

INSPECTIONS

Broad Occupational Category - 62

DUTIES AND RESPONSIBILITIES

- *Conduct inspections of facilities, establishments, or worksites to ensure compliance with applicable laws and regulations.*
- *Maintain records and databases to track compliance, investigations, or certifications.*
- *Interpret and apply federal, state, and local laws, codes, ordinances, and regulations.*
- *Perform on-site investigations of incidents, accidents, or violations.*
- *Summarize inspection or investigation findings and provide recommendations.*
- *Maintain accurate records for potential legal or administrative action.*
- *Ensure consistent application of policies, procedures, and technical standards.*
- *Maintain current knowledge of technical standards, industry practices, and emerging hazards.*
- *Recommend corrective measures to mitigate health, safety, or regulatory risks.*
- *Collect, analyze, and preserve physical or digital evidence from inspection or investigation sites.*
- *Prepare written reports, memoranda, and technical documentation for internal or external use.*
- *Train employees, staff, or external stakeholders on compliance, safety, or investigative procedures.*
- *Analyze records, data, or communications for violations or suspicious activity.*
- *Prepare detailed investigative reports for administrative or legal proceedings.*
- *Evaluate environmental, health, and safety conditions at worksites or establishments.*

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.
- **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.
- **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.
- **Patience:** Is tolerant with people and processes; listens and checks before acting; tries to understand the people and the data before making judgments and acting; waits for others to catch up before acting; sensitive to due process and proper pacing; follows established process.
- **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.
- **Written Communications:** Is able to write clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect.
- **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.
- **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.

- **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.
- **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.
- **Dealing With Ambiguity:** Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; doesn't have to finish things before moving on; can comfortably handle risk and uncertainty.
- **Functional/Technical Skills:** Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.
- **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.
- **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.
- **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

Conduct inspections of facilities, establishments, or worksites to ensure compliance with applicable laws and regulations

- What steps could you take to improve the thoroughness, consistency, efficiency, or timeliness of inspections?
- How will you measure success, such as completing inspections within established timeframes, reducing repeat deficiencies, or improving documentation quality?
- What inspection checklists, technology, risk-based approaches, or quality-control procedures could strengthen inspection activities?
- How do effective inspections support public safety, regulatory compliance, and consistent enforcement?
- By what date or inspection cycle will you aim to improve a specific aspect of the inspection process?

Maintain records and databases to track compliance, investigations, or certifications

- What actions could you take to improve the accuracy, completeness, organization, or accessibility of inspection and compliance records?
- How will you measure success, such as reducing data-entry errors, improving record retrieval times, or increasing timely updates?
- What database tools, standardized procedures, automated reminders, or quality-control processes could strengthen record management?
- How does accurate information support compliance monitoring, investigations, and informed decision-making?
- By what date or reporting cycle will you aim to improve a specific records or database process?

Interpret and apply federal, state, and local laws, codes, ordinances, and regulations

- What strategies could you use to strengthen your knowledge and consistent application of applicable laws, codes, ordinances, and regulations?
- How will you measure success, such as reducing interpretation errors, improving consistency among inspections, or resolving regulatory questions more efficiently?
- What training, reference materials, legal resources, or consultation practices could strengthen regulatory knowledge?
- How does accurate interpretation support fair, consistent, and defensible enforcement?

- By what date or regulatory review cycle will you aim to improve your knowledge or application of a specific requirement?

Perform on-site investigations of incidents, accidents, or violations

- What actions could you take to improve the thoroughness, efficiency, safety, or consistency of on-site investigations?
- How will you measure success, such as reducing investigation completion times, improving evidence collection, or identifying contributing factors more effectively?
- What investigative protocols, checklists, technology, or training could strengthen your field investigations?
- How do thorough investigations support accurate findings, corrective action, and public safety?
- By what date or investigation cycle will you aim to improve a specific investigative practice?

Summarize inspection or investigation findings and provide recommendations

- What steps could you take to make findings and recommendations clearer, more objective, timely, and actionable?
- How will you measure success, such as reducing report revisions, improving stakeholder understanding, or increasing timely completion of corrective actions?
- What report templates, analytical methods, peer reviews, or quality-control processes could strengthen your recommendations?
- How do clear findings and practical recommendations support effective compliance and risk reduction?
- By what date or reporting cycle will you aim to improve the quality or timeliness of inspection findings?

Maintain accurate records for potential legal or administrative action

- What strategies could you use to improve the accuracy, completeness, organization, and defensibility of records that may support legal or administrative action?
- How will you measure success, such as reducing documentation deficiencies, improving evidence traceability, or ensuring records meet established requirements?
- What documentation standards, evidence logs, review procedures, or case-management tools could strengthen recordkeeping?
- How do complete and accurate records support due process and defensible regulatory decisions?

- By what date or case-review cycle will you aim to improve a specific documentation practice?

Ensure consistent application of policies, procedures, and technical standards

- What actions could you take to promote greater consistency in how policies, procedures, and technical standards are applied?
- How will you measure success, such as reducing inconsistencies, improving inspection results, or increasing agreement among reviewers or inspectors?
- What standardized checklists, calibration processes, training, peer reviews, or supervisory quality checks could strengthen consistency?
- How does consistent application support fairness, credibility, and equal treatment of regulated entities?
- By what date or review cycle will you aim to implement and evaluate a specific consistency improvement?

Maintain current knowledge of technical standards, industry practices, and emerging hazards

- What steps could you take to stay current with changes in technical standards, industry practices, technology, and emerging hazards?
- How will you measure success, such as completing targeted training, incorporating new standards into inspections, or identifying emerging risks earlier?
- What professional resources, training programs, industry publications, regulatory updates, or peer networks could strengthen your knowledge?
- How does current technical knowledge improve inspection accuracy, risk identification, and public safety?
- By what date or professional-development cycle will you complete a specific knowledge or training goal?

Recommend corrective measures to mitigate health, safety, or regulatory risks

- What strategies could you use to improve the effectiveness, practicality, and timeliness of corrective recommendations?
- How will you measure success, such as increasing timely corrective actions, reducing repeat violations, or decreasing identified risks?
- What risk-assessment methods, technical resources, stakeholder discussions, or follow-up procedures could strengthen recommendations?
- How do appropriate corrective measures reduce risks and promote sustained compliance?
- By what date or follow-up cycle will you aim to improve a specific corrective-action process?

Collect, analyze, and preserve physical or digital evidence from inspection or investigation sites

- What actions could you take to improve the collection, analysis, documentation, security, or preservation of evidence?
- How will you measure success, such as reducing evidence-handling errors, improving documentation completeness, or maintaining complete chains of custody?
- What evidence-collection protocols, technology, storage systems, or training could strengthen evidence management?
- How does properly preserved evidence support accurate findings and potential administrative or legal proceedings?
- By what date or investigation cycle will you aim to improve a specific evidence-management practice?

Prepare written reports, memoranda, and technical documentation for internal or external use

- What steps could you take to improve the clarity, accuracy, consistency, and timeliness of written inspection and technical documents?
- How will you measure success, such as reducing revisions, meeting reporting deadlines, or improving reader understanding?
- What templates, writing standards, peer-review processes, or document-management tools could strengthen technical documentation?
- How does clear and accurate documentation support communication, accountability, and regulatory decisions?
- By what date or reporting cycle will you aim to improve a specific documentation process?

Train employees, staff, or external stakeholders on compliance, safety, or investigative procedures

- What actions could you take to improve the effectiveness and relevance of compliance, safety, or investigative training?
- How will you measure success, such as improving assessment results, reducing recurring errors, increasing training completion, or improving participant feedback?
- What demonstrations, job aids, case studies, online resources, or hands-on exercises could strengthen training?
- How does effective training improve compliance, safety, consistency, and investigative quality?
- By what date or training cycle will you aim to develop or improve a specific training activity?

Analyze records, data, or communications for violations or suspicious activity

- What strategies could you use to improve the efficiency and accuracy of identifying potential violations or suspicious activity through records and data analysis?
- How will you measure success, such as identifying issues earlier, reducing false positives, improving case prioritization, or increasing actionable findings?
- What analytical tools, databases, search techniques, or risk-based methods could strengthen your analysis?
- How does effective analysis help target investigative resources and identify potential risks or violations?
- By what date or review cycle will you aim to improve a specific analytical process?

Prepare detailed investigative reports for administrative or legal proceedings

- What steps could you take to improve the accuracy, completeness, objectivity, organization, and defensibility of investigative reports?
- How will you measure success, such as reducing report revisions, meeting established deadlines, improving evidence documentation, or reducing requests for clarification?
- What report templates, investigative standards, peer reviews, evidence-tracking systems, or writing resources could strengthen your reports?
- How do thorough investigative reports support fair administrative and legal proceedings?
- By what date or investigation cycle will you aim to improve a specific aspect of investigative reporting?

Evaluate environmental, health, and safety conditions at worksites or establishments

- What actions could you take to improve the identification, assessment, and documentation of environmental, health, and safety risks?
- How will you measure success, such as identifying hazards earlier, improving compliance rates, reducing repeat deficiencies, or increasing timely corrective actions?
- What inspection tools, risk-assessment methods, technical resources, or monitoring equipment could strengthen evaluations?
- How does effective evaluation of workplace conditions support employee safety, public health, and regulatory compliance?
- By what date or inspection cycle will you aim to improve a specific health, environmental, or safety evaluation process?