

OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD, AND FORESTRY RECRUITMENT NOTICE

~~~ PLEASE POST ~~~

\*\*\*\*\*

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

## **AGRICULTURE FIELD INSPECTOR I, L16A** **WORKING TITLE: LIVESTOCK INSPECTOR**

NUMBER OF VACANCIES: One (1)

POSITION NUMBER: 04000256

ANNOUNCEMENT NUMBER: 16-28

**Level:** I  
**Salary Band:** I  
**Monthly Salary:** \$2,767.79  
**Work Location:** Tulsa county  
**Supervisor of Position:** Joe Emberson, Agriculture Field Inspector IV  
**Posting Date and Time:** Monday, August 1, 2016 at 8:00 a.m.  
**Application Deadline:** Friday, September 16, 2016 at 5:00 p.m.

Position profile 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 (HCM-4B)
- ☆ A copy of their most recent Performance Management Process (PMP) including latest leave balances
- ☆ A résumé (including three professional references)

**This information should be submitted to:** 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:** Dr. Michael Herrin at (405) 522-6142.

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

# **POSITION PROFILE**

## **AGRICULTURE FIELD INSPECTOR**

### **WORKING TITLE: LIVESTOCK INSPECTOR**

1. Conduct livestock market reporting and/or animal health inspections at locations including but not limited to: cattle auctions, horse auctions, sheep and goat auctions, poultry sales, poultry hatcheries, feedlots, state borders, state fairs, livestock exhibitions, bucking stock sales, barrel racing futurities, farms, and ranches.
2. Collect samples and/or conduct serological tests for livestock and poultry diseases, including but not limited to: collection of blood, milk, and tissue from cattle, horses, sheep, goats, domestic and feral swine, deer, elk, fish, and poultry..
3. Issue quarantines and animal health permits to producers.
4. Conduct traceback/traceforward investigations to determine the origin and disposition of diseased and/or exposed livestock.
5. Complete and submit all applicable state and federal forms and reports in an accurate and timely manner.
6. Be subject to on-call, stand-by, travel, overnight stays, and weekend work. Outdoor working conditions will include all types of weather.
7. Be required to cover duties for other inspectors in other areas of the state.
8. Have the physical ability to perform tasks including but not limited to: gathering of animals, penning, sorting, and restraining live cattle, horses, sheep, goats, domestic and feral swine, cervidae, and poultry. This will include the use of hands, ropes, halters, gates, hand snares, head gates and chutes, set up of panels, head gates, portable chutes, and generators. It is necessary to have the ability to move quickly and climb fences.
9. Have the physical ability to properly wear Personal Protective Equipment (Tyvek Coveralls and N-95 Respirator) and work in an enclosed environment such as a poultry house.
10. Basic computer skills including Microsoft Word and Excel, attachment of documents to emails, filling in electronic forms. Ability to rename documents and save them in document files and folders.