



**SEED INSPECTOR**

**SCOPE OF WORK:**

Work involves conducting crop inspections to ensure the quality of potatoes and field seed produced in North Dakota (ND). Positions work for the ND State Seed Department.

**DUTIES PERFORMED AT ALL LEVELS:**

- Inspect and evaluate potato and/or field seed crops in fields, or in seed retail, handling, processing, or shipping point facilities to determine compliance with ND and United States Department of Agriculture (USDA) rules, regulations, standards, and guidelines.
- Communicate results to growers and facility staff; provide recommendations and education regarding rules, regulations, procedures, tolerances, and practices affecting seed production.
- Prepare and submit forms, documents, reports, and certificates.
- Assist in public relations and promotion of ND grown certified seed by attending trade shows, industry meetings, and growers' association functions.
- Participate in continuing education and training programs keeping up to date on latest research regarding seed health factors, regulations, and requirements affecting seed quality.
- Assist with research, projects, surveys, testing, and development of manuals.
- May assist with inspections of other field crops.

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 INSPECTOR I**  
 GRADE G

6421

**LEVEL DEFINITION:**

Individuals at this level generally perform inspections in a training capacity under close supervision.

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- None

**MINIMUM QUALIFICATIONS:**

CLASS CODES: 6421  
6422  
6423

ND Class Description  
Seed Inspector

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Requires a high school diploma or GED, and two years of work experience in potato or seed production, inspection, potato grading, or seed conditioning. College-level coursework in a closely related agricultural field may substitute for the work experience requirement on a year-for-year basis.

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

**SEED INSPECTOR II**  
GRADE H

6422

**LEVEL DEFINITION:**

Individuals at this level generally perform inspections independently at the fully qualified level.

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- Conduct Good Handling Practices/Good Agricultural Practices (GHP/GAP) audits of commercial and seed farming operations to ensure compliance with practices established by the USDA; provide technical assistance; identify potential violations or non-conformance and initiate corrective actions; conduct follow-up review.
- Conduct regulatory investigations, examinations, or audits regarding enforcement of state and federal seed laws.

**MINIMUM QUALIFICATIONS:**

Requires a high school diploma or GED, and two years of work experience performing duties equivalent to the level of a Seed Inspector I. Must have United States Department of Agriculture/Agricultural Marketing Service (USDA/AMS) Fresh Fruit and Vegetable License and USDA Shipping Point Inspection License, and/or GHP/GAP License.

The hiring authority, at the time of recruitment, will specify the work experience requirement and any additional qualifications as relates to the specific position to be filled.

**SENIOR SEED INSPECTOR**  
GRADE I

6423

**LEVEL DEFINITION:**

Individuals at this level perform more complex inspections and are designated as lead workers.

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- Assist with day-to-day operations of the regulatory, potato or field seed inspection programs.

- Provide orientation, guidance, training, and limited supervision to inspectors.
- Review and evaluate forms, reports, records, and files completed by other inspectors.
- Conduct inspections of Breeder and Foundation class seed production fields.
- Provide input to management in the development and implementation of administrative rules, policies, procedures, and guidelines.
- Assist with development and presentation of educational materials to staff and producers.
- Assist with special projects and programs as assigned.
- Serve as regional contact person for the program area.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED, and four years of work experience performing duties equivalent to the level of a Seed Inspector II. Must have USDA/AMS Fresh Fruit and Vegetable License, USDA Shipping Point Inspection License, and/or GHP/GAP Federal-State Inspection Service (FSIS) Lead Auditor License.

The hiring authority, at the time of recruitment, will specify the work experience requirement and any additional qualifications as relates to the specific position to be filled.

Eff. Date: 4/08 – Developed to replace 6410 Potato/Grain Inspector and 6415 Potato/Grain Inspection Supervisor I

Rev: 7/12 – Conversion to Hay System

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