



SEED ANALYST

SCOPE OF WORK:

Work involves inspecting, collecting, preparing, testing, and analyzing agricultural seed samples. Positions work in the Seed Laboratory at the North Dakota State Seed Department (NDSSD).

DUTIES PERFORMED AT ALL LEVELS:

- Conduct testing and analysis of common, certified, and regulatory seed samples.
- Divide, separate, and identify components of samples.
- Calibrate, operate, and maintain seed laboratory equipment.
- Inspect and evaluate seed production fields for isolation, weeds, seed-borne diseases, and varietal purity; apply documents, standards, and variety descriptions to ensure fields meet certification standards established by the NDSSD or seed industry.
- Prepare written reports and communicate test and inspection results to NDSSD staff and growers.
- Enter information into computer database.

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

SEED ANALYST I
GRADE G

6401

LEVEL DEFINITION:

Positions at this level generally perform duties in a training capacity under close supervision.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None

CLASS CODES: 6401
6402
6403

ND Class Description
Seed Analyst

MINIMUM QUALIFICATIONS:

Requires an associate degree in an agriculture-related field and one year of agriculture work experience. Additional work experience may substitute for the degree requirement on a year-for-year basis.

SEED ANALYST II
GRADE H

6402

LEVEL DEFINITION:

Positions at this level generally perform duties independently at the fully qualified level.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Conduct standard purity and/or germination testing on full range of crops utilizing specific methods, guidelines, and rules.

MINIMUM QUALIFICATIONS:

Requires two years of seed testing work experience equivalent to the level of a Seed Analyst I.

SENIOR SEED ANALYST
GRADE I

6403

LEVEL DEFINITION:

Positions at this level perform specialized laboratory testing and serve as lead workers.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Conduct specialized purity and/or germination testing utilizing specific methods, guidelines, and rules.
- Conduct specialized herbicide tolerance testing on commodities where technology exists.
- Provide training and mentoring to laboratory staff.
- Serve in the lab manager's absence.

MINIMUM QUALIFICATIONS:

Requires two years of seed testing work experience and certification in purity and/or germination from the Association of Official Seed Analysts or certification as a

ND Class Description
Seed Analyst

CLASS CODES: 6401
6402
6403

Registered Seed Technologist (RST) from the Society of Commercial Seed Technologists. Certification requires two years of training under a RST, additional classroom training by independent external trainers, and satisfactory scores in national certification examinations.

Eff. Date: 2/87

Rev: 3/00 – Word processing conversion

Rev: 10/09 – Revised scope, duties, levels, minimum qualifications, factoring, and grades

Rev: 7/12 – Conversion to Hay System

Rev: 4/13 – Updated duties at II and Senior levels; updated minimum qualifications at Senior level; factoring and grades re-evaluated by JEC