

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV37006</b>
<b>Job Class Code:</b>	<b>030</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>03</b>	<b>Grade:</b>	<b>17</b>
<b>Workers Comp Code:</b>	<b>7720</b>		

<b>Job Code Established:</b>	<b>10/18/88</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>01/01/96</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Consumer Protection and Environmental Control Series

**JOB CODE TITLE:** AGRICULTURE INSPECTOR IV

**HRIS TITLE:** AGRIC INSPR IV

**CHARACTERISTICS OF THE CLASS:** Works under general supervision from an Agriculture Inspections District Supervisor or Agriculture Inspections Regional Manager. Has the authority to act for and on behalf, in absence of, the Agriculture Inspections District Supervisor; review work activities and reports for completeness, accuracy and compliance with policies and procedures; arranging, providing and/or overseeing training for staff. Serves as the assistant to an Agriculture Inspections District Supervisor; schedules, prioritizes, assigns and oversees daily work activities; may conduct special inspections as situations dictate; assists in performing the variety of administrative activities delegated to the supervisor; trains and instructs staff, including subordinates serving in an assigned lead role; applies and interprets complicated Federal, State and agency laws and regulations for staff and the public. Work product consists of completed inspections and work projects; trained and functioning staff; reports prepared and submitted; recommendations made for work improvements; positive image and relationships established and maintained with public. Responsible for completing work activities in a timely, efficient and professional manner; leading, training and scheduling work activities and staff; providing input to evaluations of staff; applying and interpreting difficult laws and regulations for staff and public.

**EXAMPLES OF DUTIES:** Devises a schedule of work for subordinate shift leaders and staff on a periodic basis, within a designated district. Reads, examines, and reviews reports prepared by subordinate shift leaders and staff; makes corrections, adjustments, raises questions, routes back to writer or submits to superior. Confers with, and advises, staff members, drawing on special knowledge of laws, rules, regulations, policies, procedures and practices of the agency. Resolves problems and questions presented by subordinate shift leaders and staff regarding work methods and processes. Instructs staff members in proper use of a complex system of methods, procedures, rules or regulations utilized by the work system. Conducts specialized inspections of crop diseases, weed and/or insect infestation, illegal/improper pesticide applications in fields, orchards, farms, apiaries and shipping ports. Confers with members of the agricultural community, informing and advising on State and agency rules, regulations, policies, procedures and practices. Analyzes and evaluates work processed, methods and practices for a district operation; makes recommendations for improvements. Confers with superior, who is at level of district office supervisor, presenting and resolving difficult problems and questions, in some instances dealing with supervisory or district policy problems, planning actions and making decisions. Confers with agency technical experts in order to carry out joint activities in control and eradication programs of projects. Drives automobile to various locations within a specified district of the State, carrying out business of the work system. Performs related work as required.

**WORK CONDITIONS:** Some travel within area of assignment; work can encounter extremes of heat and cold, and potentially hazardous conditions from exposure to toxic chemicals; requires interaction with the public or agriculture community members, some of whom may be irate.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** Federal, State and agency laws, rules, regulations and policies governing inspection activities, safety practices and public relations; principles and practices of work leadership, training and supervision; practices and procedures of inspection standards and authorized enforcement guidelines; practices and procedures of administrative activities of the assignment; the techniques and methods of conducting inspections.

**Skill/Ability to:** applying and interpreting federal, state and agency laws, rules, regulations and policies governing inspection activities, safety practices and public relations; work leadership and training; reading and interpreting inspection standards; methods and techniques of administrative practices of the assigned operation; conducting inspections; oral and written communications; interpersonal relationships.

**Experience and Education:** Typical ways to obtain the KSAs would be: One year of experience equivalent to an Agriculture Inspector III. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

**SPECIAL SELECTION FACTORS:** A current and valid Arizona driver's license may be required at time of appointment.