

APHIS
Veterinary Services
NAHPP, NCAHP

Compliance Specialist, GS-1801-9/11
Slaughter Horse Transport Program Field Coordinator

INTRODUCTION:

The Slaughter Horse Transport Program (SHTP) Field Coordinator supports the SHTP Manager (VMO) on the National Center for Animal Health Programs (NCAHP), Veterinary Services (VS), APHIS, in Riverdale, Maryland. The basic mission of the NCAHP is to plan, develop, monitor and communicate national APHIS policy, programs, and regulations concerning the certification of animals as being free of diseases or pests that threaten the viability of livestock industries, wholesomeness of animal products, or health of the human population. In addition, NCAHP advises the Deputy Administrator and Veterinary Services field personnel on policy and program issues.

A. Duties and Responsibilities

The Slaughter Horse Transport Program (SHTP) Field Coordinator functions as a technical field coordinator for the Slaughter Horse Transport Program (SHTP). Internationally, the incumbent, working closely with NCIE and the VS Regional offices, will interact on a regular basis with APHIS Veterinary Services, Mexican, and Canadian officials at the ports of entry and processing plants to ensure that all elements of the SHTP bilateral agreements are understood and upheld. Domestically, the coordinator will assist AVICs and the Regions by responding to any and all needs of the program, with most responsibilities being in the States of Texas and Illinois or any State that in the future should have an equine processing facility. Specifically, the incumbent is expected to represent the SHTP Program Manager in the field by providing education and training on the SHTP, thereby facilitating the prevention, detection, and documentation of violations of SHTP laws and regulations. These regulatory activities include working with VS personnel, industry managers, operators, Food Safety Inspection Service (FSIS) veterinarians and Investigation and Enforcement Services (IES) personnel to gain adequate compliance in order to avoid the need for prosecutions. Considerable knowledge of APHIS regulations and equine industry practices, along with diplomacy and persuasion, are essential in working with the slaughter horse transport industry to prevent and correct violations.

In Addition to the duties and responsibilities just described the incumbent:

- Works closely with officials and employees of Veterinary Services, the livestock industry, livestock markets, market association, county and state extension services, Food Safety and Inspection Service, other Federal agencies, accredited veterinarians, and other interested persons to explain the slaughter horse transport regulations and enlist their voluntary compliance through a better understanding of the program requirements.
- Determines the training needs of new personnel and provides or arranges for such technical guidance and training as necessary to improve effectiveness, efficiency, completeness, and competence in the development and reporting of information relating to program evaluation and compliance.
- Works closely with the AVIC and IES personnel regarding violations and notifies them as needed to communicate developing trends or issues in certain locales. Advises on the status within the Area and recommends changes in organization or procedures as needed. Under the guidance of the SHTP Manager, meets with national or international officials to develop cooperative systems and structures as necessary, as well as provides technical advice and guidance including on-the-job training.
- Works closely with the AVIC to monitor and review the operations at equine auction markets and equine feed lots to enforce SHTP regulations. Maintains contact with owners or employees of livestock markets, slaughter establishments, and feedlots to provide information, promote animal health programs, and insure compliance with laws, regulations and policies.
- Maintains contact and cooperative working relationships with officials in industry, Federal, State, and the general public in order to advise on specific procedures regarding violations that might be sensitive due to the National and technical scope of the industry.

B. Factors

1. Knowledge Required by the Position

Comprehensive knowledge of APHIS regulations and equine industry practices in relation to the slaughter horse transport industry in order to analyze complex factual information for the prevention and correction of violations. The incumbent is expected to possess thorough knowledge of the SHTP to prevent, detect, and document violations of all laws and regulations with regards to this national program and to provide technical guidance to industry officials, employees, and the general public for the promotion of animal health programs.

Thorough knowledge of applicable sections of Title 9, Section 88, Code of Federal Regulations, APHIS Directives, Veterinary Services Memorandums, Uniform Methods and Rules, as well as Import-Export protocols pertaining to a variety of animal disease control, eradication programs and international regulations as they relate to the SHTP. Must have practical knowledge of basic principals of animal science to recognize clinical signs of domestic and foreign animal disease of concern to VS. Must have knowledge of the management of domestic animals, including a thorough understanding of equine industry practices in relation to the slaughter horse transport industry.

In addition to a detailed knowledge of the applicable laws and regulations, the incumbent must be thoroughly familiar with the varied industry practices within his area. This includes a detailed knowledge of locale and the livestock marketing practices necessary for the prevention of disease. The incumbent must have the ability to establish good working relationships with other agencies and the public. Tact and diplomacy are needed to best represent the APHIS programs. Incumbent will be dealing with a small or "cottage" industry that will require a great deal of understanding and appreciation to be able to communicate effectively.

Thorough knowledge and skill in selecting, adapting and applying negotiating techniques to obtain withheld information, along with persuading reluctant parties to provide necessary information in order to achieve compliance with the SHTP.

2. Supervisory Controls

The incumbent is an employee of the SHTP and works under the direct supervision of the SHTP Program Manager (VMO) who, in conjunction with the Director, National Center for Animal Health Programs, sets the overall program objectives. The SHTP Program Manager, in consultation with the employee, determines deadlines for assignments. The incumbent independently organizes, plans, and carries out the assignments, which typically involves resolution of sensitive situations. Oral and written reports are reviewed by the supervisor at irregular intervals. Work is reviewed for general compliance with area procedures. However, the incumbent is fully responsible for the technical content of own work. The total work product is reviewed based on the effectiveness of results accomplished and objectives met, while the incumbent's judgment is considered technically sound.

3. Guidelines

Guidelines consist of VS regulations regarding the SHTP and supplemented by official VS manuals, Federal laws, regulations, and policies, protocols, desk guides, scientific reference books, atlases, and precedents. Analysis and interpretation of the regulations and guidelines is required in order to make decisions regarding compliance issues with slaughter horse program violations. The incumbent must use judgment to interpret and adapt the guidelines for application to specific situations and problems. Incumbent must also exercise considerable judgment in recognizing the presence of issues or concerns

which require consultation with staff veterinarians. Unusual situations having major impact on the program are referred to the supervisor.

4. Complexity

To support the non-binding Letters of Intent between the U.S. and Canada/Mexico, this position has been designed to help foster good working relationships among international staff and field personnel, particularly at the borders. Domestically, the work also includes a variety of duties and responsibilities requiring the application of methods relating to VS slaughter horse program operations in order to overcome significant compliance complications that arise. Decisions regarding what needs to be done in resolving compliance issues involve assessing complex interrelationships of facts and dealing with incomplete or conflicting data. The incumbent, in consultation with the SHTP Program Manager, makes determinations from many possible alternatives, which includes interpretation and analysis of data and policies, and refinement of program methods and techniques used.

5. Scope and Effect

The work involves analyzing a variety of administrative program operations in accordance with established criteria and methodology in order to ensure compliance with the SHTP; to improve the efficiency and effectiveness of program operations; and to ensure the program goals and objectives are met. The incumbent analyzes compliance issues for the prevention, detection and documentation of violations in regards to the laws and regulations of the SHTP.

Work products and services provided by the incumbent, including regulatory activities, technical guidance and training coordination, contribute to the effectiveness of the organization. The incumbent's actions also contribute to a better understanding by industry and stakeholders in regards to laws, regulations and policies of the SHTP and the promotion of animal health programs.

6. Personal Contacts

Contacts are with State, Federal, and accredited veterinarians. Additional contacts include animal health technicians, state livestock inspectors, employees of other federal agencies, slaughter plant managers, livestock/auction market employees, office personnel, both Canadian and Mexican officials, and the horse-owning public.

7. Purpose of Contacts

Contacts are to provide direction, give or exchange information, resolve problems, and provide services. Contacts are also to motivate and influence individuals or groups in justifying program actions to ensure compliance, and to further the education of the SHTP. Some contacts may be uncooperative in regards to sensitive compliance issues.

8. Physical Demands

Standing, walking, bending and crouching. Frequent travel (both domestic and international) is required in this position. The appropriate Duty Station will be determined by the Agency; however, there is some flexibility to consider the needs of the Incumbent because of the travel requirements of the position. It is anticipated that the majority of the employee's time will be spent with the plants located in Texas, with travel to assist in Illinois as needed. The incumbent may also make periodic visits to feedlots and auction markets nationwide when required. Additionally, port reviews will be required periodically along the Canadian and Mexican borders.

9. Work Environment

Work is carried out in various field locations nationwide.