

Reports to: Director of Regulatory Affairs

Department: Regulatory Affairs

Classification: Exempt/Non-Exempt

Last Updated: August 11, 2022

Job Summary:

The Regulatory Affairs Specialist serves an integral role within the department of Regulatory Affairs by assisting the regulatory function with the operation of obtaining and maintaining state pesticide product registrations. The Specialist will also assist with influencing regulatory strategies by interacting with regulators of state agencies and other governing bodies responsible for assessing and evaluating pesticide products. Responsibilities include managing, coordinating, and documenting internal regulatory processes. Review all product labeling and marketing materials to ensure it meets Federal EPA and state regulatory requirements. Create and maintain Safety Data Sheets in accordance with domestic and foreign regulations.

Essential Functions:

- Responsible for all state pesticide product registrations including filings for new product applications, registration renewals, sales reporting and label amendments.
 - Plans and coordinates state EPA submissions to align with Product Launch timelines.
 - Prepares responses to regulatory authority questions, as well as other regulatory correspondence.
 - Assists with data gathering and quarterly and annual reporting required by the regulations.
 - Assists with Federal EPA pesticide product registrations including filings for new product applications, notifications, amendments, CSF, DCIs and ABNs.
 - Tracks all submissions to regulatory agencies and ensure timely response.
 - Maintains documentation for all phases of regulatory state submissions, including position statements, method of analysis, notice of approval, renewal license, and label revisions.
 - Provides project support working directly with Regulatory and Engineering to prepare regulatory labeling submissions, product registration applications and other projects within established timeframes.
 - Participates in new product development meetings and collaborates with cross-functional departments to ensure regulatory requirements are met.
 - Proofs and maintains pesticide product labels ensuring compliance with federal and state mandates.
 - Works within Regulatory and with Engineering and Marketing to manage label system with the aim to ensure compliance with labeling requirements.
 - Creates and maintains Material Safety Data sheets for all active products, ensure website is kept current.
 - Actively participates in the external regulatory environment through networking with key regulators and industry committee's/Trade Associations, identifying opportunities to influence guidelines that optimize business results.
 - Assists in understanding, interpreting, and complying with all state pesticide laws and regulations pertaining to the sale and use of products.
 - Acts in concert with the company and departmental policies and strategies, adapts promptly to changing priorities.
 - Works towards continuous improvement of existing work processes to increase efficiency.
 - Other duties as assigned.
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Essential Job Qualifications:

- Associate or Bachelors degree.
 - Two to four years related experience helpful but not required.
 - Strong analytical thinking, problem solving, and investigation skills.
 - Possess acute attention to detail, with the patience and diligence necessary to ensure accuracy of the work.
 - Organizational skills; ability for detail and precision.
 - Team player with ability to work independently.
 - Excellent written and oral communication skills.
 - Strong interpersonal and presentation skills with the ability to influence others in a positive and effective manner.
 - Proficient computer skills within MS Office Suite.
 - Embrace and foster company values of Integrity, Excellence, People Chemistry, Golden Rule, Courage and Servant-Leadership.
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