



CCOF

Advancing organic agriculture through certification, education, advocacy, and promotion.

JOB ANNOUNCEMENT: Livestock Certification Supervisor

Position will remain open until filled

Organizational Overview: CCOF advances organic agriculture for a healthy world. We advocate on behalf of our members for organic policies, support the growth of organic through education and grants, and provide organic certification that is personal and accessible.

CCOF is a nonprofit organization governed by the people who grow and make our food. Founded in California more than 40 years ago, today our roots span the breadth of North America and our presence is internationally recognized. We are supported by an organic family of farmers, ranchers, processors, retailers, consumers, and policymakers. Together, we work to realize a future where organic *is* the norm.

Position Summary: The Livestock Certification Supervisor helps ensure the quality of CCOF's Livestock certification services while also ensuring that CCOF staff are supported, respected, and valued.

The Livestock Certification Supervisor is responsible for personnel management as well as ensuring that CCOF consistently implements the USDA National Organic Program regulations for Livestock operations. The Livestock Certification Supervisor will address ongoing updates and clarifications to USDA NOP regulations and ensure that CCOF's positions are clear, consistent, and communicated effectively to staff. The Livestock Certification Supervisor will evaluate department workload, efficiency, performance, resources, and staff retention to help ensure that staff have resources necessary to provide the highest quality organic certification experience.

The Livestock Certification Supervisor will report to the Director of Farm Programs Certification and will supervise 4-6 Certification Specialists. This role will collaborate with the Chief Certification officer, the Director of Farm Programs, the Farm Department Manager, the Investigations team, the Inspection Operations team, the Operations Director, the Quality Manager, the Marketing Director, the Policy Director and other staff to meet the needs of the organization and our members.

This position is a full-time, exempt, status position reporting to the Director of Farm Certification.

Position Responsibilities:

1. Supervise Certification staff:

- Train and mentor certification staff to ensure that high quality technical and customer services are effectively provided to Livestock clients.
- Develop systems, tools, and/or programs to enhance efficiency, quality, and staff job satisfaction including work instructions, OSP documents, and other items.

- Be responsible for quality control of Livestock Department certification work as described in the CCOF Quality Manual, including reviewing noncompliance's and adverse actions.
- Provide motivational support to staff in order to complete work.
- Monitor reviewers' workload capacity and ensure quality and consistent services.
- Hold regular office hours to answer policy and procedure questions from Livestock certification staff.
- Address unique compliance and certification issues associated with Livestock clients.
- Ensure that spot checks are completed for direct reports in addition to the livestock department and any required follow-up training is conducted as needed.
- Conduct monthly livestock team meetings.
- Conduct Quarterly Direct Report Meetings
- Conduct at least monthly 1 on 1 check in sessions with direct reports.
- Conduct annual performance evaluations for direct reports.
- Approve expense reports, out of office, training, and other scheduling requests for direct reports.

2. Participate in Certification Supervisor meetings:

- Attend Certification Management Team meetings as needed.
- Attend Cross Department meetings.
- Attend Farm Management and Farm Leadership Meetings,
- Attend all applicable Certification staff meetings.

3. Perform other tasks, as applicable and as determined by the Director of Farm Programs Certification and/or the CCO, such as:

- Monitor issues relevant to Livestock organic certification via ACA listserv, NOP updates, and NOSB meetings.
- Work with relevant staff (e.g. Quality Manager, Farm Investigations Supervisor) to oversee complaints and appeals regarding Livestock clients and ensure compliant procedures are followed consistently.
- Act as technical lead to the LUCI and PCFA inspection programs, including inspection report review.
- Act as the technical lead for the Grass-Fed Program, including inspection report review.
- Act as CSS for clients as needed
- Act as DSR for Extended Service clients as needed.
- Review Livestock inspection reports and inbox items as needed.
- Participate in the hiring and training of new Livestock staff.
- As needed, participate in NOSB meetings, including preparing comments.
- Represent CCOF at professional development events such as ACA trainings or trade shows.
- Participate in additional leadership meetings, internally and externally.
- Work cross-departmentally or cross-organizationally on special projects and/or questions related to livestock certification.
- Provide material 2nd reviews for Handler Certification staff in relation to livestock feed and technical support to the Materials Specialist for livestock materials.

Desired Qualifications:

- Have achieved Senior Certification Specialist status or have at least three years of Livestock certification experience.
- Have at least 1-year experience as a Supervisor
- Have an understanding of client needs.
- Have an understanding of the inspection process.
- Have an understanding of the requirements for ACAs under NOP accreditation, and other accreditations as needed.
- Demonstrate creativity, maturity, and confidence.
- Have a willingness to take initiative to achieve program outcomes.
- Give conscientious attention to detail.
- Have an ability to manage and meet deadlines.
- Have an ability to work well with management to achieve desired outcomes.
- Have the ability to travel occasionally.
- Be willing to represent CCOF at tradeshow (estimated one trade show annually).

Compensation: CCOF takes pride in offering competitive pay and excellent benefits. The “Livestock Certification Supervisor’s” starting compensation will depend on qualifications and experience.

Hiring Process: Applications will be accepted until the position is filled. Interested applicants, please submit the following documents to employment@ccof.org, with “Livestock Certification Supervisor” in the subject line.

- Cover letter summarizing your interest in CCOF and the position, and qualifications
- Current resume
- List of three professional references

Incomplete applications will not be considered. No phone calls please. Only short-listed candidates will be contacted. Thank you for your interest.