

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	EXP	Job Code:	ACV37008
Job Class Code:	030	Salary Schedule:	AREG
EEO Category:	01	Grade:	20
Workers Comp Code:	7720		

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

JOB CODE SERIES: Consumer Protection and Environmental Control Series

JOB CODE TITLE: AGRICULTURE INSPECTIONS REGIONAL MANAGER

HRIS TITLE: AGRIC INSPNS REGL MGR

WORK DESCRIPTION: Manages, through subordinate District Supervisors, one of the three regions of the State, including districts and border stations; develops and implements inspection, training programs and projects in concert with the agency's technical experts; conducts field inspections to monitor activities for compliance with established standards and policies; develops and recommends operating budgets and expenditures; meets with the public, agriculture community representatives and other officials in Arizona and other states to plan and establish inter/intra-state relationships and programs.

WORK ACTIVITIES: directs, instructs and counsels subordinate personnel who are district supervisors carrying out tasks requiring considerable judgment.
Resolves problems and questions presented by subordinate supervisory staff regarding work processes, policies, organization or methods.
Confers with and advises members of the agricultural community regarding agency programs, activities and services.
Confers with staff of agencies in other states with regard to joint actions taken or to be taken; or in exchange of vital or useful information.
Confers with agency technical experts in order to carry out joint activities.
Writes detailed reports based on research, analyses and evaluation of data, making recommendations for actions to be taken.
Adapts schedules to meet changing priorities of equipment, personnel or work objectives.
Plans and estimates annual budget for an oncoming budget period.
Plans for better use of material and personal resources in a regional operation.
Collects and compiles data, makes analyses and recommendations relating to feasibility of undertaking specified projects.
Participates in and coordinates the development of training programs for agency field staff.
Confers with superior, who is at level of assistant director, concerning work of work system; gives information and advice; receives instruction and guidance.
Performs related work as required.

WORK CONDITIONS: Travel as required with overnight stays away from home base; work can encounter extremes of heat and cold.

SUPERVISION: Works under general direction from a Regional Assistant Director.

WORK RESULTS/PRODUCTS: Trained and functioning staff carrying out field and border station inspections; administrative duties completed; budgets developed and submitted; inter/intra-state cooperative programs established and operational; reports, including recommendations, prepared and submitted.

RESPONSIBILITY: For managing and supervising the assigned regional operations in an efficient and professional manner; reviewing, evaluating and enforcing established inspection programs, laws and regulations in an effective manner.

AUTHORITY: To develop and recommend operating budgets and expenditures; recommend hiring and other personnel actions; plan and implement inspection programs and projects and interpret and enforce related standards, laws and regulations.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: principles and practices of work management and supervision; Federal, State and agency laws, rules, regulations, policies and procedures governing inspection activities, safety programs and public relations; developing inter/intra-state cooperative programs and projects; techniques and practices of administrative duties; techniques and methods of establishing and maintaining field surveys to detect, identify and eradicate harmful insects and plant diseases.

Skill/Ability to: manage and supervise; applying and interpreting Federal, State and agency laws, rules, regulations and policies governing inspection activities, safety programs and public relations; developing and maintaining inter/intra-state cooperative programs and relationships; administrative activities of the assignment; establishing procedures to detect, identify and eradicate harmful insects and plant diseases; oral and written communications; interpersonal relationships.

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