which contribute to uniformity of grading, regulatory inspections and audits, as well as continual professional development.

USDA Good Agricultural Practices (GAP) and Good Handling Practices (GHP) Program. With the increasing focus on good agricultural practices to verify that farms are producing fruits and vegetables in the safest manner possible, third party audits are being utilized by the food wholesale, retail and food service industries to verify their suppliers are in conformance with specific agricultural best practices. Since 1999, the USDA Agricultural Marketing Service (AMS) has been actively involved with the produce industry offering auditing services throughout the food chain to verify that best practices are being followed. AMS, in partnership with state departments of agriculture, (cooperative agreement mentioned above), offers a voluntary, audit based program that verifies adherence to the recommendations made in the Food and Drug Administration's "Guide to Minimize Microbial Food Safety Hazards for Fresh Fruits and Vegetables". The emphasis of the GAP & GHP Audit is to evaluate a farm/facility's efforts to reduce the possibility of microbial contamination in raw agricultural products. The GAP & GHP Audit Verification Program is composed of three major sections: Good Agricultural Practices which examines farm practices; Good Handling Practices which concentrates on packing facilities, storage facilities and wholesale distribution centers; and Food Defense protocols utilized throughout the food chain. Major components that are evaluated during the Audit include: source and use of agricultural and processing water; cooling methods and operations for raw produce; the use of manure, compost and other soil amendments; animal feces, both domestic and wild; worker health and hygiene, especially proper handwashing techniques and toilet facilities; field sanitation as it relates to harvesting activities, including handling, washing, cooling, packaging and transportation; the packing facility including handling and processing equipment, water usage, mechanical systems; short and long term refrigerated storage; transportation activities including trucks and other conveyances; loading and unloading of raw produce; and traceback, which provides a method of tracking the movement of produce from the farm to the consumer and back.

A GAP & GHP Audit is made up of several phases: planning and preparation; an opening meeting; the actual audit; an exit meeting; follow-up audit, if necessary; and the unannounced surveillance review. Various activities take place during each of these

phases.

Audits must be prepared and planned for in advance. Once a client has requested an audit and an audit agreement has been signed by both parties, the auditor will begin preparing for the audit. This phase can take up to several hours depending upon the complexity of the audit and the facility. Planning and preparation for the upcoming audit will include such items as reviewing the GAP & GHP specifications and the participants' written food safety manual, and specific areas to be audited within the facility or on the farm. The audit plan is based on the written food safety plan, procedural manuals, standard operation procedures, and any auditee generated specifications developed and implemented by the auditee, as well as knowledge of previous (past audits) or current problems and corrective actions.

The initial audit is an annual, announced (scheduled) audit that verifies the farm/facility's compliance with the requirements of the USDA GAP & GHP Audit Verification Program. After the scope of the audit has been established, an organized audit plan is developed to follow a systematic audit path.

On the scheduled date, an opening meeting is conducted between the auditor and the Food Safety Manager, Farm Manager, or Farm/Facility Owner. The auditor will reiterate the audit purpose, review the audit scope, request pertinent records/documentation and review the audit plan.

The actual audit may take several hours or longer, depending upon the complexity of the audit and the facility; the physical size of the farm/facility; and the number of employees. The Audit Checklist is made up of a series of scopes, each with questions assigned a point value. The audit verifies the farm/facility's efforts to meet the specific requirement or question. A score of 80% or higher must be achieved in order to pass a specific scope of the audit. Each requested scope must be passed in order for the farm/facility to pass the entire audit. An important part of audit implementation is process verification. This consists of asking questions, interviewing management and employees and observing the practices of the auditee's employees or contracted staff to determine if their actions are in compliance with the specified requirements. Observations include those listed specifically on the audit checklist as well as those on the farm or work site; rules as applied to employees; health and safety regulations; and verification of special training, education or experience required by the auditee. At the completion of the audit phase, the checklist is reviewed for completeness and the points totaled. The product of an audit is a written report. The completed checklist, scoresheet and any corrective action reports are all part of the audit report.

The exit meeting is usually the last phase of the audit. The primary purpose of the audit is to verify compliance with the criteria in the audit checklist and auditee's food safety plan, and highlight the need for corrective action on non-conformities revealed during the audit. In this phase, the auditor discusses the audit, presents the findings, issues the audit report plus any supporting documents and supplemental records, and allows the auditee an opportunity to address corrective actions, if non-conformities exist. A complete copy of all audit materials is supplied to the auditee.

A follow-up audit is performed if the farm/facility's initial audit does not meet the minimum passing score, or receives an automatic unsatisfactory, and the auditee wants to continue on the GAP & GHP program. The follow-up audit includes all the audit phases as the initial audit, as well as a review of the corrective action report.

An Unannounced Surveillance Review is performed to verify that a farm/facility is still in conformance with the requirements of the USDA GAP & GHP program. This audit is conducted at some point after the auditee has successfully passed an initial audit or

follow-up audit.

Audits are performed statewide.

USDA/AMS COUNTRY OF ORIGIN LABELING AUDITOR -

Country of Origin Labeling is a labeling law that requires retailers, such as full-line grocery stores, supermarkets, and club warehouse stores, to notify their customers with information regarding the source of certain foods. Food products, (covered commodities) contained in the law include muscle cut and ground meats: beef, veal, pork, lamb, goat, and chicken; wild and farm-raised fish and shellfish; fresh and frozen fruits and vegetables; peanuts, pecans, and macadamia nuts; and ginseng.

Review (Inspection) locations and frequency are pre-determined and assigned to reviewers by USDA/AMS.

The following outlines the responsibilities and procedures that are followed when performing COOL inspection duties:

Responsibilities:

Representatives operating under delegated authority from USDA/AMS shall:

- a. Possess valid official government issued picture identification.
- b. Identify themselves to retail facility officials by using their official identification.
- c. Indicate to facility officials that they are an agent of the USDA conducting an official review to verify compliance with the COOL requirements of the 2002 Farm Bill.
- d. Dress appropriately and conduct themselves in a professional manner at all times.
- e. Interact with retail facility personnel in a courteous and diplomatic manner while remaining observant and thorough in conducting the review.
- f. Limit the scope of the review to the covered commodities offered for retail sale and the supporting documentation that verifies COOL compliance at the retail facility.
- g. Conduct an opening and closing meeting with the retail facility officials.
- h. Answer any questions and provide information concerning the COOL regulation requirements.
- i. Discuss all findings with the retail facility official during the closing meeting.
- j. Consider any information gathered during the review as confidential, not to be shared with officials or employees of other stores or businesses.
- k. Complete the applicable forms in the COOL Retail Surveillance Workbook and submit to USDA at the designated contact point.
- l. Ensure proper expense information is submitted to USDA, when applicable.

Review (Inspection) Procedures:

1. Prior to the inspection, review COOL reference documents and become familiar with all COOL requirements and covered commodities.
2. Enter pre-assigned retail information into COOL Workbook and Worksheet.
3. Upon arrival at the facility, the reviewer shall introduce themselves as a representative of the USDA; provide the facility representative with official government identification; and request a meeting with the facility manager, or other appropriate official.

4. Conduct an opening meeting to explain the scope and object of the review. This is the store's labeling of covered commodities for country of origin and method of production and the supporting documentation to verify COOL compliance for all covered commodities available for sale at the retail facility. The object of the review is to determine the retail facility's compliance to the COOL regulation requirements.
 5. Provide a short summary of the methods and procedures to be used to conduct the review.
 6. Inform the facility representative that records will be required for two randomly selected covered commodities for the purpose of: a) Verifying the accuracy of the country of origin and method of production labeling. b) Providing information about the previous supplier along with a unique identifier that will permit traceability to the importer or the supplier that is responsible for initiating the COOL claims.
 7. Gather and verify statistical information about the retail facility (mailing address, phone number, etc.)
 8. Examine all covered commodities available for retail sale at the facility to evaluate if the items are labeled or identified in compliance with COOL regulation requirements.
 9. If a non-compliance finding is identified, bring this to the attention of the facility representative.
 10. Document information on the Worksheet for any covered commodities that are not identified in accordance with the COOL regulation requirements. Record the name of the non-complying item and briefly summarize the non-compliance finding on the Worksheet.
 11. Select two covered commodities to conduct an in-store traceback for the purpose of verifying the accuracy of the COOL information and to provide information on the previous supplier of the covered commodity. This may include examining bills of lading, shipping manifests, receiving documents, product labels, or any other document that will verify the country of origin declaration and method of production designation for the selected item.
 12. When all covered commodities have been reviewed and the tracebacks have been completed, the Worksheet is finalized.
 13. Conduct a closing meeting with the facility representative. At this time, provide them with the completed Checklist with any non-compliance findings summarized. Discuss the review and any findings that have been identified.
 14. Inform the facility representative that the findings are not official until they are reviewed by the COOL Program Manager and that they will receive a letter from USDA requesting corrective actions to address the findings, if applicable.
 15. Answer all questions pertaining to the review or findings, and conclude the meeting.
- COOL Reviews are conducted statewide.

OTHER REGULAR DUTIES - Involves some of the work now performed by a Consumer Protection Specialist. The general Class Definition indicates technical inspections and enforcement work for the VAAFM involving the inspection and testing of bulk and retail commodities, and agricultural products. Duties involve ensuring adherence to established standards and measures in the production, packing, and sale of goods and services. The incumbent will be assigned duties related to the inspection and testing of fresh produce inspections, product grading and judging (maple syrup), and consumer complaints.

2. Key Contacts

This question deals with the personal contacts and interactions that occur in this job. Provide brief typical examples indicating your primary contacts (not an exhaustive or all-inclusive list of contacts) other than those persons to whom you report or who report to you. If you work as part of a team, or if your primary contacts are with other agencies or groups outside State government describe those interactions, and what your role is. For example: you may *collaborate, monitor, guide, or facilitate change*.

The incumbent is a duly appointed representative of the VAAF and is expected to interact professionally with representatives from other agencies for purposes of communication, collaboration and coordination of related programs. These contacts include the United States Department of Agriculture, the United States Environmental Protection Agency, United States Food and Drug Administration, Vermont Department of Health, Vermont Agency of Natural Resources, University of Vermont Extension System, other State Agriculture Agencies as well as other state extension personnel, and representatives of the various commodity groups in Vermont.

Through the course of normal duties, including compliance and technical assistance, investigations, inspections, audits, referrals and complaints, the Incumbent will deal with a broad group of professionals. This group includes, but is not limited to beekeepers; fruit and vegetable growers; orchardists; consultants; educational and institutional food service personnel; wholesale and retail grocery store personnel, both employees and owners; and community supported agriculture organizers. When investigating consumer complaints, the incumbent will deal with all facets of the general public from amiable to irate.

3. Are there licensing, registration, or certification requirements; or special or unusual skills necessary to perform this job?

Include any special licenses, registrations, certifications, skills; (such as counseling, engineering, computer programming, graphic design, strategic planning, keyboarding) including skills with specific equipment, tools, technology, etc. (such as mainframe computers, power tools, trucks, road equipment, specific software packages). Be specific, if you must be able to drive a commercial vehicle, or must know Visual Basic, indicate so.

Special Licenses and Certifications:

USDA/AMS Processed Based GAP & GHP Auditor License

USDA GAP & GHP Auditor Training Certificate

USDA Country of Origin Labeling Retail Surveillance Training Certificates

Skills, Knowledge and Abilities:

Investigation skills, including regulatory and technical knowledge, professional interviewing skills, understanding of body language and distraction, effective research and documentation abilities, resourcefulness and the ability to remain unbiased.

Communication Skills - must be able to display tact and diplomacy, be empathetic, and act in a professional manner at all times.

Writing Skills - must be able to prepare documents and reports on all aspects of work performed including audits, inspections, complaints, letters and memos, technical

assistance leaflets and guidelines, newsletters, and testimony for legislative committees.

Public Speaking Skills. - must be able to present materials in a clear and concise manner to a wide range of audiences. This would include various commodity and special interest groups, the general public, agency staff, and legislative committees.

Computer Skills - must be able to enter and retrieve data from the Agency databases; have the ability to research other state and federal agency's databases; be able to work with spreadsheets and internet resources; write and file electronic reports; maintain and organize the official data produced during the course of routine work activities, audits and inspections.

Laboratory Skills, including the use of microscopes and common lab equipment.

Working knowledge of audit theory, principles and practices.

Working knowledge of the principles and practices involved in the production of agricultural commodities, including plant growth factors, harvesting, storage and processing.

Working knowledge of agricultural economics and production methods.

Working knowledge of equipment and machinery used to produce and harvest crops.

Knowledge of the more common means of communicable disease transmission as it relates to the production of vegetable and fruit crops.

Knowledge of the bacteriological and chemical characteristics of water.

Knowledge of food safety procedures in applicable audit and inspection programs.

Knowledge of the methods and techniques involved in processing, retailing, warehousing and marketing of agricultural commodities.

Knowledge of food safety risk assessment and avoidance strategies in produce production.

Ability to interpret and explain grades, regulations and standards of the grading service to producers, shippers, buyers and the public.

Ability to gather and organize information for required reports and maintain records of inspection and auditing services.

Ability to establish and maintain effective working relationships with producers, packers, shippers, buyers and the public, as well as senior administrators at both the state and federal level.

Ability to exercise proper judgement and discretion in the application of rules and regulations.

Ability to enforce regulations tactfully but firmly.

Ability to communicate effectively, both orally and in writing.

Ability to prepare and present a variety of educational programs for a variety of applicable individuals and groups.

Ability to make mathematical computations with speed and accuracy.

Other Skills:

Familiar with the following Acts, Laws, Handbooks, Standards, Guides, and Manuals:

Federal Honeybee Act

Federal Insecticide, Fungicide and Rodenticide Act

6 VSA, Chapter 23 (VT Apple Grading Law)
6 VSA, Chapter 37 (VT Unit Pricing Law and Regulations)
6 VSA, Chapter 87 (VT Pesticide Law)
6 VSA, Chapter 172 (VT Apiary Law)
9 VSA, Chapter 73 (VT Weights and Measures Law)
NIST Handbook 112 (Examination Procedures Outlines for Commercial Weighing and Measuring Devices)
NIST Handbook 44 (Specifications, Tolerances, and Other Technical Requirements for Weighing and Measuring Devices)
U.S. Dept. of Labor OSHA Standards for Agriculture
U.S. Standards for Grades of Apple
FDA Guide to Minimize Microbial Food Safety Hazards for Fresh Fruits and Vegetables
Diagnosis of Honeybee Diseases Manual
Equipment and Tools the incumbent must be familiar with include:
Apiary Inspection tools
Maple and Honey Grading tools, including refractometers, optical grading standards and hydrometers
Digital Camera
Global Positioning System devices
Computers and related equipment

4. Do you supervise?

In this question "supervise" means if you direct the work of others where you are held **directly** responsible for assigning work; performance ratings; training; reward and discipline or effectively recommend such action; and other personnel matters. List the names, titles, and position numbers of the classified employees reporting to you:

No

5. In what way does your supervisor provide you with work assignments and review your work?

This question deals with how you are supervised. Explain how you receive work assignments, how priorities are determined, and how your work is reviewed. There are a wide variety of ways a job can be supervised, so there may not be just one answer to this question. For example, some aspects of your work may be reviewed on a regular basis and in others you may operate within general guidelines with much independence in determining how you accomplish tasks.

The Federal - State work performed as an Auditor, is under the general review of the Federal Program Manager in Jessup, Maryland. The actual work assignments including the scheduling and conducting of audits and inspections are all set by the Chief, as well as State program goals and priorities. USDA Country of Origin Labeling Inspections and Consumer Protection Specialist duties are supervised by the Chief of the Consumer

Protection Section in the VAAF.M.

6. Mental Effort

This section addresses the mental demands associated with this job. Describe the most mentally challenging part of your job or the most difficult typical problems you are expected to solve. Be sure to give a specific response and describe the situation(s) by example.

- For example, a purchasing clerk might respond: *In pricing purchase orders, I frequently must find the cost of materials not listed in the pricing guides. This involves locating vendors or other sources of pricing information for a great variety of materials.*
- Or, a systems developer might say: *Understanding the ways in which a database or program will be used, and what the users must accomplish and then developing a system to meet their needs, often with limited time and resources.*

Due to the diversity of this job, the incumbent is often subject to considerable mental effort and stress. The various duties of this job require interactions with a wide range of agricultural establishments, institutions, businesses and people. This would include many types of agricultural enterprises, Federal and State personnel, university experts, educational and hospital food service personnel, food retailers, wholesalers, distributors and shippers, and members of the general public associated with or impacted by these establishments, institutions or businesses. The incumbent must possess a fluent knowledge of the related programs, as well as the state and federal laws, regulations and guidelines that affect them.

One of the main duties of the USDA GAP & GHP Auditor involves the scheduling of audits at farms during the growing and harvesting season. This is frequently problematic as many growers have the same or similar crops which they would like to have certified in an audit. In many cases, there is a limited amount of time available in which to conduct the audit, due to the requirements set by the USDA for the audit process. Considerable mental effort is necessary to juggle the needs of the growers, the weather (harvesting activities which must be observed and evaluated are often weather dependent), the daily and seasonal harvest schedule of the particular crop, and the travel time and distance to the audit site. These factors frequently lead to extended working hours by the incumbent. Another area that involves considerable mental effort is the actual audit itself. Most questions in the audit are required to have an associated document, record or procedure that must be evaluated by the auditor to determine if the points for that particular question can be awarded. The auditor must rely on training, judgement, experience and common sense to determine if the question was adequately answered by the auditee. This can often lead to disagreements, which must be handled in a diplomatic and fair manner. Growers have often spent a considerable amount of time and money in writing their food safety plan, setting up their worker training programs, writing their standard operating procedures, preparing records and logs, reviewing all of their cultural, harvesting, packing, handling and shipping activities, as well as training their employees. Growers have had to do this in response to demands from wholesale food buyers that are demanding third party food safety certification in order for the grower to continue to do business with them. This often leads to a question by question challenge or discussion as to why points for a particular question have not been awarded. This puts a considerable amount of stress on the auditor to be totally objective, and at the same time, to be receptive to the view point of the auditee. The final judgement must be made on how well the auditee has addressed the particular question by careful and unbiased observation of the practice or procedure and review of supporting documentation. For most of the growers, passing the audit is imperative for them to keep their produce supply contracts with wholesalers. The value of these contracts

is often in the tens of thousands of dollars, and for the larger growers, hundreds of thousands of dollars. This fact contributes to the stress level of the entire audit process.

The Apiculture Program has additional mental demands. With approximately 1000 beekeepers in Vermont owning about 10,000 bee hives, there are a multitude of requests for technical assistance from inexperienced beekeepers owning one or a few bee hives as well as routine inspections requested by the larger, commercial operations. It is often necessary to exchange information multiple times by phone or email with the inexperienced beekeepers to determine the exact nature of their problem and to determine the level of priority to place on the inspection request. Those that may involve a contagious bee disease will receive the highest priority. This is because if left untreated or undiagnosed, the disease could spread to nearby healthy bee colonies, exacerbating the situation. If a serious bee disease is found (American Foulbrood Disease, for example) the most frequent remedy is to burn all the bees and interior hive components. This often leads to a considerable amount of stress as the beekeeper is often very reluctant to take this course of action because the bees and equipment involve a considerable monetary investment, or the beekeeper questions the disease diagnosis. At this point, it is necessary to have an honest and open dialogue with the beekeeper explaining both the nature of the disease organism, why this control method is required and suggest management strategies to reduce or eliminate the possible occurrence of the disease in the future. This often takes considerable patience, tact and active listening skills to calm a heated situation.

The bulk of the apiary inspection requests occur at the same time as the active GAP & GHP audit season is occurring. This puts additional mental demands on the incumbent to try to satisfy the demands of both industry groups.

The last major area that proves to be mentally challenging is responding to consumer complaints. When dealing with consumer complaints, the incumbent will almost always interact with a member of the regulated community or general public that is less than cooperative. Mental stress is an inherent factor when dealing with persons experiencing public, peer or social pressures and so, quite often the incumbent may be forced to deal with irate or potentially abusive individuals. This can be especially true when individuals initiate complaints. There is a general expectation that the incumbent will "do something" to rectify the problem whether real or perceived. This expectation may or may not be met, based on the situation, the incumbents authority and whether or not there are violations or problems. Regardless of these realities, the expectation remains that something will be done. The incumbent must be skilled at communicating the limits of the Agency's authority while providing a level of satisfaction to the public that their issues have been addressed. At times, this can be very difficult and stressful.

Additionally, when investigating a complaint, it is the incumbents duty to show proper identification to individuals being interviewed. Many people are intimidated by, or even apprehensive of state officials, so it can be extremely difficult to acquire the facts of the complaint while maintaining a neutral position. Resourcefulness is a necessity when complaints are received from anonymous parties who frequently provide less than adequate details. For this reason the incumbent must be very familiar with the various industries and members of the regulated communities. This can create additional mental strain in that the incumbent will often times be visiting people known through prior contact in order to address a complaint from a competitor or a member of the general public.

Finally, the majority of the incumbents duties occur in the field with very little, if any direct supervision. It often takes a considerable amount of mental effort to insure that the various stakeholders' needs are met along with the goals and objectives of the programs, Division and the Agency.

7. Accountability

This section evaluates the job's expected results. In weighing the importance of results, consideration should be given to responsibility for the safety and well-being of people, protection of confidential information and protection of resources.

What is needed here is information not already presented about the job's scope of responsibility. What is the job's most significant influence upon the organization, or in what way does the job contribute to the organization's mission?

Provide annualized dollar figures if it makes sense to do so, explaining what the amount(s) represent.

For example:

- A social worker might respond: *To promote permanence for children through coordination and delivery of services;*
- A financial officer might state: *Overseeing preparation and ongoing management of division budget: \$2M Operating/Personal Services, \$1.5M Federal Grants.*

The USDA GAP & GHP Auditor segment of this position is an important part of the nation's and state's evolving food safety policy, that strives to protect the general public by insuring that produce is safe to consume. The incumbent is visiting farms that are seeking certification in Vermont, evaluating the growers' efforts to reduce the risk of possible contamination from biological, chemical and other means. This job is performed in cooperation with many commodity, institutional and industry groups in Vermont, from growers, to shippers, to distributors, to supermarkets, to schools and to homes. An in-depth knowledge of the territory, industry practices, agronomy, botany, biology, chemistry, entomology, geology, soil science, industrial safety, risk assessment, risk communication, and the many other disciplines that contribute to the food production system is essential and mandatory. The incumbent must keep abreast of cultural and technological developments in the produce industry in order to evaluate, communicate and mitigate potential risks that are of concern to both growers, buyers and the general public.

The GAP & GHP Audit program does provide a revenue stream for the Agency. While it is relatively small now (about \$15,000/yr) it is expected that the demand for GAP & GHP audits will increase substantially in the near future as the new Food Safety Modernization Act (FSMA) is implemented.

For all the programs that the incumbent is involved with, a broad and thorough knowledge of the diverse subject areas and industries mentioned above is also necessary to effectively communicate in an intelligent and concise manner. The lack of these attributes would seriously compromise the integrity of the incumbent and lead to disrespect and scrutiny of the state and its programs. The incumbent is an ambassador between the Agency, the regulated community and the general public, and in doing so, must exercise diplomacy, confidentiality and responsibility in order to successfully promote the mission of the Agency.

8. Working Conditions

The intent of this question is to describe any adverse conditions that are routine and expected in your job. It is not to identify special situations such as overcrowded conditions or understaffing.

- a) What significant mental stress are you exposed to? All jobs contain some amount of stress. If your job stands out as having a significant degree of mental or emotional pressure or tension associated with it, this should be described.

Type	How Much of the Time?
<p>Dealing with argumentative, irate or generally unfriendly people during any job duty.</p> <p>One example would be performing an audit that the auditee fails. Not only does the auditee still have the expense of the audit to pay, but they may lose the account of a major food wholesale buyer, which may be a significant portion of the auditees annual income.</p> <p>Another example would be a complaint from a beekeeper that a neighboring farm is spraying pesticides that killed their bees. There is often a lack of evidence due to the rapid degradation of chemical compounds, or there may be an underlying issue with the beekeepers' management program. In any event, the beekeeper may disbelieve the official report and accuse the Agency of siding with the alleged perpetrator.</p> <p>A third example would be interviewing a migrant worker in regards to food safety training they may have had, or work activities that they are expected to do. This information could possibly place the workers' employment in jeopardy.</p>	25%

- b) What hazards, special conditions or discomfort are you exposed to? (Clarification of terms: **hazards** include such things as potential accidents, illness, chronic health conditions or other harm. Typical examples might involve exposure to dangerous persons, including potentially violent customers and clients, fumes, toxic waste, contaminated materials, vehicle accident, disease, cuts, falls, etc.; and **discomfort** includes exposure to such things as cold, dirt, dust, rain or snow, heat, etc.)

Type	How Much of the Time?
<p>This position involves a significant hazard in the form of potential accidents due to the amount (typically 25K miles/yr) of vehicular travel to all areas of the state in all types of weather conditions, at all times of the day.</p>	33%
<p>The Apiculture portion of the incumbants' duties involves a significant exposure to the discomfort of painful stings, most often from honeybees, but also from wasps, and hornets, as well as bites from ants. Bee stings often occur many times during each inspection.</p>	35%

- c) What weights do you lift; how much do they weigh and how much time per day/week do you spend lifting?

Supervisor's Section:

Carefully review this completed job description, but **do not** alter or eliminate any portion of the original response. Please answer the questions listed below.

1. What do you consider the most important duties of this job and why?

I feel that the incumbents' duties in the Apiary and USDA GAP programs are a very important portion of the work this position is responsible for. Performing in both these programs requires a high level of knowledge and skill, and being able to convey that to other inspectors is vital in the operation of these programs.

The GAP program is very important to fruit and vegetable growers for without the work our inspectors provide, the produce would not be able to be sold in the major grocery chains throughout New England.

Vermont's apiary program is another important portion of the incumbents work.

2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the qualifications of the present employee) and why?

In this position, it is imperative to have a person with a knowledge of all the programs administered, and have some expertise within each category of responsibility. The incumbent must be able to present information in a clear, easy to understand format, and be able to work with a wide variety of government officials, educators, producers, retail store personnel and consumers.

3. Comment on the accuracy and completeness of the responses by the employee. List below any missing items and/or differences where appropriate.

The description of this position, with the new responsibilities, accurately describes the responsibilities of the position.

4. Suggested Title and/or Pay Grade:

Agricultural Production Specialist 1 Pay Grade 24

Supervisor's Signature (required): _____ Date: _____

Personnel Administrator's Section:

Please complete any missing information on the front page of this form before submitting it for review.

Are there other changes to this position, for example: Change of supervisor, GUC, work station?

Yes No If yes, please provide detailed information.

Supervisor's Section:

Carefully review this completed job description, but do not alter or eliminate any portion of the original response. Please answer the questions listed below.

1. What do you consider the most important duties of this job and why?

[Empty text box for answer to question 1]

2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the qualifications of the present employee) and why?

[Empty text box for answer to question 2]

3. Comment on the accuracy and completeness of the responses by the employee. List below any missing items and/or differences where appropriate.

[Empty text box for answer to question 3]

4. Suggested Title and/or Pay Grade:

[Empty text box for answer to question 4]

Supervisor's Signature (required): Abby White Date: 6/30/17

Personnel Administrator's Section:

Please complete any missing information on the front page of this form before submitting it for review.

Are there other changes to this position, for example: Change of supervisor, GUC, work station?

Yes No If yes, please provide detailed information.

[Empty text box for answer to question 5]

Attachments:

- Organizational charts are required and must indicate where the position reports.
- Draft job specification is required for proposed new job classes.

Will this change affect other positions within the organization? If so, describe how, (for example, have duties been shifted within the unit requiring review of other positions; or are there other issues relevant to the classification review process).

[Empty text box for answer to question 6]

Suggested Title and/or Pay Grade:

[Empty box for Suggested Title and/or Pay Grade]

Personnel Administrator's Signature (required): Jane Modica Date: 7/5/17

Appointing Authority's Section:

Please review this completed job description but do not alter or eliminate any of the entries. Add any clarifying information and/or additional comments (if necessary) in the space below.

[Empty box for Appointing Authority's Section]

Suggested Title and/or Pay Grade:

[Empty box for Suggested Title and/or Pay Grade]

[Signature]
Appointing Authority or Authorized Representative Signature (required)

6/30/17
Date

FOOD SAFETY AND CONSUMER PROTECTION DIVISION

