

Job Description

Job Title	Organic Certification Specialist
Job ID	108790
Location	Clemson University
Full/Part Time	Full-Time
Regular/Temporary	Temporary

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JOB SUMMARY:

Works with minimal supervision under the direction of an experienced reviewer and follows specific guidelines to accomplish organic certification activities statewide. Through file reviews, audits, and inspections of operations, verifies the organic system plan's ability to comply with the National Organic Program standards for new and existing clients. Visits a variety of agriculture establishments such as farms, packinghouses, markets, and warehouses to conduct field inspections, interview clients, and complete reports regarding compliance. Works directly with other program staff to achieve program goals, including but not limited to participation in public outreach, developing and implementing new policy, and maintaining accreditation. Specific program work includes extensive training-program completion before serving as a lead review specialist for the program. Assists with client applications and renewal case information with other certification staff to ensure accurate and timely certification. Assists with accurate reporting to the Organic Integrity Database. Provides program communications through website content and outreach materials. Represents the Department at regional and national meetings. Performs other duties as assigned.

JOB DUTIES:

40% - Essential - Program Coordination: Reviews organic system plans for new and existing clients in an efficient and timely manner, ensuring compliance with the NOP standards, which includes review of allowed and prohibited materials and methods. Communicates with potential and existing clients to determine certification requirements. Provides input surrounding certification steps with program team. Ensures accurate data collection and entry into program database. Conducts form and template revisions to aid in data collection and retention. Performs routine reviews of data and program processes for accuracy and in keeping with NOP standards. Assists with program updates and implementation of corrective actions and other key components of certification. Reviews web content and coordinate updates. Assists in the development of new data management tools.

30% - Essential - Certification and Compliance: Performs inspections, audits, and records reviews as assigned to determine compliance with the National Organic Program (7 CFR, Part 205). Conducts announced and unannounced inspections as assigned for National Organic Program scopes for Crops, Processing, Livestock, and Wild Crops. Assist in the investigation of suspicions or allegations of fraud based upon National Organic Program standards to ensure organic integrity and strengthen organic enforcement. Conducts unannounced inspections, records reviews, audits, and sampling during investigations. Verifies compliance and capability to comply with National Organic Program standards.

20% - Essential - Reporting: Submits accurate and thorough reports detailing the findings of each review, inspection or investigation using the appropriate Department database or application. Communicates review, inspection and investigation results with managers to expedite completion of organic certification and grant reporting. Assists in National Organic Program audit processes including peer audits, accreditation audits, annual reporting, and witness inspections. Performs timely reporting within other University-assigned data collection systems.

5% - Essential - Education and Outreach: Participates in educational programming and public outreach activities designed in organic community building. Collaborates with University staff, State agencies, or Federal

cooperators to organize and attend events. Informs clients and other stakeholders about organic certification and relevant services through participation in trade shows, conferences, public events, and classroom presentations. Assists with the technical assistance to industry.

5% - Essential - Other Duties as Assigned: Carries out an assigned role, often in collaboration with other units or agencies, to meet operational goals. Develops and maintains an understanding of emergency preparedness and agroterrorism prevention strategies, such as ICS trainings and exercises, to protect the State from threats. Assists other units within the Division of Regulatory and Public Service Programs as well as other state and federal agencies as assigned. Seeks and completes training and professional development opportunities. Maintain at least minimum competency and certification levels for assigned position.

MINIMUM REQUIREMENTS:

Education - Bachelor's Degree and experience in a field related to agriculture or equivalent experience

PREFERRED REQUIREMENTS:

Education - Bachelor's Degree - Organic practices including education or life experience in agriculture

RESPONSIBILITIES

JOB KNOWLEDGE

Fundamental Job Knowledge - Fundamental working knowledge of concepts, practices and procedures and ability to apply in varied situations

SUPERVISORY RESPONSIBILITIES

No Supervisory Duties - Not responsible for supervising employees.

BUDGETARY RESPONSIBILITIES

No Budget Responsibilities - No fiscal responsibility for the department's budget.

PHYSICAL REQUIREMENTS:

Stand for prolonged period
Sit (stationary position) for prolonged period
Walk or move about
Ascend or descend (i.e. stairs, ladder)
Position self to accomplish task (i.e. stoop, kneel, crawl)
Communicate, converse, give direction, express oneself
Recognize or inspect visually
Move, transport, raise or lower
Extends hands or arms in any direction
Perceive, observe, clarity of vision

WORKING CONDITIONS:

Exposure to heat or cold
Exposure to dust/fumes
Wet or humid
Noise
Chemical hazards
Overnight Travel

WORK SCHEDULE:

Standard Hrs: 37.5

COMPENSATION INFORMATION

Band: 06 Expected Range: (\$45,500.00 - \$51,420.00)

Salary is dependent upon several factors including, but not limited to, a candidate's previous experience, knowledge, skills and performance in accordance with Clemson's [compensation guidelines](#).

ESSENTIAL PERSONNEL LEVEL

Essential Level 1 employee

Required to respond during an emergency closure or modified operations in order to provide the University's initial response to the emergency situation, including the execution of mission essential functions. Some positions in this category may be required to work remotely or be on-call.

DEPARTMENT MARKETING STATEMENT

The Department of Plant Industry (DPI) is seeking a skilled individual to join our organic certification team. DPI is a USDA National Organic Program (NOP) Accredited Certifier tasked to maintain and ensure compliance with the NOP standards in South Carolina. As part of our team, the Organic Certification Specialist (OCS) will conduct on-site inspections/audits and review Organic System Plans to verify compliance. The OCS will conduct investigations, review material inputs, and collect pesticide residue samples. Certification staff receive extensive training to gain and maintain competency with the NOP standards and investigative processes. This position requires in-state travel and participation in statewide inspections.

Common duties and projects include:

- Review organic production or handling system plans to verify that they accurately reflect practices and comply with the NOP regulations
- Identify areas of concern through file review and inspection
- Verify that prohibited substances are not in use and that restricted-use materials meet the labeled restrictions
- Conduct on-site inspections for both new and certified operations that produce or handle organic products to determine compliance with the NOP and whether to approve the request for certification or whether the certification of the operation should continue
- Verify the Organic System Plan on location during inspections for accuracy of the information disclosed and compliance
- Pull compliance samples for residue testing
- Assisting with annual NOP reports and cooperative agreement reporting requirements
- Conduct unannounced inspections to ensure compliance with the NOP standards
- Complete reports such as inspection briefing, inspection report, exit interview, and other forms necessary for certification activities
- Participate in outreach events to educate the public about Organic Certification
- Complete International Organic Inspector Association (IOIA) training in the relevant scope to be inspected and maintain training in the areas of accreditation
- Conduct investigations of noncompliance, organic integrity issues, and reports of fraud
- Serve on appropriate committees and attend meetings for University, DPI, regional, or national organizations

JOB LOCATION:

Pendleton, SC

APPLICATION DEADLINE:

April 28, 2024

MILITARY AND VETERAN:

MILITARY EQUIVALENCY:

Clemson University is proud to allow educational equivalency for military technical certifications and trainings that directly relate to the job duties.

VETERAN PREFERENCE:

South Carolina is making our Veterans a priority for employment in state agencies and institutions.

State policy for veteran preference states that for qualifying, full-time permanent positions, a veteran applicant may receive preference if they meet the job's minimum qualifications, were discharged under honorable conditions from the military, and submit their DD-214 for confidential review by the Office of Human Resources.

To claim Veteran Preference for qualifying positions, email hrjob@clermson.edu upon submission of your application.

CLOSING STATEMENT:

Clemson University is an AA/EEO employer and does not discriminate against any person or group on the basis of age, color, disability, gender, pregnancy, national origin, race, religion, sexual orientation, veteran status or genetic information.