

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES**

Plant Health

SERIES NUMBER

2118

MAJOR AGENCIES

Agriculture Only

EFFECTIVE

11/03/2013

SERIES PURPOSE

The purpose of the Plant Health occupation is to coordinate inspection activities within the Plant Health program area (e.g., plant pest control/invasive species; pesticide/fertilizer; grain, feed, & seed).

At the supervisory level, incumbents supervise front line inspection staff for the state of Ohio.

This classification is to be utilized by the Ohio Department of Agriculture only.

JOB TITLE

Plant Health Supervisor

JOB CODE

21185

PAY GRADE

12

EFFECTIVE

11/03/2013

CLASS CONCEPT

The supervisory level class works under general direction & requires thorough knowledge of plant science & state & federal laws regarding assigned Plant Health program area (e.g., plant pest control/invasive species; pesticide regulation; grain, feed, & seed) in order to develop, coordinate & execute policy & methods to oversee inspection requirements; coordinates inspection activities & supervises inspection staff (i.e., Grain Feed & Seed Examiners; Pesticide/Fertilizer Inspector; Plant Pest Control Specialist; Gypsy Moth Traptender).

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Plant Health Supervisor	21185	22	11/03/2013	12

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Plans & coordinates inspection activities of assigned Plant Health program area (e.g., plant pest control/invasive species; pesticide/fertilizer; grain, feed, & seed) in order to develop, coordinate & execute policy & methods to oversee inspection requirements & supervises inspection staff (i.e., Grain, Feed, & Seed Examiners; Pesticide/Fertilizer Inspector; Plant Pest Control Specialist; Gypsy Moth Traptender); assigns work activities; provides instruction on inspection procedures;; formulates recommendations for regulated communities to meet requirements of interstate & international regulations; develops work plans to utilize limited resources to accomplish changing priorities (e.g., pesticide mis-application, new pest outbreaks, grain insolvency, feed contamination, & bio-terrorism); analyzes problems & determines & implements plan of action; responds to regulatory questions from angry land owners & product manufacturers regarding enforcement actions (e.g., destruction of products for sale resulting in high dollar amount profit losses for manufacturers; seizing homeowner's property to cut down infested trees; issues stop sale on contaminated feed products).

Coaches field staff; conducts field staff performance reviews; develops performance improvement plans; administers disciplinary actions; approves leave & travel requests; recruits for vacant positions; manages field inspections; reviews field reports (e.g., standard, investigative, inspection); follows up on open field reports; requests sample analysis; tracks field inspections & reviews for completeness & accuracy; maintains regulatory compliance; oversees review & issuance of licenses (e.g., commercial feed, pesticide applicators; nursery); oversees renewal of compliance agreements; oversees collection of license & inspection fees; reviews & updates license testing materials.

Manages government contracts to ensure compliance in spending & completing funded projects; develops work plans; develops project budget in accordance with contract terms; assists in securing funding; develops final government contract; reviews contract bids; monitors contractors' performance; reviews contractors' submitted data; prepares final reports; participates in intra & inter-agency grants.

Performs public relations duties; notifies stakeholders of rule & law changes; participates in community meetings; assists other state agencies &/or federal entities in researching & responding to questions &/or complaints.

MAJOR WORKER CHARACTERISTICS

Knowledge of agriculture or related biology or other science; state & federal laws & regulations regarding division of Plant Health program areas (e.g., plant pest control/invasive species; pesticide/fertilizer; grain, feed, & seed); investigation & sampling procedures; supervisory principles & techniques*; employee training & development*; accounting/auditing; economics. Skill in use of personal computer & related software (e.g., ExamHand Ohio Software). Ability to prioritize/plan multiple tasks; write technical reports; interpret extensive variety of technical materials in books, journals, manuals; define problems, collect data, establish facts & draw valid conclusions; proofread technical materials; handle sensitive contacts with government officials & general public; establish, draw valid conclusions; proofread technical materials; establish positive atmosphere as supervisor of work unit.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate core coursework in agricultural field (e.g., agronomy, biology, horticulture, entomology, plant pathology, environmental science); 18 mos. exp. in applying state & federal laws regarding plant health programs; 3 mos. exp. in operation of personal computer; valid driver's license.

-Or 4 yrs. exp. in managerial position related to Plant Health programs; 3 mos. exp. in operation of personal computer; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Must obtain federal credentials commensurate with program area to be assigned as per approved position description on file (e.g., USEPA, FIFRA, FDA, USDA ACO); must master ExamHand Ohio software program & other associated computer applications.

UNUSUAL WORKING CONDITIONS

Works outside, exposed to varying weather conditions, exposed to machinery, dirt, dust, dangerous heights; requires travel; exposed to angry hostile landowners; required to work in crawl spaces when conducting inspections.