



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## AGRICULTURAL INSPECTION SUPERVISOR

Job Number: 20000738

Job Code: 30040V170716

Job Group: 3000 - AGRICULTURAL AND ENVIRONMENTAL

Job Established: 06/16/1982

Job Revised: 07/16/2017

Grade: 12	Salary (MIN - MID):	<b>Special Entrance Rate:</b>
	\$14,938-\$19,789 - Hourly	<b>NONE</b>
	\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary	<b>NONE</b>
	\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary	<b>NONE</b>

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.pdf>.

### **CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises employees in the inspection, investigation and/or regulation in relation to state and federal requirements administered by the Department of Agriculture; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

High school graduate.

#### **EXPERIENCE, TRAINING, OR SKILLS:**

Must have three years of agricultural inspection experience.

#### **Substitute EDUCATION for EXPERIENCE:**

Vocational or technical training in agriculture or a related field will substitute for the experience on a year-for-year basis up to a maximum of two years.

#### **Substitute EXPERIENCE for EDUCATION:**

Experience in agriculture, retail sales, chemical application, or a related field will substitute for the education on a year for year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must possess a valid driver's license prior to appointment in this classification. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possess and maintains required licensure(s), certification(s) or other credentials.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises and trains inspectors in the Animal Health program to include examination and testing of animals for disease, taking blood samples and milk samples for laboratory testing, tagging of animals, re testing of animals and, if necessary, quarantining of animals and areas. Inspects stockyard and rendering plant operations. Supervises and trains inspectors in the Regulation and Inspection program to include the inspection and calibration of scales used in industrial, commercial and retail establishments for accuracy of weight and fuel pumps for accuracy of fuel delivery and packaged products for accuracy of weight. This may also include training in measurement and labeling, in egg processors and dealers for grading and labeling requirements and for required licenses, the inspection of amusement rides and attractions, and the education of the public on the Teens and Tobacco Program. Leads workshops in public and private schools and may work with summer day camps educating youth. Works with retail owners and operators to insure they comply with SB 137. Supervises and trains inspectors in the Pests and Weeds program to include organization of and assistance to local authorities and the operation and maintenance of chemical applications and equipment. Supervisors and trains employees in the Food Distribution program to include the inspection of the records and facilities of recipient institutions and programs for compliance with rules and regulations for allocation, usage and storage of commodity foods and products, the proper corrective action or utilization for recipients of commodity goods, and the inspection of recipients records for compliance with civil rights laws. Supervises and trains inspectors in the Hay Grading program to include a format for explaining the program to hay producers and associations, the technological capabilities to grade hay; and the procedures to label hay for grade marketing. Completes operational records and reports. Explains department programs to the public and to local authorities.

**UNIQUE PHYSICAL REQUIREMENTS:**

Lifts weights used in the testing of scales and climbs storage bins to inspect grain.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Typical working conditions will require travel to such places as stockyards, farms, businesses, and amusement parks. Has close contact with livestock animals in such areas as stockyards, barns and/or barnyards.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*