

STATE OF NEBRASKA CLASS SPECIFICATION  
AGRICULTURE INSPECTION SUPERVISOR

EST: 03/76 – REV: 12/10  
CLASS CODE: V62313

**DESCRIPTION:** Under general supervision, performs supervisory inspection work related to the regulation programs within the Nebraska Department of Agriculture. Positions allocated to this class work in a supervisory capacity within the inspector series; 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 final classification level of three within the Agriculture Inspection Specialist class series. Positions allocated to this level, on a regular and recurring basis, supervise staff allocated to lower levels of this class series. This class is distinguished from the Agriculture Inspection Specialist I and II classes that are not assigned supervisory responsibilities.

**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.)

Plans, assigns and directs the work activities of assigned staff to facilitate the attainment of division work goals, and to ensure consistent application of technical inspection standards including recommending personnel actions related to selection, discipline, performance, grievances and work schedules.

Trains staff in on agency policies and procedures to improve and maintain job performance levels and meet standards through exposure of necessary job knowledge and abilities.

Conducts complex and difficult inspection work which may pertain to a variety of divisions that are specified by the Director of Agriculture.

Maintains reports from inspectors relating to their time spent, work that was accomplished, expected route for the next week, etc.

Compiles data and evidence pertaining to regulation violations and makes immediate decisions regarding the severity of violations and determines action to be taken.

Administers and interprets statutes pertaining to the special area of concern. Recommends changes in inspection procedures, rules and regulations when necessary.

Corresponds with individuals and/or businesses that have violated the laws pertaining to the area of inspection.

May assist in the preparation of the Division's budget.

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

Knowledge of: the principles and techniques of supervision; the laws and regulations in a specific area of inspection within the Department of Agriculture; techniques of interviewing; general personal computer operations; investigatory techniques; sampling procedures; laboratory testing procedures; specialized laboratory and sampling equipment..

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Ability to: manage human resources; plan, assign, direct and evaluate the work of staff; interact and work with people and exercise tact in security compliance with laws and regulations; interact with individuals to gain their confidence and to establish rapport; communicate effectively with the public and business proprietors; interpret, apply and explain policies and standards; compare data with established criteria to determine similarities and differences and identify conformance with standards; make decisions and take action in dealing with noncompliance problems; compile and interpret inspection data; prepare accurate and concise technical reports; speak before large groups; operate field laboratory and sampling equipment; work outdoors in inclement weather and in an environment exposed to physical hazards, infectious diseases and toxic/hazardous substances.

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

Post high school coursework/training in: natural sciences, agriculture, business administration, public administration or related field and two years experience in a regulatory setting performing inspection and measurement functions within the assigned regulatory program. OR two years experience as an Agriculture Inspection Specialist II and two years relevant experience.

**SPECIAL NOTES:**

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).

Specific positions in this class require an employee to possess a valid driver's license or the ability to provide independent authorized transportation.

Specific positions located in the Weights and Measures Division may require possession of a commercial driver license (CDL).

Overnight and/or regular day travel outside the city of residence is required of incumbents of this job class.