

# 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:

### ENVIRONMENTAL/CHEMICAL LABORATORY SCIENTIST I, R10A

#### WORKING TITLE: CHEMIST

NUMBER OF VACANCIES: Two (2)  
POSITION NUMBERS: 04000505 & 04000525  
ANNOUNCEMENT NUMBER: 16-29

**Level:** I  
**Salary Band:** J  
**Monthly Salary:** \$3,011.67  
**Work Location:** 2800 North Lincoln Boulevard, Oklahoma City, OK  
**Supervisors of Position:** Jennifer Busey & Elena Lyon, Environmental/Chemical Lab Scientist IV  
**Posting Date and Time:** Tuesday, August 16, 2016 at 8:00 a.m.  
**Application Deadline:** Monday, August 29, 2016 at 5:00 p.m.  
**Special Requirements:** Applicants must have minimum of a Bachelor's degree in chemistry or other related field. Requirements include the ability to stand for extended periods of time, work with toxic chemicals in a laboratory setting with appropriate personal protective equipment & safety protocol, familiarity with laboratory equipment, techniques, and analytical processes.

**“Position Profile” is attached**

**Applicant 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) including leave balances
- A college transcript (a copy is sufficient)
- A résumé (including three references)

**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:** Brenda Snodgrass, Ag Services Administrator, at (405) 522-5440.

**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**

## **ENVIRONMENTAL/CHEMICAL LABORATORY SCIENTIST I**

Under general supervision of an Environmental/Chemical Laboratory Scientist IV, performs routine analytical testing of environmental and agricultural samples. Responsible for maintaining a safe and clean work environment, routine maintenance on equipment and ensuring QA/QC protocols are followed. Evaluates generated data, prepares technical reports, makes recommendations on remedial actions and responsible for maintaining good laboratory practices.

- 85% Implements the use of approved methods and procedures in the analysis of environmental and agricultural samples, and of Quality Assurance practices and procedures in all analytical and study processes.
- 10% Analyze approved proficiency and check samples as required. Perform the required number of QA samples and maintain logbooks for each type of analysis being conducted.
- 5% Other duties related to general laboratory work as assigned by supervisor and/or Assistant Division Director.