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**AGRICULTURE PROGRAM INSPECTOR**

**SCOPE OF WORK:**

Work involves performing inspections and enforcing laws, rules, and regulations related to the assigned program area to ensure public health and safety.

**DUTIES PERFORMED AT ALL LEVELS:**

- Conduct regular inspections and tests of products, agricultural commodities, processing equipment, farms, plants, and businesses for sanitation and compliance; review, audit and verify records; evaluate practices, procedures, and systems.
- Interpret, enforce, and ensure compliance with applicable state and federal laws, rules, and regulations relating to the program area.
- Provide recommendations to meet and/or maintain compliance with applicable state and federal laws, rules, and regulations.
- Prepare inspection reports as required by law or policy; maintain documentation and records to substantiate fieldwork and organize inspection duties.
- Collect, handle, and submit samples of various products for lab analysis by using prescribed methods and maintaining chain of custody.
- Conduct investigations of potential violations; initiate corrective follow-up actions.
- Prepare complaints, evidentiary materials, and presentations for administrative hearings as required.
- Maintain working knowledge of state and federal laws, rules, and regulations pertaining to the assigned program area(s).
- Provide assistance, information, education and training to producers, businesses, industry representatives, plant personnel, and the public.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**AGRICULTURE PROGRAM INSPECTOR**

6222

GRADE J

**LEVEL DEFINITION:**

Individuals at this level generally perform inspections independently at the fully qualified level within the assigned program area(s).

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in agriculture, natural or biological sciences, or related field; OR a bachelor's degree in another field and two years of work experience closely related to the position to be filled; OR an associate degree in agriculture, natural or biological sciences, or related field and two years of work experience closely related to the position to be filled.

The hiring authority, at the time of recruitment, will specify the education and work experience requirements and any additional qualifications depending on the specific position to be filled.

**SENIOR AGRICULTURE PROGRAM INSPECTOR**

6223

GRADE K

LEVEL DEFINITION:

Individuals at this level perform more complex inspections; are designated as lead workers by the Agriculture Program Manager; and function as the recognized experts in an agriculture program inspection area.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Conduct complex inspections, investigations, surveys, samplings and ratings.
- Provide orientation, guidance, training and limited supervision to field inspectors in the assigned agriculture program inspection area(s).
- Review and evaluate forms, reports, records and files completed by other inspectors.
- Review and evaluate inspectors' performance to provide inspection program quality assurance/control.
- Prepare specialized reports.
- Provide specialized and complex consultation, education and training to producers, plants, and businesses.
- Provide input to the review, development and updating of laws, rules, regulations, policies, procedures and standards related to the assigned program inspection area.
- Serve as statewide contact for designated agriculture program inspection area.
- May review and evaluate product applications and labels.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree and two years work experience, both of which are closely related to the position to be filled.

The hiring authority, at the time of recruitment, will specify the education and work experience requirements and any additional qualifications depending on the specific position to be filled.

Eff. Date: 03/00 – Developed to replace 6205-6 (Consumer Protection Inspector I & II), 6211-12 (Dairy Inspector I & II) and 6217 (Rating & Surveillance Officer)

Rev: 04/10 – Combined 1<sup>st</sup> & 2<sup>nd</sup> levels into one level; revised minimum qualifications of both levels; changed technical knowledge factor of 1<sup>st</sup> level

Rev: 07/12 – Conversion to Hay System