



**United
States
Department of
Agriculture**

**Food
Safety and
Inspection
Service**

**Human
Resources
Field
Office**

**Butler Square West
Suite 420C
100 North 6th Street
Minneapolis, MN 55403
(612) 370-2000
(612) 370-2060 fax
(800) 370-3747 toll-free**

Dear Applicant:

Thank you for your recent expression of interest in Food Inspection intermittent employment with the Food Safety and Inspection Service. Enclosed please find: 1) a fact sheet describing what intermittent employment means in terms of tours of duty, hourly work limitations, and benefits; 2) a functional description of the physical and environmental requirements associated with the food inspector occupation; 3) a description of the basic qualifications required for entry into a Federal Food Inspector position; and 4) an Application for Federal Employment (OF-612) which must be completed, signed, dated, and returned to this office for a qualifications determination. You should indicate the specific location(s) where you wish to work in the indicated block at the top of the application form.

In completing your application, please pay careful attention to the knowledge, skills, and abilities (KSA) statements described on the "Basic FI Qualifications" sheet. Your description of your education or work experience on your application must demonstrate these KSA's. Give specific, practical examples of any experiences you've had which reflect these types of judgments, decisions, or actions.

After your application has been reviewed and your eligibility for employment determined, you will receive a Notice of Results from this office. If you are determined to be eligible, your name will be added in rank order to a list of other eligibles for the location(s) you indicated interest in. As the need for intermittent staffing occurs, names are referred for management consideration in score and veterans preference order from this register of eligibles. If you fail to qualify for the Food Inspector occupation, your application will be returned to you unprocessed.

Again, thank you for your interest in intermittent employment as a Food Inspector with the Food Safety and Inspection Service.

Sincerely,

Thomas C. Reimler
Supervisory HR Specialist
Examining Systems Section

Enclosures

FOOD INSPECTOR
EXCEPTED APPOINTMENT
INTERMITTENT TOUR OF DUTY

This is **NOT** a permanent appointment and does **NOT** provide benefits such as health or life insurance, vacation or sick leave, or retirement benefits other than social security. The basic starting salary is \$12.79 per hour.

The numbers of hours you may work are limited to 1,280 hours in a service year. An intermittent tour of duty means you are not guaranteed any specific number of hours of work. You will not have a pre-scheduled tour of duty. You will be called upon to provide coverage for unstaffed inplant positions with a specified geographic area or plant. The unstaffed position may be first, second or third shift. You must be available for all shifts and must be able to report for duty within one hour after receiving a request (by phone) to report for work. You will, however, be given as much advance notice as possible.

An Excepted Appointment does not in any way guarantee selection for a permanent full-time Food Inspector position. Permanent full-time positions are filled through a formal competitive process, which includes a written test, for which you must make separate application. For information on this process contact 1-800-370-3747.

FOOD INSPECTOR

Veterinary Medical Officers, Food Inspectors and Consumer Safety Inspectors (slaughter) are involved in ante-mortem inspection of livestock or poultry and post-mortem inspection of red meat or poultry. This inspection activity is performed in a noisy industrial environment with large moving machinery that cannot be stopped instantly. Workstations and walkways can be extremely narrow and slippery. Excellent stability and balance is required. Frequent physical activities such as walking, climbing, standing, and kneeling are required, including climbing and walking on catwalks. Various environmental conditions, ranging from sub-freezing temperature to frequent summertime temperatures at 80 to 90 degrees are common, with extreme humidity.

Inspection activity requires rapid, constant repetitive motion with both hands and wrists. Red meat viscera inspection requires the palpation of organs and slicing with extremely sharp knives. Accurate color vision is essential to notice subtle shades of product color in the detection of abnormalities that make a product unfit for human consumption.

FUNCTIONAL REQUIREMENTS

- Moderate Light Lifting, 30 pounds, with Occasional Lifting of up to 50 Pounds
- Repetitive Motion of Upper Body and Limbs (8 hours)
- Reaching Above Shoulders
- Use of Fingers – Dexterity and Normal Sensation Required
- Both Hands Required
- Walking (8 hours)
- Stand (8 hours), in Limited Space (2 feet by 4 feet)
- Climbing Stairs and Vertical Ladders
- Both Legs Required (Prosthesis Acceptable if Full Range of Mobility is allowed)
- Near Vision using appropriate Vision Screening Device
- Far Vision Correctable to 20/40
- Depth Perception
- Normal Color Vision
- Normal Hearing (Aid Permitted)
- Ability to Detect Odors
- Clear Speech

ENVIRONMENTAL FACTORS

- Working Indoors and Outdoors
- Excessive Heat
- Excessive Cold
- Excessive Humidity
- Excessive Dampness or Chilling
- Excessive Noise, Continuous
- Slippery and Uneven Walking Surfaces
- Working Around Machinery with Moving Parts
- Working Around Moving Objects or Vehicles
- Working with Hands in Water
- Working in Close Proximity to Others
- Protracted or Irregular Hours of Work
- Working with Knives or Other Tools
- Exposure to Offensive Odors such as Manure, Blood, etc.
- Possible Exposure to Noxious Fumes
- Will be Required to Wear Appropriate Safety Protection

BASIC FI QUALIFICATIONS

For GS-5 positions, applicants must have one year (52 weeks) of specialized experience. Qualifying specialized experience **MUST DEMONSTRATE** the applicant's **knowledge, judgment, interpretive ability, and technical skill associated with the production of a finished product which meets all prescribed standards of quality and conforms with approved production methods.**

- A. Work experience in a slaughter or processing plant, or a comparable manufacturing and production activity which prepares food for human consumption. This experience should demonstrate skills in sorting good from bad; applying, interpreting, and explaining standards, making decisions, and communicating with others. Non-technical repetitive functions are not qualifying.
- B. Work experience as a meat/cutter in a wholesale or retail meat/poultry business, provided that a full range of responsible duties are performed such as cutting or butchering, sanitation, dealing with customers, meeting customer standards, use of judgment, interpretation or various requirements, and sorting acceptable from unacceptable. Deli slicing and assembly of sandwich items or meat wrapping are not qualifying.
- C. Quality control or laboratory experience in the food industry or other similar production environments working with products for consumption by humans or animals (ingested/injected).
- D. Managerial or supervisory responsibility in a food or livestock industry which demonstrates and applicant applied and has effective skills in communicating job requirements, evaluating results of work methods or processes, applying instruction, and interpreting standards or instructions.
- E. Work experience as a chef or cook in a commercial establishment which demonstrates responsibility for proper food preparation, handling and sanitation practices. Fast food experience as a grill attendant, serving line attendant, or cashier does not demonstrate possession of these skills.
- F. Work experience as a Veterinary Technician which demonstrates the ability to make decisions and follow procedures.

Substitution of Education:

Undergraduate education may be substituted for experience at the GS-5 level as follows:

Successful completion of a full 4-year course of study leading to a bachelor's degree in an accredited college or university, that included 12 semester hours in the biological, physical, mathematical, or agricultural science. **(To receive credit for you college degree, you must provide a copy of your transcript with your application or resume.)**

VETERAN PREFERENCE **ELIGIBILITY REQUIREMENTS**

If you served on active duty in the U.S. Military and were separated under honorable conditions, you may be eligible for veteran preference. If claiming preference, submit a copy of your DD-214 and, if claiming 10 point preference, an SF-15 with the required supporting documentation. To qualify for 5-point preference, you must have served:

- a. during a war; **OR**
- b. during the period April 28, 1952 through July 1, 1955; **OR**
- c. for more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; **OR**
- d. in a campaign or expedition for which a campaign medal has been authorized. Any Armed Forces Expeditionary Medal or Campaign Badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, Haiti and the Global War on Terrorism qualifies for preference.
- e. During the Gulf War from August 2, 1990, through January 2, 1992

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980, (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

You may be eligible for 10-point veteran preference if you are a veteran who served at any time **AND** have a service-connected disability **AND/OR** have received a Purple Heart. You must submit a DD-214, SF-15, and the required supporting documentation indicated on the reverse side of the SF-15.

Candidates applying for 10-point derived preference, such as spouse, widow, widower, or mother of a veteran must submit an SF-15, and the required supporting documentation indicated on the reverse side of the SF-15.

You cannot receive veteran preference if you are retired or plan to retire at or above the rank of major or lieutenant commander, unless you are disabled or retired from the active military Reserve.

Active duty for training in the military Reserves and/or National Guard is not considered active duty for purposes of veteran preference.

Additional information on veteran preference may be found in the VetGuide on the Office of Personnel Management web site at **<http://www.opm.gov>**.