

AGRICULTURE

Broad Occupational Category - 47

DUTIES AND RESPONSIBILITIES

- *Develop, implement, and enforce policies, rules, regulations, and procedures.*
- *Review, interpret, and ensure compliance with federal and state agricultural statutes as well as federal and state regulatory requirements.*
- *Conduct inspections of livestock, plants, or agricultural commodities.*
- *Monitor animal health and disease outbreaks.*
- *Guide and advise staff on technical, operational, and policy issues.*
- *Participate in epidemiological investigations for disease outbreaks and disease eradication programs.*
- *Assign, direct, and evaluate work of subordinates, including training field officers, inspectors, or other staff.*
- *Plan, direct, and evaluate agricultural programs, recommend adjustments, and administer program budgets and monitor expenditures.*
- *Prepare program reports, grants, contracts, or administrative documentation.*
- *Manage program operations to meet agency goals.*
- *Investigate violations of statutes, regulations, or program rules.*
- *Recommend and initiate enforcement actions (fines, revocations, or quarantines).*
- *Enforce regulations related to livestock movement and import/export requirements.*
- *Maintain central databases for regulatory compliance or disease monitoring.*
- *Analyze technical and scientific data for decision-making, including the monitoring of laboratory results for corrective or enforcement actions.*

NEBRASKA

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COMPETENCIES

- **Composure:** Is cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; doesn't show frustration when resisted or blocked; is a settling influence in a crisis.
- **Conflict Management:** Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can hammer out tough agreements and settle disputes equitably; can find common ground and get cooperation with minimum noise.
- **Customer Focus:** Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
- **Decision Quality:** Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
- **Ethics and Values:** Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.
- **Listening:** Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees.
- **Approachability:** Is easy to approach and talk to; spends the extra effort to put others at ease; can be warm, pleasant, and gracious; is sensitive to and patient with the interpersonal anxieties of others; builds rapport well; is a good listener; is an early knower, getting informal and incomplete information in time to do something about it.
- **Integrity and Trust:** Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.

- **Managing and Measuring Work:** Clearly assigns responsibility for tasks and decisions; sets clear objectives and measures; monitors process, progress, and results; designs feedback loops into work.
- **Organizing:** Can marshal resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently arranges information and files in a useful manner.
- **Building Effective Teams:** Blends people into teams when needed; creates strong morale and spirit in his/her team; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; defines success in terms of the whole team; creates a feeling of belonging in the team.
- **Time Management:** Uses his/her time effectively and efficiently; values time; concentrates his/her efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.
- **Action Oriented:** Enjoys working hard; is action oriented and full of energy for the things he/she sees as challenging; not fearful of acting with a minimum of planning; seizes more opportunities than others.
- **Planning:** Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
- **Problem Solving:** Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.

SMART Goal Prompting Questions

Develop, implement, and enforce policies, rules, regulations, and procedures

- What actions could you take to improve the development, implementation, or consistent enforcement of agricultural policies, rules, and procedures?
- How will you measure success, such as improved compliance, fewer policy issues, more consistent enforcement, or reduced processing times?
- What policy review processes, stakeholder input, training, or communication tools could strengthen implementation and enforcement?
- How do clear and consistently enforced policies support agricultural safety, regulatory integrity, and public confidence?
- By what date or policy review cycle will you aim to improve policy development or enforcement practices?

Review, interpret, and ensure compliance with federal and state agricultural statutes and regulatory requirements

- What steps could you take to improve your ability to interpret and apply changing federal and state agricultural requirements?
- How will you measure success, such as fewer compliance issues, improved audit results, timely regulatory updates, or more consistent guidance to staff?
- What regulatory tracking tools, training, reference materials, or review processes could strengthen compliance efforts?
- How does accurate interpretation of agricultural requirements support consistent regulation and protection of Nebraska's agricultural interests?
- By what date or compliance cycle will you aim to improve regulatory review and compliance practices?

Conduct inspections of livestock, plants, or agricultural commodities

- What strategies could you use to improve the thoroughness, consistency, and efficiency of agricultural inspections?
- How will you measure success, such as completing inspections more efficiently, improving documentation, identifying issues earlier, or reducing repeat findings?
- What inspection tools, checklists, technology, training, or quality-control processes could strengthen inspection activities?
- How do effective inspections support agricultural health, safety, market integrity, and regulatory compliance?
- By what date or inspection cycle will you aim to improve inspection practices?

Monitor animal health and disease outbreaks

- What actions could you take to strengthen monitoring and early identification of animal health concerns and disease outbreaks?
- How will you measure success, such as earlier detection, faster reporting, improved surveillance coverage, or more effective containment?
- What monitoring systems, laboratory resources, reporting procedures, or partnerships could strengthen animal health surveillance?
- How does effective disease monitoring support Nebraska agriculture, animal health, and public confidence?
- By what date or surveillance cycle will you aim to improve animal health monitoring practices?

Guide and advise staff on technical, operational, and policy issues

- What steps could you take to improve the quality, consistency, and timeliness of guidance provided to staff?
- How will you measure success, such as improved staff understanding, fewer recurring questions, more consistent decisions, or stronger job performance?
- What reference materials, coaching practices, training resources, or communication methods could strengthen technical and policy guidance?
- How does effective staff guidance support consistent program operations and regulatory decision-making?
- By what date or development cycle will you aim to improve staff guidance practices?

Participate in epidemiological investigations for disease outbreaks and disease eradication programs

- What actions could you take to improve your effectiveness in investigating and responding to agricultural disease outbreaks?
- How will you measure success, such as faster investigations, improved data collection, more timely reporting, or successful disease-control outcomes?
- What epidemiological tools, data resources, laboratory partnerships, training, or response procedures could strengthen investigation efforts?
- How does effective epidemiological investigation support disease prevention, containment, and protection of Nebraska's agricultural economy?
- By what date or response cycle will you aim to improve disease investigation capabilities?

Assign, direct, and evaluate work of subordinates, including training field officers, inspectors, or other staff

- What strategies could you use to improve workload assignment, supervision, performance evaluation, and development of field staff?

- How will you measure success, such as improved productivity, balanced workloads, stronger inspection performance, or increased staff competency?
- What workforce planning tools, coaching methods, training programs, or performance measures could strengthen supervision?
- How does effective staff management support consistent field operations and achievement of program objectives?
- By what date or performance cycle will you aim to improve supervision and staff development practices?

Plan, direct, and evaluate agricultural programs, recommend adjustments, and administer program budgets and monitor expenditures

- What actions could you take to improve program planning, performance evaluation, resource allocation, and budget management?
- How will you measure success, such as improved program outcomes, achievement of milestones, reduced budget variances, or better use of available resources?
- What performance measures, financial tracking tools, planning methods, or evaluation processes could strengthen program management?
- How does effective program and budget management support agency priorities and responsible stewardship of public resources?
- By what date or program/budget cycle will you aim to improve program management practices?

Prepare program reports, grants, contracts, or administrative documentation

- What steps could you take to improve the accuracy, completeness, timeliness, and effectiveness of program documentation?
- How will you measure success, such as fewer corrections, timely submissions, successful grant or contract reviews, or improved audit results?
- What templates, tracking systems, review processes, or technical resources could strengthen documentation practices?
- How does accurate administrative documentation support accountability, funding opportunities, and successful program operations?
- By what date or reporting cycle will you aim to improve documentation practices?

Manage program operations to meet agency goals

- What strategies could you use to improve the efficiency, consistency, and effectiveness of agricultural program operations?
- How will you measure success, such as achievement of program targets, improved service delivery, increased efficiency, or stronger stakeholder outcomes?

- What performance measures, operational procedures, communication methods, or project management tools could strengthen program management?
- How does effective program management support agency priorities and Nebraska's agricultural interests?
  By what date or operational cycle will you aim to improve program performance?

Investigate violations of statutes, regulations, or program rules

- What actions could you take to improve the thoroughness, consistency, and timeliness of investigations into potential violations?
- How will you measure success, such as reduced investigation backlogs, improved documentation, faster resolution, or stronger case outcomes?
- What investigative procedures, evidence-gathering methods, databases, training, or collaboration opportunities could strengthen investigations?
- How do effective investigations support regulatory integrity, fairness, and protection of Nebraska's agricultural industries?
- By what date or investigation cycle will you aim to improve investigative practices?

Recommend and initiate enforcement actions (fines, revocations, or quarantines)

- What steps could you take to improve the consistency, timeliness, and appropriateness of enforcement decisions?
- How will you measure success, such as improved case resolution times, consistent application of requirements, reduced repeat violations, or successful enforcement reviews?
- What enforcement guidelines, legal resources, case review processes, or training could strengthen enforcement decision-making?
- How does fair and consistent enforcement support compliance, public safety, and confidence in agricultural regulation?
- By what date or enforcement review cycle will you aim to improve enforcement practices?

Enforce regulations related to livestock movement and import/export requirements

- What actions could you take to improve compliance with livestock movement and import/export requirements?
- How will you measure success, such as fewer violations, improved inspection outcomes, faster processing, or increased compliance among regulated entities?

- What tracking systems, regulatory resources, communication methods, or stakeholder education could strengthen enforcement efforts?
- How does effective enforcement protect animal health, agricultural markets, and Nebraska's livestock industry?
- By what date or compliance cycle will you aim to improve livestock movement and trade regulation practices?

Maintain central databases for regulatory compliance or disease monitoring

- What strategies could you use to improve the accuracy, completeness, security, and usefulness of regulatory and disease-monitoring databases?
- How will you measure success, such as fewer data errors, improved reporting timeliness, faster information retrieval, or stronger data quality?
- What database tools, data-entry standards, validation procedures, or staff training could strengthen information management?
- How does reliable data support effective disease surveillance, regulatory decisions, and program management?
- By what date or data review cycle will you aim to improve database management practices?

Analyze technical and scientific data for decision-making, including the monitoring of laboratory results for corrective or enforcement actions

- What actions could you take to improve the accuracy, timeliness, and usefulness of scientific and technical data analysis?
- How will you measure success, such as faster identification of issues, improved decisions, more timely corrective actions, or stronger enforcement outcomes?
- What analytical tools, laboratory resources, data visualization methods, or professional development opportunities could strengthen analysis capabilities?
- How does effective analysis of scientific and laboratory data support sound regulatory decisions and protection of agricultural health?
- By what date or reporting cycle will you aim to improve technical data analysis practices?