

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV37007
Job Class Code:	030	Salary Schedule:	AREG
EEO Category:	03	Grade:	18
Workers Comp Code:	7720		

Job Code Established:	06/23/04	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Consumer Protection & Environmental Control Series

JOB CODE TITLE: AGRICULTURE INSPECTIONS DISTRICT SUPERVISOR

HRIS TITLE: AGRIC INSPNS DIST SPV

CHARACTERISTICS OF THE JOB CODE: Supervises and manages a district operation which may include a border station; or supervises the border station operation at Winterhaven, California; plans, implements, prioritizes and monitors the inspection programs; operates within budget controls, coordinates the inspectors' assignments and training through the Assistant; evaluates all staff completed assignments and implements work improvements to ensure completed as required by laws, regulations and standards; arranges meetings with public and agricultural community to educate on laws and regulations and promote and establish working and interacting relationships. Works under general supervision from an Agriculture Inspections Regional Manager or direction from the Regional Assistant Director. Has authority to prioritize, schedule and assign work projects within established standards, procedures and instructions; recommend personnel actions regarding assigned staff; arrange meetings with public and agricultural community within established policies and procedures.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties. Resolves problems and questions presented by subordinate staff regarding work policies, processes and methods. Reviews work products or achievements of subordinate staff; evaluates work and plans for improvements. Plans for better use of material and personal resources in a designated district; examines materials, confers with superior and staff, analyzes, evaluates, makes determinations. Confers with members of the agricultural community and the general public, informing and advising on state and agency rules, regulations, policies, procedures and practices. Confers with agency technical experts in order to carry out joint activities in control and eradication programs or projects. Writes detailed reports based on research, analyses and evaluation of data pertaining to specific conditions or projects under study, making recommendations for actions to be taken. Inspects completed work of subordinate staff by on-site inspection. Determines materials and supplies required to fill routine needs of the district by examination of need and availability of materials, comparison of alternatives and calculation of costs and supply priorities. As district supervisor, interviews prospective applicants for positions in district, recommends personnel action. Reviews district work flow and modifies procedures to accommodate new programs or special projects. Confers with superior, who is at level of regional manager, presenting and resolving difficult problems and questions, in some instances dealing with district policy problems, planning actions and making decisions. Drives automobile to various locations within a specified region of the State, carrying out business of the work system.

WORK CONDITIONS: Travel as required; work can encounter extremes of heat and cold.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Federal, State and agency laws, rules, regulations and policies governing inspection activities, safety practices and public relations; established inspection methods,

standards and procedures; principles and practices of work management, supervision and training; principles and practices of authorized and acceptable law and regulation enforcement guidelines and procedures; 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 inspections and projects, safety practices and public relations; work management and supervision; administrative activities of the operation; detecting improper employment and public relations activities; reading and interpreting inspection standards; oral and written communications; interpersonal relationships.

Experience and Education: Typical ways to obtain the KSAs would be: Experience in agriculture or horticulture work, e.g., crop producing, commercial flower growing, and experience performing agriculture and horticulture inspections. Bachelor's degree from an accredited college or university in agriculture, plant, crop or related field and experience that provided a knowledge of crop producing, pests and diseases and experience in agriculture and horticulture inspections. 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.