

POSITION DESCRIPTION

Certification Associate

1. Working Title, Department, and Phone Number:

Certification Associate, California Crop Improvement Association, 752-0544

2. Supervisor, Supervisor's Title, and Phone Number:

Larry R. Teuber, Executive Director, 752-9824

3. Brief description of the organization and the role of this position:

The California Crop Improvement Association (CCIA) is a private nonprofit organization providing unbiased 3rd party services for crop seed, potato seed, and disease free certification; the CCIA is the sole certification agency for the entire state of California. The CCIA provides essential services to all producers of certified seed in California. The primary mission of the CCIA is to assure that state, national, and international standards for seed production are followed. These standards have been established to maintain genetic purity, quality, and identity of crop varieties during seed production. The CCIA certifies approximately 150,000 acres of seed production annually in California. The business activities of the CCIA are conducted according to the policies of the CCIA Board of Directors. In addition, the seed certification program works closely with Agricultural Commissioners in 32 counties and provides grants to faculty conducting seed-related research. The CCIA staff consists of an Executive Director, nine full time staff members and six seasonal Field Inspectors.

This position will provide support to the CCIA staff by assisting with field inspections throughout California, planting and reading germination tests in the seed lab, providing support in the preparation and planting of post-control grow-outs, and printing certification tags.

4. Essential functions of this position:

50% Seed Certification

The position will provide support to the CCIA field staff in regards to performing field inspections. The inspection process includes travel to fields throughout California to inspect various agronomic crops for compliance with the CCIA certification standards. Inspections will cover such factors as (1) isolation, (2) weeds, (3) other crops, (4) other varieties, and (5) diseases. This position also includes the preparation of detailed field reports which will include a recommendation for approval or rejection of the field according to the CCIA standards. The candidate's lead supervisor will be responsible for accepting or rejecting applications.

The incumbent will have primary responsibility for the coordination and implementation of the Native Plant Pre-Variety Germplasm Program. Upon implementation of the program the successful candidate will be responsible for scheduling and performing field inspections and the preparation of detailed field reports that include a recommendation for approval or rejection according to the CCIA standards. The candidate's lead supervisor will be responsible for accepting or rejecting applications. In addition, the Certification Associate will act as a liaison between the CCIA and growers by communicating results to the grower and instructing growers on the correction of any field problem.

35% Seed Laboratory Support

This position will receive seed samples shipped to the CCIA; log samples into Microsoft Access database and print identifying labels for samples. Under the supervision of the Registered Seed Technologist plant seed samples in moist paper towels or other substrate. Evaluate germination and vigor tests according to AOSA protocols. Perform purity and noxious weed seed tests and

mechanical damage evaluations on audit samples. Identify inert particles, weed seeds, and other crop seeds in the sample.

10% Grow-outs

This position will provide support for preparation of annual post-control grow-outs. Help lead supervisor weigh and package seed. Arrange seed packets in the correct order for the plots. Assist with planting and evaluation of grow-outs.

5% Tag Requests

As needed, the position will receive tag requests from lead supervisor. Read and interpret crop variety, certification number, lot number, and any other information describing the seed lot. Using Microsoft Excel, create spreadsheet with seed lot information to be printed on the certification tags. Use special printers to print tags as requested. Place completed tags into boxes and ship to requestor.

5. Skills, Knowledge and Abilities:

- Knowledge of seed certification standards
- Computer skills to use MS Office Word, Excel, and Outlook email effectively
- Must be able to efficiently and effectively navigate and utilize the CCIA online web based applications and provide explanation of their use to others
- Must be able to communicate effectively
- Must be a self- starter and show initiative
- Be able to work without direct supervision
- Flexibility in adapting to fluctuating workloads and tasks
- And work as part of a team
- Ability to lift and move boxes weighing up to 25 lbs.
- Must have good hand-eye coordination and excellent attention to detail

6. Special Conditions of Employment:

- Must have a Bachelor's Degree in Agriculture or closely related field, or 5 years' experience in Agriculture industry (preferably the seed industry).
- Demonstrated professional acumen to interact with diverse clientele.
- Must have and maintain a valid CA driver's license.
- Must work in field environment – dust, soil, irrigated systems, extreme heat, etc.
- Must be able to walk long distances on uneven terrain.
- Must work in a non-smoking office environment with constant interruption.
- The incumbent will be expected to have the ability to sit and/or stand for the majority of the workday.
- Must have the ability to work at a computer desk for extended periods of time.
- Must be able to work on irregular/flexible schedules depending on work volume/requirements.
- Must be able to travel extensively to different locations, mainly in California, and stay away from home for several days at a time. Occasional overtime may be required to complete assigned inspections.

Position available: January 1, 2012 (open until filled).

Salary: To be discussed.

For more information please contact Kitty Schlosser at meschlosser@ucdavis.edu or 530-752-6979.