



Kentucky Department of Agriculture

June 1, 2018

Kentucky Department of Agriculture
107 Corporate Drive
Frankfort, KY 40601

Re: Seeking Contract Employees/Temporary Employees for Organic Certification Program

The Kentucky Department of Agriculture (KDA) in Frankfort, KY is a United States Department of Agriculture (USDA) Accredited Organic Certifying Agency seeking individuals with organic certification inspection training or commensurate organic inspection experience to serve as contract inspectors throughout the state of Kentucky.

Duties

Inspectors will be assigned clients seeking organic certification within the Commonwealth of Kentucky and conduct on-farm inspections. Inspectors may also be required to conduct initial or final reviews of organic applications. This position is primarily home-based. Travel will generally be within the same day, but occasional overnight travel within Kentucky may be required. Inspectors may be asked to travel to Frankfort to meet with KDA staff or to submit paperwork.

Time Commitment

Hours will vary, but cannot exceed 37 hours per week. Inspection scheduling is at the discretion of the inspector and can take place on any day of the week conditional upon scheduling availability of the client.

Requirements

1. Must have reliable transportation. Mileage will be reimbursed at the standard mileage reimbursement rate as determined by the Finance and Administration Cabinet each quarter.
2. Must have previously completed International Organic Inspector Association (IOIA) Training for either crop, livestock or processor/handler scopes. Experience conducting organic inspections for another accredited certifying agency may be an acceptable replacement for IOIA training.
3. Must be able to work outdoors year-round and lift up to 50 pounds.
4. Must be able to evaluate inputs and practices used in organic production to verify compliance with USDA National Organic Program standards and KDA program policies.
5. Must be able to correspond by phone, email or postal mail with KDA staff and organic program clients (farmers) in a courteous and professional manner.
6. Must be able to keep accurate accounting of hours worked and report hours weekly to KDA.

Compensation

Inspectors will be paid at a rate of \$25.00 for each hour worked; including time spent traveling, conducting inspections, or completing required paperwork.

Contact

Interested persons should send a resume that includes information on IOIA training or organic inspection experience to Mark White, KDA Director of Human Resources at mark.white@ky.gov. For questions, please call 502-782-0291. Applications are strongly preferred by **June 30, 2018**, but will be accepted on a rolling basis.

