



HIRING MEAT ACCEPTANCE SPECIALISTS AND CHICAGO MERCANTILE EXCHANGE (CME) LIVESTOCK CLERKS

Purpose

This Procedure defines procedures for hiring meat acceptance specialists and CME livestock clerks.

Policy

It is Quality Assessment Division (QAD) policy to provide accurate, uniform, efficient, and effective certification services to all applicants. Employment of qualified and properly trained meat acceptance specialists and CME livestock clerks is one method of staffing for some certification programs during peak workload periods. The Customer Service Director, Grading and Certification Director and Assistant Directors are responsible for accurately assessing the seasonal QAD workload, and maintaining trained meat acceptance specialist and CME livestock clerk candidates for use as-needed.

To ensure that the QAD provides a high quality service to the industry, it is essential to comply with this Instruction as well as QAD 208 Procedure Qualification Standards for Meat Acceptance Specialists and Chicago Mercantile Exchange (CME) Livestock Clerks; QAD 209 Procedure Service Limitations and Training Required to Perform Work as a Meat Acceptance Specialist or Chicago Mercantile Exchange (CME) Livestock Clerk; and QAD 210 Procedure Tours of Duty, Pay, and Benefits for Meat Acceptance Specialists and Chicago Mercantile Exchange Livestock Clerks.

Procedures for Announcing Meat Acceptance Specialist and CME Livestock Clerk Positions

Before announcing positions, Assistant Directors must provide the Personnel Director with the following information:

1. The number of meat acceptance specialist and CME livestock clerk positions needed.
2. City and State where the position(s) exists.
3. The addresses and telephone numbers of the local newspapers where positions will be advertised.

Note: Request that the announcement include the following statement: "Call Personnel Director on (phone number) for an application form and a list of the Knowledge, Skills, and Abilities (KSAs)." (Exhibit A)



Application, Selection, and Training Processes

Applicants must complete an Optional Application for Federal Employment form (OF-612) (Exhibit B) or a resume which answers all the questions outlined in the OF-612 and return it to the QAD Office.

QAD Office
13952 Denver West Parkway
Suite 350
Lakewood, CO 80401

Applicants must respond to the KSAs listed in the applicable rating plan so their qualifications may be properly evaluated.

1. The Personnel Director will:
 - a. Supply applicants with an OF-612 and a list of KSAs. (The KSAs for each applicable grade are attached as Exhibit A.)
 - b. Review each application to determine if the applicant meets minimal qualifications.
 - c. Rate applications that meet minimum qualifications in accord with the applicable Meat Acceptance Specialist or CME Livestock Clerk Rating Plan. To qualify for selection, the applicant must score at least 75 points based on the applicable rating plan. If the applicant does not qualify, send a non-qualification letter to the applicant.
 - d. If four or more applicants are qualified, rank applicants based on their rating plan scores and select one of the top three candidates. **If one of the top candidates is a veteran, the veteran must be selected before a non-veteran can be selected.** If more than one opening is being filled, select one candidate from the top three candidates, and include the two unselected candidates in the next grouping. Add the next most qualified candidate to the two unselected candidates, and select one of those. Continue this process until all positions are filled.
 - e. Maintain the applications of unselected applicants for at least one year. If more openings occur within one year after the application was signed, they may be considered in filling the next opening.
 - f. Submit applications of selected candidates to the Livestock and Seed Program Administrative Office (AO).
2. The applicable Assistant Director will:
 - a. Ensure the employee gets the materials and equipment needed to perform their duties.
 - b. Ensure that the employee completes training listed in QAD 209 Procedure Service Limitations and Training Required to Perform Work as a Meat Acceptance Specialist or Chicago Mercantile Exchange (CME) Livestock Clerk, and the applicable training spreadsheet.
 - c. Ensure that the applicant has a thorough knowledge of rules, regulations, instructions, and the preparation of documents used by the Federal meat certification service before the applicant performs work.
 - d. Provide ongoing training to ensure that the employee's skills are current.



- e. Forward the original training records to the Training Officer and ensure that training is entered in the training database.
- f. Evaluate the employee's performance, and take corrective action as needed.

3. The Training Officer will:

- a. Coordinate the applicable training for selected applicants.
- b. Prepare applicable training spreadsheets and ensure that the training is completed.
- c. Audit training records to ensure that employees get applicable training.

Note: Applicants who retired from a Government position (not only as a meat grader) must be hired as reemployed annuitants. Reemployed annuitants are entitled to their highest previous pay rate. If they retired at or above the GS-7 step 10 pay-level, they must be paid at the GS-7 step 10 rate, and their salary is adjusted according to their monthly annuity.

Terminating Employees

With the QAD Director's approval, Assistant Directors may terminate meat acceptance specialists or CME livestock clerks for unsatisfactory performance, conflict of interest, etc. If a meat acceptance specialist or a CME livestock clerk is terminated for reasons other than expiration of appointment, contact the Personnel Director and take the following steps:

- 1. Prepare a draft letter to the employee citing specific examples of unsatisfactory performance. The statement should include times, places, and the observing supervisor's name.
- 2. The Personnel Director will forward the draft letter to an Animal Plant Health Inspection Service (APHIS) staffing specialist before action is taken.

Record Maintenance

The Training Officer will assure individual employee's training records are complete and accessible via electronic transmission. Access to the records are restricted to those who have a "need-to-know."

Stephen H. Cave, Assistant Chief
Quality Assessment Division
Livestock and Seed Program

Exhibit A

KNOWLEDGE, SKILLS AND ABILITIES

GS-3 MEAT ACCEPTANCE SPECIALIST KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to use senses to evaluate products for specifications and contractual requirement conformance.
2. Ability to read, interpret, and apply written instructions, regulations, and specifications.
3. Ability to communicate verbally with customers and coworkers to explain determinations made in accord with specifications and instructions.
4. Ability to identify problems while working under demanding conditions.
5. Ability to prepare documents.

GS-4 MEAT ACCEPTANCE SPECIALIST KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to use senses to evaluate quality and condition of agricultural products for conformance to specifications and contractual requirements.
2. Ability to read, interpret, and apply written instructions, regulations, and specifications.
3. Ability to communicate verbally with customers and coworkers to explain determinations made in accord with specifications and instructions.
4. Ability to identify problems while working under demanding conditions.
5. Ability to prepare documents such as forms and short reports.

GS-5 MEAT ACCEPTANCE SPECIALIST KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to use senses to evaluate quality and condition of agricultural products for conformance to specifications and contractual requirements.
2. Ability to read, interpret, and apply written instructions, regulations, and specifications.
3. Ability to communicate verbally with customers and coworkers to explain determinations made in accord with specifications and instructions.
4. Ability to identify problems while working under demanding conditions.
5. Ability to prepare documents such as forms and short reports.

GS-6 MEAT ACCEPTANCE SPECIALIST KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to use statistical methods to evaluate products.
2. Ability to independently interpret and apply specifications, instructions, and contractual requirements to a variety of meat and meat products.

3. Ability to communicate verbally with customers and coworkers to explain determinations made in accord with standards, specifications, and instructions.
4. Ability to identify problems while working under demanding conditions.
5. Ability to prepare documents and help compile technical reports.

GS-7 MEAT ACCEPTANCE SPECIALIST KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to use statistical methods to evaluate products.
2. Ability to independently interpret and apply specifications, instructions, and contractual requirements to a variety of meat and meat products.
3. Ability to communicate verbally with customers and coworkers to explain determinations made in accord with specifications and instructions.
4. Ability to identify problems while working under demanding conditions.
5. Ability to prepare documents and help compile technical reports.

GS-3 CHICAGO MERCANTILE EXCHANGE LIVESTOCK CLERK KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to determine conformance of cattle to specifications and contractual requirements.
2. Ability to read, interpret, and apply written instructions, regulations, and specifications.
3. Ability to communicate verbally with customers and coworkers to explain sex, breed type, and health determinations made in accord with specifications and instructions.
4. Ability to resolve problems while working under demanding conditions.
5. Ability to prepare documents.