



**Regulatory Food and Feed Laboratory Personnel  
Competency Framework**

<b>Proficiency Levels / Domains</b>	<b>Technical Competency</b>	<b>Communication Competency</b>	<b>Programmatic Competency</b>	<b>Leadership Competency</b>
Senior administration	<ul style="list-style-type: none"> <li>Anticipate and evaluate resource needs.</li> </ul>	<ul style="list-style-type: none"> <li>Distill complex technical information for a variety of audiences.</li> <li>Interact with media organizations regarding sensitive issues.</li> <li>Disseminate the vision, mission, goals, and objectives throughout organization.</li> </ul>	<ul style="list-style-type: none"> <li>Strategically prioritize and allocate resources.</li> <li>Collaborate in the development of new program standards.</li> <li>Creating or modifying policy.</li> <li>Establish fee structures.</li> <li>Oversee facility management.</li> </ul>	<ul style="list-style-type: none"> <li>Advocate for resources.</li> <li>Establish organizational culture.</li> <li>Leads strategic planning.</li> <li>Promote an integrated food safety system.</li> </ul>
Supervisor/manager	<ul style="list-style-type: none"> <li>Assess work performed by experts.</li> <li>Determine if expert's conclusions are valid.</li> <li>Interpret a compilation of test results and explain the implications.</li> </ul>	<ul style="list-style-type: none"> <li>Interact with media organizations regarding non-sensitive issues.</li> <li>Write concise business reports.</li> <li>Conduct conflict resolution and negotiation.</li> <li>Provide clear instructions.</li> <li>Inform senior administration of challenges, opportunities, resource needs, etc.</li> <li>Effectively disseminate information.</li> <li>Produce effectively written and oral inter-personal communications.</li> </ul>	<ul style="list-style-type: none"> <li>Assess program performance using data.</li> <li>Suggest new methods.</li> <li>Interpret and apply emerging technologies.</li> <li>Implementing new policies.</li> <li>Ensure compliance with work rules, policies, and practices.</li> <li>Employ program standards relevant to the laboratory.</li> <li>Administer accreditation or certification standards that pertain to the administrative operations.</li> </ul>	<ul style="list-style-type: none"> <li>Motivate laboratory professionals.</li> <li>Implement the strategic plan.</li> <li>Advocate for laboratory staff members.</li> <li>Engage in interagency collaboration.</li> <li>Engage in integrated food safety system activities.</li> </ul>
Expert	<ul style="list-style-type: none"> <li>Troubleshoot problems.</li> <li>Train laboratory professionals.</li> <li>Interpret and describe standard and nonstandard test results.</li> <li>Evaluate data using statistical modeling.</li> <li>Evaluate and implement technologies.</li> <li>Conceptualize and develop novel approaches.</li> </ul>	<ul style="list-style-type: none"> <li>Engage in public speaking.</li> <li>Write for publications.</li> <li>Independently interact with peers regarding technical information.</li> <li>Participate in workgroups and professional organizations.</li> <li>Build collaborations.</li> <li>Write technical reports/documents.</li> <li>Facilitate meetings.</li> </ul>	<ul style="list-style-type: none"> <li>Collaborate on applicable grant opportunities.</li> <li>Apply regulatory standards in assessing data and reporting results.</li> <li>Administer accreditation or certification standards that pertain to the laboratory testing operations.</li> </ul>	<ul style="list-style-type: none"> <li>Participate in strategic planning.</li> <li>Mentor laboratory professionals.</li> <li>Model professional laboratory behavior.</li> <li>Contribute to professional field.</li> </ul>
Mid-level - expanded test scope - increased test complexity	<ul style="list-style-type: none"> <li>Apply testing knowledge and skills to similar test methods.</li> <li>Apply knowledge and skills to use similar technologies.</li> <li>Participate in trouble shooting problems.</li> <li>Describe the results in terms of the work performed.</li> </ul>	<ul style="list-style-type: none"> <li>Present to peers.</li> <li>Write SOPs.</li> <li>Write in a grammatically correct style.</li> <li>Create data summary reports.</li> <li>Write corrective action reports.</li> <li>Articulate issues.</li> <li>Present information about work performed as evidence in legal proceedings.</li> </ul>	<ul style="list-style-type: none"> <li>Describe regulatory programs that the laboratory supports.</li> <li>Explain roles and responsibilities in the quality system.</li> <li>Articulate roles and responsibilities in safety program.</li> </ul>	<ul style="list-style-type: none"> <li>Initiate problem resolution.</li> <li>Recommend innovative solutions.</li> <li>Recognize and proactively address issues and gaps.</li> </ul>
Entry (trainee – 2 years) - limited test scope - limited test complexity	<ul style="list-style-type: none"> <li>Explain laboratory testing methods.</li> <li>Perform laboratory tests independently and correctly.</li> </ul>	<ul style="list-style-type: none"> <li>Clearly recording observations.</li> <li>Follow written and verbal directions.</li> <li>Seek assistance or clarification when necessary.</li> <li>Discuss laboratory-related issues clearly, logically, and succinctly.</li> </ul>	<ul style="list-style-type: none"> <li>Explain the roles and responsibilities of personnel and programs within their laboratory.</li> </ul>	<ul style="list-style-type: none"> <li>Consistently behave in an ethical manner.</li> <li>Pursue professional growth.</li> <li>Assume responsibility and accountability for actions.</li> </ul>