

## 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
- Serving as a representative of PCO in relevant industry areas as appropriate, and role modeling diversity, equity, and inclusion.
- 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 Assistant Manager

**Physical requirements / Working Conditions:**

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

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related*

*duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as organizational needs and requirements of the job change.*