

Purpose Statement: The following Career Guides are meant to provide employees with information about a variety of training and development concepts that maybe useful for positions within GIPSA. The agency surveyed employees, supervisors, and managers within critical occupational series about their current, and former jobs. They were asked to identify skills needed to be effective as team leaders, supervisors or managers within their job series. As a result, they identified competencies and training that they observed as useful to assist with career development within their job series. As an outcome, GIPSA is providing Career Guides to assist employees with determining their training needs with regard to the identified critical job series.

Disclaimer: Requesting training as listed in the career guides does not guarantee approval. Training requested by employees will be assessed on a case-by-case basis with respect to existing regulations and policies. Participating in identified training and/or development activity is *not* a guarantee of promotion.

Note: The Career Guides are not a comprehensive or a final list of all training and development sources for each job series.

Compliance Officer, GS-1801-13

Position Description:

This position assists the Division Director (1) in the administration of a nationwide audit-based Quality Management Program to evaluate customer satisfaction, management effectiveness, and procedural compliance within the official inspection system and to designate State and privately owned grain inspections agencies to provide official inspection and weighing services. This position also conducts investigations of alleged violations of the USGSA, the AMA, the regulations and instructions thereunder. The position resides in Washington, D.C., or Kansas City, MO. The position can be filled with a GS-11, GS-12 and GS-13 multi-grade career ladder.

Duties and Responsibilities:

Develops and implements QACD investigative policies and procedures, quality assurance and compliance policies, procedures, and programs, and assists in the formulation of agency policies that govern the national inspection and weighing system. Is also responsible for analyzing, developing, and recommending revisions to existing policies in other programs in coordination with others within the Division.

Assists in establishing, directing, and reviewing the agency's investigation programs using teams of highly skilled employees, including persons from other FGIS units. Schedules and plans complex investigations; prepares and submits formal reports to FGIS management and other officials; analyzes actions taken by affected units to assure satisfactory resolution; and coordinates program activities with other FGIS' units and the Department.

Assists in establishing, directing, and evaluating the agency's quality assurance and compliance programs. Schedules and plans work assignments. Conducts complex quality management reviews of GIPSA field offices, States, and private agencies, and management evaluations of GIPSA programs, using teams comprised of highly skilled employees including field-based technical personnel, administrative personnel, and auditors to provide technical assistance. Analyzes actions taken by official agencies to assure adherence to the USGSA and AMA; reviews designation actions and making recommendations on them to FGIS management and other officials; prepares and submits formal reports of findings to FGIS management and other officials; analyzes actions taken by affected units to

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ensure satisfactory resolution, and coordinates program activities with other FGIS units and the Department.

Career Paths:

A combination of the positions you hold and the training and education you receive will help you meet the needed competencies

<i>Competencies</i> (this is a list of technical and leadership competencies and requirements necessary to obtain the position)	<i>Positions</i>	<i>Education/ Training</i>
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<p>Technical Credibility</p> <ul style="list-style-type: none"> • Understands, interprets, and applies knowledge and experience with grain commodities to evaluate the effectiveness and efficiency of national official inspection and weighing programs • Understands, interprets, and applies compliance regulations and policies in order to conduct investigations of alleged violations • Knowledge of USGSA and AMA, regulations, directives and instructions • Knowledge of investigative and audit techniques <p>Decisiveness</p> <ul style="list-style-type: none"> • Makes well-informed, effective, and timely decisions, even when data is limited or solutions produce unpleasant consequences • Perceives the impact and implications of decisions <p>Conflict Management</p> <ul style="list-style-type: none"> • Anticipates and takes steps to prevent counter-productive confrontations • Manages and resolves conflicts and disagreements in a constructive manner <p>Problem Solving</p> <ul style="list-style-type: none"> • Identifies and analyses problems, correctly interpreting information to make logical decisions <p>Oral Communication</p> <ul style="list-style-type: none"> • Makes clear and convincing oral presentations • Listens effectively • Clarifies information as needed <p>Written Communication</p> <ul style="list-style-type: none"> • Writes in a clear, concise, organized, and convincing manner for the intended audience 	<p>Agricultural Commodity Grader (Grain)</p> <p>Supervisory Agricultural Commodity Grader (Grain)</p> <p>Quality Assurance Specialist (Grain)</p> <p>Member of the Board of Appeals and Review (BAR)</p>	<p>Bachelors in agriculture, agronomy, biological or physical sciences</p> <p>Masters in agriculture, agronomy, biological or physical sciences</p> <p>Ph.D. in agriculture, agronomy, biological or physical sciences</p>
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