

Certification Specialist

Position Summary:

The Certification Specialist performs file review, which supports the certification review process responsibility of the Certification Team.

Team Statement:

The Certification Specialist is a member of the Certification Team, which has the following areas of responsibility:

1. Certification Review Process
2. Certification Policy and Procedures
3. Compliance and Enforcement

The Certification Specialist's work focuses primarily in both areas listed above.

Primary Duties & Responsibilities:

Certification Review Process

- Review member certification applications, inspection reports and supporting documentation and determine compliance status, as assigned by supervisor
- Provide information to persons requesting organic certification and respond to requests for information about PCO
- Serve as primary contact person for clients assigned by supervisor
- Provide evaluative feedback on inspectors

Certification Policy & Procedure

- Support the development and maintenance of certification forms and documents
- Assist with Standards Committee work and attend meetings, as requested by team leader
- Maintain an understanding of the USDA National Organic Program regulations, as well as PCO policy and procedures
- Implement certification policies and procedures

Compliance and Enforcement

- Monitor continued compliance monthly
- Track all outstanding non-compliances
- Monitor compliance conditions received
- Write notifications of noncompliance
- Work with Staff Accountant to track unpaid fees
- Work with Certification Program Manager to respond to rebuttals and appeals of adverse certification decisions
- Participates in audits and accreditation site visits, as requested by the team leader

Other

- Assist with Certification Committee work and attend meetings
- Participate in Certification Team meetings
- Conduct inspections of operations requesting certification, as assigned by the team leader

- Ensure the avoidance of conflict of interest throughout the certification process and update the PCO Conflict of Interest form on an annual basis at a minimum
- Assist Certification Director and Certification Program Manager in the performance of their duties
- Represent PCO at public events, as needed

Job Requirements*:

- Position
 - Bachelor's degree or equivalent work experience, preferably in Agriculture, Environmental Studies or Food Science.
 - Familiarity with regulatory compliance
 - Knowledge of organic standards and regulations
 - Familiarity with certification procedure
 - Excellent organizational skills
 - Attention to detail
- General
 - Analytical problem solving ability
 - Ability to manage multiple priorities and perform within deadlines
 - Excellent communication, writing and interpersonal skills
 - Able to work with minimal supervision while understanding the necessity for communicating and coordinating work efforts with others. Must be able to develop workplan and perform in a team environment.
 - Computer proficiency: word processing, spreadsheets, internet research, databases
 - Performs work with utmost honesty and integrity. Criminal background check is required.
 - Understands and appreciates importance of extraordinary customer service
 - Dedicated to PCO's mission
 - United States citizen or legally approved to be employed in this position in the United States
 - Any other task relevant to these duties or the mission of the organization as assigned by supervisor.

Class: Full time, exempt

Reports to: Certification Program Manager

Physical requirements / Working Conditions:

- Climate controlled office environment
- Minimal physical requirements other than occasional light lifting
- Moderate travel required
- Valid driver's license

* A senior level may be added to this job description, if the employee has 5 or more years of experience beyond the qualifications listed above.