Job Title: Regulatory Specialist
Reports To: Director Regulatory Affairs
Department: Regulatory
Location: North America
Prepared by: Human Resources
Approved By: Director Regulatory Affairs
Date: July 2011

Summary: Develops and maintains systems that will be used to archive and retrieve regulatory and scientific documents. Works with Regulatory Product Managers and other regulatory personnel to oversee and handle all regulatory submissions. Interprets EPA registration forms, applies correct and appropriate product information for accurate and timely submission. Coordinates label information with production and insures accuracy.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Manages label review process with production to maintain compliance.

Engages in document management, responsible for tracking and archiving regulatory and scientific documents.

Submits regulatory documents to USEPA and tracks submissions.

Supports Regulatory Product Managers in their duties.

The above mentioned responsibilities and essential duties would generally be performed in an office setting utilizing computer based programs and other tools and means of effective communications. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competency:
To perform the job successfully, an individual should demonstrate the following competencies:
Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience:
Bachelor's of Science degree (Chemistry, Biology preferred) with experience in pesticide registration, or the combination of education and direct industry experience.

Language Ability:
Ability to read, analyze, and interpret general professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information to groups of managers.

Math Ability:
Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to interpret a report regarding general laboratory studies.

Reasoning Ability:
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:
To perform this job successfully, an individual must have knowledge of Microsoft Office processing software; Internet software; project management software and database software.

Certificates and Licenses:
No certifications required but preferred.