

### **Auditor 3**

#### **State of Tennessee Department of Agriculture**

#### **Consumer and Industry Services Division/Davidson County**

The Consumer and Industry Services Division of the Tennessee Department of Agriculture (CIS) has had a long-standing goal to implement a Quality Assurance Program (QAP) for its inspection and sampling programs.

First year priorities are to assign this position to work with the Agricultural Inputs Administrator and Feed Program Specialist to help implement the Animal Feed Regulatory Program Standards (AFRPS) program and to ensure adequate dedication of effort to achieve progress under this program. This position will also work with the Food Program Administrator. Ultimately, CIS envisions the Quality Management concept to span the Division. This position will, generally, be the inspective and auditory component for the quality assurance teams regulating animal and human food quality and production process.

#### **Quality Manager (Process Auditor) Requirements:**

- BS degree in Agriculture, Food Science, Physical Sciences, Engineering Sciences or related field.
- Minimum of 3 years of experience in quality, operations, processing experience in feed / food manufacturing or retail.
- This role requires an understanding of animal and human food safety, sanitation, good manufacturing practices (GMPs) and hazard analysis and critical control points (HACCP) principles and regulatory requirements
- Capable of managing multiple priorities and projects
- Strong personal, written and verbal communication skills
- Proficient in Word, Power Point and Excel
- Ability to travel 35-40% of the time
- Able to positively influence others and build consensus both internally and externally
- Possess the ability to deliver constructive criticism to achieve conformance with procedures when deviations are observed while maintaining a working relationship with those involved.
- Ability to work independently and in a team environment
- Strong teaching skills
- Detail oriented
- Ability to apply general quality assurance principles and procedures to a variety feed and food production and inspection environments
- Flexibility and general understanding that as a new program the successful candidate will help develop, job responsibilities and expectations may change with the quality assurance goals of the division.

#### **Quality Manager (Process Auditor) Responsibilities**

Responsibilities will primarily be in support of implementing the AFRPS Cooperative Agreement:

- Leads in the identification of inconsistencies and improvement opportunities in the inspection process.
- Promotes quality achievement and performance improvement across program areas.
- Establishes and maintains controls and documentation procedures.
- Ensures that inspection procedures are properly understood, carried out and documented.
- Manages the internal auditing program and records that are generated
- Provides feedback and recommendations to Administrators
- Provide timely and accurate reviews on inspector performance.
- Monitors performance by gathering relevant data and producing statistical reports
- Maintain appropriate audit credentials as needed
- Maintain SOP manuals and create SOP documents
- Collaborate with staff in the development and implementation of policies and regulations
- Work in harmony with the Program Manager to ensure training of all inspectors, SOP development implementation and compliance with policies.

This position will be a new position to the CIS and used develop and execute field and desk auditing elements of the AFRPS. They would also work with the Administrator and Cooperative Agreement Coordinator to review audit results, help identify opportunities for improvement in the regulatory program, and achieve compliance with AFRPS requirements. CIS intends to organize this position to be outside any one program area in order to avoid bias and leverage this position as a quality manager for multiple sections of regulatory programs. The first years, however, will require development of audit procedures and forms, and so a greater time commitment (exclusive to the AFRPS Cooperative Agreement) in the initial development period is expected.

This position is open to the public, and will close Feb. 8, 2016 or until position has been filled. Application can be initiated by sending resumes to [Dan.Danielson@tn.gov](mailto:Dan.Danielson@tn.gov). Questions, comments, or concerns can be directed to [Dan.Danielson@tn.gov](mailto:Dan.Danielson@tn.gov) or to 615 837 5135. Initial salary grade is approx. \$3,917.00 a month.

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