

OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD, AND FORESTRY RECRUITMENT NOTICE

~~~ PLEASE POST ~~~

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The Oklahoma State Department of Agriculture is accepting applications for the following position in the Agriculture Laboratory Services Division:

## **LABORATORY SCIENTIST, X14**

**WORKING TITLE: FOOD & DAIRY SECTION MICROBIOLOGIST**

NUMBER OF VACANCIES: One (1)

POSITION NUMBER: 04000512

ANNOUNCEMENT NUMBER: 16-17

**Salary Band:** J

**Monthly Salary:** \$3,011.67

**Work Location:** 2800 N. Lincoln Boulevard, Oklahoma City, OK

**Supervisor of Position:** Sharon Swyear, Laboratory Scientist II

**Posting Date and Time:** Wednesday, May 25, 2016 at 8:00 a.m.

**Application Deadline:** Wednesday, June 8, 2016 at 5:00 p.m.

**Special Requirements:** Applicants must be able to stand for extended periods of time. Duties include working with microorganisms and toxic chemicals in a laboratory setting. Applicant hired will be required to obtain certification as a Dairy Analyst in the Food and Drug Administration (FDA) Dairy Program and attend training given by the Food Emergency Response Network (FERN).

“Position Profile” is attached

**Application Source:** Applicants responding to this announcement must have permanent status in the classified service with the Department of Agriculture, Food, and Forestry or any Oklahoma State Agency, or be eligible for reinstatement to the classified service. Department may consider any and all recruitment sources under the Oklahoma Personnel Act. Additionally, ODAFF may request a Certificate of Eligibles from the office of Human Capital Management.

**Method of Application:** Current State of Oklahoma employees in the classified service or those having reinstatement rights to the classified service must submit the following application materials:

- A cover letter stating the title and announcement number of the position for which you are applying (including a mailing address, an e-mail address and a daytime telephone number where you may be reached)
- A completed Office of Personnel Management Personal Data Summary Sheet (OPM-4B)
- A copy of their most recent Performance Management Process (PMP)
- A résumé (including three professional references)
- Copy of college transcript

**This information should be submitted to:** the Human Resources Application Services, Oklahoma Department of Agriculture, Food, and Forestry, P. O. Box 528804, Oklahoma City, OK 73152 or personally delivered to the agency located at 2800 N. Lincoln Boulevard, Oklahoma City, OK prior to deadline stated above. Faxed or e-mailed application materials will not be accepted.

Applicants who have no previous classified State service, applicants in unclassified status or applicants currently in probationary status must apply online through the Human Capital Management Division link at [jobs.ok.gov](http://jobs.ok.gov)

**For Further Information Concerning This Position Please Contact:** Tanna Kilpatrick, Division Director, at (405) 522-5432.

**Six (6) month trial period or one (1) year probationary period may be required.**

*The ODAFF does not accept transfers of permanent classified employees from other State agencies. Current State employees will be required to serve one-year probation as a reinstatement to the classified service.*

\*The job family descriptor (JFD) for this position is available at [www.opm.ok.gov](http://www.opm.ok.gov)

\*\*\*\*\* **An Equal Opportunity Employer and Provider** \*\*\*\*\*

# POSITION PROFILE

## LABORATORY SCIENTIST I

WORKING TITLE: FOOD AND DAIRY SECTION MICROBIOLOGIST

Under direct supervision of the Section Supervisor, the Laboratory Scientist performs routine testing and assists in promoting a quality of service based on accuracy and timeliness in reporting results. Responsible for assisting the Section Supervisor in the effective operation of the laboratory through the coordination of all activities in their respective responsibilities. The Laboratory Scientist must also obtain certification as a Dairy Analyst in the Food and Drug Administration (FDA) Dairy Program.

- 40% Analyze official samples of milk for all required microbiological and chemical tests in accordance with the current 2400 forms. Obtains certification as an analyst for milk and dairy products. Conducts all work in accordance with the Pasteurized Milk Ordinance (PMO) and follows all standard methods outlined in the FDA 2400 form series. Prepares clear and concise reports of all laboratory results, utilizing the laboratory computer system.
- 30% Performs routine meat sample testing for the Food Safety Division. Prepares clear and concise reports of tests. Maintains records for quality control/quality assurance programs and for FDA review.
- 10% Participates in training, continuing education programs and consults current technical literature to keep abreast of changes in the field. Participates in the Food Emergency Response Network (FERN) by attending training courses and being available for possible activation.
- 10% Maintains a clean and organized work area and assists in maintaining reagents and supplies inventories.
- 5% Analyze approved proficiency samples as required.
- 5% Other duties related to general laboratory work as assigned by the Section Supervisor.