

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

Plant Health

MAJOR AGENCIES:

Agriculture only

SERIES NO.:

2118

EFFECTIVE DATE:

12/14/2014

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 full performance level, incumbents conduct various inspections (e.g., anhydrous ammonia, producer containment, licensing, pesticide use, produce/dealer, nursery, feed, seed, grain warehouses), provide training & education to specialized interest groups, conduct certification exams, perform audits, collect samples, and enforce state/federal agriculture environmental laws.

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 Inspector

JOB CODE

21181

PAY GRADE

31

EFFECTIVE

12/14/2014

CLASS CONCEPT:

The full performance level class works under general direction and requires thorough knowledge of plant health & plant science & state & federal laws regarding assigned Plant Health area to be assigned (e.g., plant pest control/invasive species; pesticide regulation & information; grain, feed, & seed) in order to conduct inspections (e.g., anhydrous ammonia, producer containment, licensing, pesticide use, produce/dealer, nursery, feed, seed, grain warehouse); perform audits (e.g., Licensed Commodity Handler [LCH], Soybean Promotion, Research, & Consumer Information Act [SPARC]; coordinate programs & surveys; provide training & education to specialized interest groups; collect samples; enforce state/federal laws.

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 Inspector	21181	7	12/14/2014	31

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.)

Conducts inspections (e.g., anhydrous ammonia, producer containment, licensing, pesticide use, produce/dealer, nursery, feed, seed, grain warehouse); performs audits (e.g., Licensed Commodity Handler [LCH], Soybean Promotion, Research, & Consumer Information Act [SPARC]); coordinates programs & surveys; provides training & education to specialized interest groups; collects samples; enforces state/federal laws.

In Plant/Pest Control program: Conducts inspections (e.g., nursery facility, garden centers, green houses, retail stores, producers, wholesalers of nursery stock, horticultural crop fields, forests &/or landscape) in assigned territory for non-native/exotic &/or quarantine plant pests (e.g., Gypsy Moth, Emerald Ash Borer, Sudden Oak Death, Asian Long Beetle, Ralstonia, Hemlock Woody Adelaide, Brown Fir Beetle); determines severity of pests; identifies effects on plant viability & takes corrective measures; investigates & brings into compliance all delinquent businesses through legal actions (e.g., seizure, restriction, detection & eradication of pests); recommends disposition (i.e., approval, restriction, or denial) of grower's application for licensure; inspects nursery stock & hardy plants in warehouses & retail sales areas for insects, mites, diseases or environmental problems & corrects labeling; inspects agricultural commodities (e.g., logs & lumber, plant material entering international commerce) for insects, mites & diseases as specified by importing country & issues phyto-sanitary certificates; advises operators, owners, growers, &/or exporters in resolving problems discovered during inspections; assists & facilitates exporters in meeting plant quarantine import requirements into foreign countries; assists homeland security program by implementing federal regulations regarding quarantine/exotic pests; enforces state & federal quarantines; participates in implementation of programs (e.g., Gypsy Moth Program/Emerald Ash Borer); participates in eradicating, suppressing &/or slowing spread of growing invasive pest population; participates in egg mass surveys & field surveys to determine life stages of species; participates in aerial surveys of landscape damage; conducts environmental assessments for chemical uses; assists in coordinating activities of seasonal Gypsy Moth Trap Tenders, 99935 in statewide suppression program; marks trees for pre-cutting eradication; acts as first responder in conjunction with federal agencies for swift eradication & destruction of plant pests deemed as threats by homeland security; operates state owned vehicle (e.g., car, pick-up, van) to transport inspection & sampling equipment to inspection sites & transport samples to Ohio Department of Agriculture (ODA) laboratory.

Assists GIMS staff in providing data for use in creating maps for field use & aerial survey pest damage results; researches & completes federal phyto-sanitary forms for exporting agricultural crops; maintains documentation on post-entry quarantined plant material from foreign countries; presents speeches to specialized audiences; acts as liaison to governmental agencies (e.g., United States Department of Agriculture [USDA], Animal & Plant Health Inspection Service [APHIS], Plant Protection & Quarantine [PPQ], Homeland Security [HS] &/or Customs & Border Patrol [CBC]).

Prepares daily, weekly & monthly reports of findings for all inspections completed; issues restrictions &/or stop-sale orders on defective stock; maintains & updates manuals; collects evidence for prosecution; verifies current licensure of producers & dealers; attends meetings, hearings & court proceedings as a subject matter expert.

OR

In Pesticide/Fertilizer program: Conducts inspections of potential problems (e.g., manufacturing, use/misuse, storage or distribution of pesticides &/or fertilizers); conducts inspections under authority of USEPA in reference to Federal Insecticide Fungicide & Rodenticide Act; determines compliance with Ohio Revised Code(ORC) 921 & 905 & Ohio Administrative Code (OAC); inspects pesticide manufacturers, pesticide application businesses, restricted use pesticide dealers & pesticide distributors; interviews company officials; collects records & photographs; writes reports based on information gathered &/or observed; inspects pesticide users (e.g., farmers & commercial applicators) to ensure compliance (e.g., proper pesticide application techniques; record keeping); inspects fertilizer manufacturers &/or distributors to ensure proper labeling & production process are followed; inspects large fertilizer storage facilities & anhydrous ammonia installations for compliance with containment & design regulations; verifies proper maintenance of storage facilities; performs tasks to confirm & ensure prevention of fertilizer &/or environmental cross contamination; collects records or other documents & writes reports to support actions (e.g., administrative or civil); collects samples of liquid & dry fertilizer products for analysis by ODA laboratory; operates state owned vehicle (e.g., car, pick-up, van) to transport inspection & sampling equipment to inspection sites & transport samples to ODA laboratory.

Investigates citizen complaints involving use/misuse of pesticides (e.g., human health, environmental damage, crop injury, personal property damage, wildlife & domestic animal poisonings); interviews involved parties; collects samples of pesticides or environmental media & reports findings.

Proctors pesticide examinations of farmers & commercial applicators; collects samples of liming materials for ODA laboratory analysis; issues enforcement orders (i.e., stop sales, withdraw from distribution) in response to non-compliance of fertilizer or pesticide products; reviews product labels for compliance, applicable laws & regulations; delivers presentations (e.g., regulatory requirements & related topics); attends meetings, hearings & court proceedings as a subject matter expert.

OR

In Grain, Feed, & Seed program: Examines records & accounts (e.g., scale weight tickets, daily position records, grain obligation accounts, delayed price, basis, grain banks, open storage, warehouse receipts, accounts payable & accounts receivable, future delivery contracts, non-grain assets & liabilities) of licensed commodity handlers &/or unlicensed persons suspected of being agricultural commodity handlers to ensure compliance with ORC 926; uses grain auditing software to complete computerized audits of licensed commodity handlers; ensures quarterly assessments are paid to indemnity fund; inspects feed manufacturers & other persons selling or distributing feed to verify proper registration of feed products &/or feed ingredients; inspects feed labels to ensure compliance with ORC 923 & Federal Food, Drug & Cosmetic Act; determines proper labeling; selects random samples of feed (e.g., general livestock, pet foods, exotic animal feeds, aquatic animal feeds & wildlife feeds) & sends to ODA central office for complete analysis & comparison of label guarantees; examines feed manufacturer's records (e.g., feed mixing processes & cleanout procedures) to verify use of mammalian based proteins preventing spread of bovine spongiform encephalopathy (BSE); conducts inspections of medicated feed (e.g., all purpose minerals, protein supplements, amino gain) & good manufacturing practices (e.g., quality production without health risks); issues enforcement actions (e.g., violation notices, stop sale orders) as required (i.e., violation of ORC 907, 923, or 926); conducts follow-up inspections &/or examinations to ensure compliance requirements are satisfied; examines records & labels of registered seed labelers &/or un-registered persons selling seed; inspects seed lots to ensure proper labeling requirements are satisfied; ensures compliance with ORC 907; audits sales records of registered seed labelers; verifies records of registered seed labelers' semi-annual actual sales volume & compares to regularly submitted reports; selects random seed samples & forwards to ODA central office for complete analysis & comparison of label guarantees; operates state owned vehicle (e.g., car, pick-up, van) to transport inspection & sampling equipment to inspection sites &/or transport samples to ODA laboratory.

Measures &/or samples grain for condition in physical storage at licensed facilities; obtains grain samples to determine type & condition of grain for grain exam (i.e., verification of quality & quantity of commodities being bought & sold in accordance with USDA Grain Inspection, Packers & Stockyards Administration [GIPSA] & U.S. Standards for Grain); operates laptop computer, standard grain industry measuring software (i.e., ExamHand) & peripherals (e.g., LCD signature pad, stylus, printer, laser) to compute volume of grain; measures air space; calculates inventory by using prepared bin charts & mathematical calculations; uses physical agility to climb (e.g., ladders/staircases above 60 ft.) grain storage structures & walks through grain; enters grain facilities through high roof hatches &/or cramped quarters; uses specialized equipment (e.g., measuring tape, laser measuring device, grain probe, test weight equipment, sampling & grading equipment, capacity charts, pack factor charts, calculator & computer software applications) to measure/record inventories; measures elevator bins, tanks, & flat storage facilities; calculates storage capacity; prepares diagrams & bin charts of facilities.

Attends hearings & court proceedings as expert witness as required by enforcement actions relating to ORC 907, 923, or 926; administers testing (e.g., grain grading) to licensed commodity handler employees in accordance with Commodity Tester Certification Program; conducts inspections or examinations for other programs regulated by State or Federal law based on contractual agreement with ODA; assists in training & mentoring seasonal workers &/or new employees.

MAJOR WORKER CHARACTERISTICS:

Knowledge of entomology, zoology, botany, ecology, environmental science, natural resources, plant pathology, horticulture, or agriculture, or related field of study; state & federal laws, rules & regulations (e.g., plant pest inspection, quarantine & eradication*, manufacture, storage & use of pesticides & fertilizers, phyto-sanitary certification regulations & standards, grain warehousing, feed & seed); public relations; human relations; interviewing; bookkeeping*; inventory control*; grain warehouse storage methods; algebra; geometry; accounting; economics. Skill in use of Global Positioning Systems (GPS) devices *; operation of personal computer/laptop & related software (e.g., ExamHand); use of inspection tools (e.g., magnifying glasses, collection tweezers, aerial digital sketch pads, pruners, saws, staple guns; topographical compass; binoculars; acreage measuring device); use of biological sampling kits; use of weather sampling kits; use of first aid kits; operation of slide projector; operation of 2-way radio; operation of digital camera*; operation of a motor vehicle. Ability to define problems, collect data, establish facts & draw valid conclusions; write meaningful, concise & accurate reports; use research methods in gathering data; gather, collate & classify information about data, people or things; proofread technical materials, recognize errors & make corrections; answer routine inquiries from public; handle sensitive inquiries from & contacts with officials & general public; cooperate with co-workers on group assignments; assist with

training & mentoring of seasonal workers & new employees; stand, walk & bend to perform inspections; demonstrate dexterity to use hands & feet skillfully (e.g., expose insects); demonstrate agility to climb over & around logs piles, lumber stacks, tree limbs, briars, foliage & brush; hike up & down hills carrying back pack & supplies; climb to heights of 130 feet; demonstrate strength to lift up to 50 lbs.

(*)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); 1 yr. exp. in agricultural field commensurate with duties to be performed as described on the approved position description on file; 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).

AND for positions assigned to Grain, Feed, & Seed program: must master ExamHand Ohio software program & other associated computer applications.

UNUSUAL WORKING CONDITIONS:

Works outside exposed to varying weather conditions; exposed to pesticides; exposed to machinery, dirt & dust; climbs heights of up to 130 feet; exposed to insects & subject to insect stings, ticks & poison ivy; exposed to angry hostile landowners; required to work in crawl spaces when conducting inspections; requires overnight travel.

<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.