

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

Agriculture Enforcement

**SERIES NO.:**

2131

**MAJOR AGENCIES:**

Agriculture Only

**EFFECTIVE DATE:**

01/09/2005

**SERIES PURPOSE:**

The purpose of the agriculture enforcement occupation is to conduct criminal, internal & administrative investigations of complaints & alleged violations of state & federal laws & regulations applicable to the Ohio Department Of Agriculture.

At the first level, incumbents conduct criminal, internal & administrative investigations of complaints & alleged violations to prove or disprove allegations, conduct surveillance & covert operations & formulate & present evidence to prosecuting authorities for administrative &/or legal action.

At the managerial level, incumbent assists in administration, planning, development & coordination of & manages all investigative functions on statewide basis & supervises agriculture enforcement agents.

At the administrative level, incumbent plans, develops, coordinates & directs all investigative functions on statewide basis, develops & implements investigative policies & procedures & training programs & supervises agriculture enforcement manager & assigned staff.

**CLASS TITLE**

Agriculture Enforcement Agent

**CLASS NUMBER**

21311

**PAY RANGE**

31

**EFFECTIVE**

09/12/1999

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of criminal justice, agency, state &/or federal statutes, rules, regulations & procedures applicable to crimes &/or violations under investigation & criminal evidence & procedures in order to conduct criminal, internal & administrative investigations of complaints & alleged violations of state & federal laws & regulations to prove or disprove allegations, conduct surveillance & covert operations, formulate & present evidence to prosecuting authorities for administrative &/or legal action, testify in court & administrative hearings to secure prosecution & ensure compliance with federal & Ohio laws applicable to programs governed &/or administered by Ohio Department Of Agriculture.

**CLASS TITLE**

Agriculture Enforcement Manager

**CLASS NUMBER**

21315

**PAY RANGE**

14

**EFFECTIVE**

01/09/2005

**CLASS CONCEPT:**

The managerial level class works under general direction & requires thorough knowledge of criminal justice, agency, state &/or federal statutes, rules, regulations & procedures applicable to crimes &/or violations under investigation, criminal evidence & procedures & supervisory principles/techniques in order to assist in administration, planning, development & coordination of & manage all investigative functions on statewide basis, assist in development & implementation of investigative policies & procedures & training programs, supervise agriculture enforcement agents & oversee all phases of criminal, administrative & internal investigations.

**CLASS TITLE**

Agriculture Enforcement Administrator

**CLASS NUMBER**

21316

**PAY RANGE**

16

**EFFECTIVE**

01/09/2005

**CLASS CONCEPT:**

The administrative level class works under direction & requires extensive knowledge of criminal justice, agency, state &/or federal statutes, rules, regulations & procedures applicable to crimes &/or violations under investigation, criminal evidence & procedures & managerial & supervisory principles/techniques in order to administer, plan, develop, coordinate & direct all investigative functions on statewide basis, develop & implement investigative policies & procedures & training programs & supervise agriculture enforcement manager & assigned staff.

| <u>CLASS TITLE</u>            | <u>CLASS NUMBER</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY RANGE</u> |
|-------------------------------|---------------------|--------------|------------------|------------------|
| Agriculture Enforcement Agent | 21311               | 07           | 09/12/1999       | 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 criminal, internal & administrative investigations (e.g., food safety; control of pesticides; meat inspection & enforcement of other Title 9 laws which result in safer food chain for consumers) of complaints & alleged violations of state & federal laws & regulations to prove or disprove allegations (e.g., interviews involved parties/persons, collects & preserves evidence, examines & scrutinizes records & documents & conducts surveillance & covert operations), formulates & presents evidence to prosecuting authorities for administrative &/or legal action, testifies in court & administrative hearings to secure prosecution & compliance with federal & Ohio laws applicable to programs governed &/or administered by Ohio Department Of Agriculture (i.e., ODA) & provides assistance to & cooperates with other state, federal & local law enforcement personnel.

Receives allegations of misconduct/complaints involving ODA personnel from managerial &/or administrative enforcement personnel; confers with supervisor (i.e., agriculture enforcement manager) regarding assignments; reviews ODA personnel file to obtain investigative information; collects & preserves physical evidence; interviews complainant &/or witness(es); ensures due process & administrative rights of ODA employees prior to conducting interviews; briefs ODA director & assistant director as directed; prepares administrative case file & documents cases; attends &/or testifies at pre-disciplinary or administrative hearing; coordinates criminal cases with Ohio State Highway Patrol.

Analyzes investigative information & submits recommendations (e.g., case closure; prosecution; issuance of warning letters) to agriculture enforcement manager; issues notice of violations; writes concise investigation reports; maintains investigation records; assists in interpretation of & ensures compliance with applicable laws, rules & regulations; assists in writing new policies & procedures governing departmental investigative operations; prioritizes work assignments; determines investigation procedures on case by case basis; consults with supervisor on unique cases or unusual circumstances (e.g., cases involving high public interest, media attention &/or involving other jurisdictions); resolves unusual or unexpected problems (e.g., condemnation orders; embargo of products; food safety issues; improper pesticide sales; improper meat inspections); attends county fairs &/or expositions & explains ODA functions &/or laws & regulations to general public; maintains contacts with federal/state employees; operates personal computer/typewriter to produce investigation reports.

Assists in operation & monitoring of simplex security management information system & responds to alarms; communicates special instructions to on-duty security officers as directed/needed; reports criminal activity occurring on ODA complex to Ohio State Patrol; staffs emergency operations center during training exercises &/or during actual events/emergencies; attends meetings; assists in maintaining Ohio plan & emergency response plans; attends training; assists in maintaining ODA's emergency response team equipment inventory for sample collection teams; assists in collection & recording of data regarding ODA fleet accidents.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of criminal justice; agency, state &/or federal statutes, rules, regulations & procedures applicable to crimes &/or violations under investigation\*; criminal evidence & procedure; interviewing; investigation principles/techniques; case preparation; public relations. Skill in operation of surveillance equipment (e.g., 35mm camera; digital camera; camcorder; undercover audio recording devices)\*; personal computer\*; security systems\*. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare meaningful, concise & accurate reports; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with officials & general public.

(\*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of associate core program in criminal justice or related field; 4 yrs. exp. in criminal justice or related field.

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

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Conducts surveillance for extended periods of time in extreme temperatures; may work in confined areas such as in surveillance vans; may be exposed to hostile & violent persons; works flexible hours including early morning, late nights & weekends; may require overnight travel; may be required to wear uniform; may drive marked vehicle; may be exposed to wooded areas or fields.

| <u>CLASS TITLE</u>              | <u>CLASS NUMBER</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY RANGE</u> |
|---------------------------------|---------------------|--------------|------------------|------------------|
| Agriculture Enforcement Manager | 21315               | EX           | 01/09/2005       | 14               |

**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.)**

Assists in administration, planning, development & coordination of & manages all investigative functions of enforcement division & entire investigative program for Ohio Department Of Agriculture (i.e., ODA) on statewide basis, assists in development & implementation of investigative policies & procedures & training programs, manages training programs & directs training of staff in various investigative procedures, supervises lower-level agriculture enforcement agents (e.g., oversees all phases of criminal, administrative & internal investigations, formulates goals & objectives), prepares complex detailed reports on all investigations involving violations of state & federal laws & regulations applicable to divisions (e.g., food safety, animal industry, meat inspection, plant industry, weights & measures, amusement ride safety & division of markets) governed &/or administered by ODA, provides assistance to staff (e.g., assists in interpretation of laws & regulations; guides agents' activity toward prosecution &/or administrative action on all case investigations), reviews all case reports & correspondence prepared by assigned staff, reviews & interprets evidence collected by staff & serves as evidence custodian & manages, maintains & documents all phases of enforcement division evidence room.

Manages planned compliance program & reviews incoming complaints; assigns cases to investigative staff; attends statewide training programs & trains subordinates; prepares criminal, administrative & internal investigative reports; manages & maintains accurate case report files; monitors filing & report system to assure accountability & security of investigative files; maintains contacts with law enforcement & united states department of agriculture officials (i.e., USDA); operates personal computer/typewriter to produce reports &/or correspondence.

Manages & coordinates all phases of daily maintenance operations for all ODA buildings and complex (i.e., to include 168 acres); assists with development & implementation of policies & procedures & training programs for maintenance staff; oversees activities of maintenance staff; assists in preparation of annual budget; assists in planning, preparing & submitting proposals for purchase of new & replacement equipment & repair estimates; assists in planning, developing & coordinating bid specifications for various maintenance &/or projects assigned by director; assists in preliminary review of contracts, specifications & proposals.

Manages, coordinates & monitors all aspects of security & safety systems & other life safety equipment (e.g., determines employee access levels; sets system parameters & coordinates video badging system; assists in development & implementation of policies; serves as agency security liaison/representative; assists in preparation & development of bid specifications & contracts; monitors life/safety equipment agreements; recommends equipment purchases; evaluates bid proposals & contracts); manages & coordinates fleet management activities (e.g., oversees fleet Ohio database, credit card system, salvage of fleet & procurement of additions to fleet & repair shop & serves as liaison); manages & coordinates emergency operations center (i.e., EOC) activities (e.g., coordinates ODA's station within state's emergency operations center; briefs agency director &/or designee on EOC exercises, training events & actual events; coordinates emergency response teams; assists in planning, coordinating & implementing training exercises); serves as director's designee on Utility Radiological Safety Board (i.e., URSB) & assists in preliminary budget preparation; manages monthly reporting system which details spending of URSB grant monies; prepares & reviews utility companies reports; serves as alternate liaison between agency & utility companies).

Provides information to public & other department personnel on investigative policies & procedures; serves as alternate liaison with federal, state & local law enforcement agencies; organizes & conducts training sessions for departmental personnel on laws, regulations & compliance/enforcement matters; manages & coordinates capital improvement projects; manages activities with janitorial contractor (e.g., prepares bid specifications; reviews preliminary bids; serves as liaison).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of criminal justice; managerial principles/techniques\*; supervisory principles/techniques\*; employee training & development\*; agency, state & federal statutes, rules, regulations & procedures applicable to crimes &/or violations under investigation\*; criminal evidence & procedure; public relations; interviewing; investigation principles/techniques; case preparation. Skill in operation of surveillance equipment (e.g., 35mm camera; digital camera; camcorder; undercover audio recording devices)\*; personal computer\*; security systems\*. Ability to define problems, collect data, establish facts & draw valid conclusions; interpret extensive variety of information about data, people or things; use research methods in gathering data; prepare meaningful, concise & accurate reports; handle sensitive inquiries from & contacts with officials & general public.

(\*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of associate core program in criminal justice or comparable field of study; 5 yrs. exp. as criminal investigator.

-Or 12 mos. exp. as Agriculture Enforcement Agent, 21311.

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

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Conducts surveillance for extended periods of time in extreme temperatures; may work in confined areas such as in surveillance vans; may be exposed to hostile & violent persons; works flexible hours including early morning, late nights & weekends; may require overnight travel: may drive marked vehicle; may be exposed to wooded areas or fields.

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|---------------------------------------|---------------------|--------------|------------------|------------------|
| Agriculture Enforcement Administrator | 21316               | EX           | 01/09/2005       | 16               |

**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.)**

Administers, plans, develops, coordinates & directs all investigative functions of enforcement division & entire investigative program for Ohio Department Of Agriculture (i.e., ODA) on statewide basis, develops & implements policies & procedures & training programs, supervises assigned staff (e.g., agriculture enforcement manager, agriculture enforcement agents, administrative assistant & support staff), interviews applicants & makes recommendation for hire, trains & oversees training of staff in various investigative procedures, meets with other divisions or agencies to coordinate investigative or criminal prosecution activities, prepares long range plans to include budget, equipment & personnel needs & reviews specific cases for final disposition.

Administers, directs & coordinates highly sensitive investigations; resolves special issues; testifies in court or hearings; prepares & maintains records & reports related to division/program activities; acts for director in all matters of investigation & enforcement; makes independent decisions regarding investigative & enforcement activities; compiles reports & submits to director; provides information on investigative policies & procedures to public & other department personnel; serves as liaison with federal, state & local law enforcement agencies; organizes & conducts training sessions for departmental personnel on laws, rules, regulations & compliance/enforcement matters.

Administers & directs all aspects of security & safety systems & other life safety equipment (e.g., develops & implements policies & procedures; serves as agency security liaison/representative; prepares & develops bid specifications & contracts; monitors life/safety equipment agreements; monitors security & life safety contracts to ensure compliance with specifications; prepares reports & makes recommendations to director for purchase of security & life safety equipment; evaluates bid proposals & contracts for security/life safety equipment); administers & coordinates fleet management activities (e.g., fleet Ohio database, credit card system, reporting of accidents, salvage of fleet & procurement of additions to fleet & repair shop & serves as liaison).

Plans, develops & coordinates emergency operations center (i.e., EOC) activities (e.g., briefs agency director &/or designee on EOC exercises, training events & actual events; plans, coordinates & implements training exercises); oversees Utility Radiological Safety Board (i.e., URSB) activities (e.g., serves as director's designee; prepares annual budget & exercises budgetary controls to ensure proper use of grants from utility companies; prepares & tracks monthly spending of URSB grant monies; prepares & reviews reports for utility companies or URSB/working group meetings; serves as liaison between agency & utility companies); oversees maintenance operations of ODA complex (e.g., develops & implements policies & procedures & training programs for maintenance staff; supervises maintenance staff; prepares annual maintenance budget & exercises budgetary control; plans, prepares & submits proposals for purchase of new & replacement equipment & repair estimates; plans, develops & coordinates bid specifications for various maintenance &/or projects as assigned by director; reviews maintenance related contracts, specifications & proposals); coordinates capital improvement projects; coordinates activities with janitorial contractor (e.g., prepares bid specifications; reviews preliminary bids; serves as liaison).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of criminal justice; supervisory principles/techniques; employee training & development; managerial principles/techniques; agency, state & federal statutes, rules, regulations & procedures applicable to crimes &/or violations under investigation\*; criminal evidence & procedure; public relations; interviewing; investigations principles/techniques; case preparation. Skill in operation of surveillance equipment (e.g., 35mm camera; digital camera; camcorder; undercover audio recording devices)\*; personal computer\*; security systems\*. Ability to define problems, collect data, establish facts & draw valid conclusions; interpret extensive variety of information about data, people or things; use research methods in gathering data; prepare meaningful, concise & accurate reports; handle sensitive inquiries from & contacts with officials & general public.

(\*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in criminal justice or comparable field of study; 5 yrs. exp. as criminal investigator; 6 mos. exp. in supervisory or managerial principles/techniques.

-Or 12 mos. exp. as Agriculture Enforcement Manager, 21315.

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

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Conducts surveillance for extended periods of time in extreme temperatures; may work in confined areas such as in surveillance vans; may be exposed to hostile & violent persons; works flexible hours including early morning, late nights & weekends; may require overnight travel; may drive marked vehicle; may be exposed to wooded areas or fields.