

STATE OF NEBRASKA CLASS SPECIFICATION
AGRICULTURE SENIOR SEED ANALYST

EST: 08/89 – REV: 10/10
CLASS CODE: M53654

DESCRIPTION: Under general supervision, independently performs advanced technical work in the Seed Laboratory of the Department of Agriculture; performs complex analytical testing including purity analyses, germination and tetrazolium testing and evaluates test results; serves as a lead worker for positions allocated to the Agriculture Seed Analyst class; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the second classification level of two in the Agriculture Seed Analyst class series (Agriculture Seed Analyst and Agriculture Senior Seed Analyst). Positions in this class perform duties of the Agriculture Seed Analyst class at an expert level while guiding the work of at least three or more full-time equivalent positions allocated to lower levels in this series. Lead worker duties may include: assigning tasks, monitoring progress and workflow, checking work products, scheduling work and establishing work standards.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Schedules, distributes/balances and guides the work assignments of co-workers according to established work flow/assignment requirements, to assist supervisory staff with timely completion of the assigned work load.

Monitors and reports on co-worker work performance to determine overall conformity to established timetables and quality standards; documents and communicates employee production levels and training needs.

Trains co-workers as directed in specific tasks, job practices and procedures.

Receives, logs and labels seed samples submitted for testing; identifies appropriate testing methods and prepares seed samples as necessary.

Performs advanced and complex purity tests on all seeds to determine percentages of weight of pure seed, crop seed, inert matter, and weed seed.

Performs tetrazolium testing, germination and other special tests.

Analyzes and interprets results from tests performed; documents and records test results.

Maintains records and reports.

Assists Laboratory Supervisor in coordinating with BPI, clients, the general public and other agencies regarding laboratory activities and answering regulatory questions concerning seed testing.

Coordinates Association of Official Seed Analysts referee testing and special projects at the direction of the Laboratory Supervisor.

Attends seed schools and seminars as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: leadership techniques, coordination of people and resources; laboratory policies and procedures regarding testing methods; uses of chemicals and their interactions; plant organisms, their tissues, cells, functions and interactions with each other and the environment; basic math skills including addition, subtraction, multiplication and division.

Skill in: listening to and understanding information received; communicating effectively to relay information; teaching others how to do something.

Ability to: lead, mentor, assign and review work assignments; organize and manage work flow of staff; interpret, apply and explain laboratory guidelines, policies and procedures; operate and maintain testing instruments and equipment; deploy good eye/hand coordination to perform testing; prepare basic records and reports.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Two years experience as an Agriculture Seed Analyst.

OR

Four years experience in purity and/or germination work in a seed testing laboratory. Post high school coursework/training in agronomy, plant science, seed technology, agriculture or closely related field may be substituted for laboratory experience on a year-for-year basis.

SPECIAL NOTES:

Positions in this class must successfully pass both the purity and germination portions of the Association of Official Seed Analysts (AOSA) certification test.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).