

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

Grain, Feed & Seed Examiner

SERIES NO.:

2112

MAJOR AGENCIES:

Ohio Department of Agriculture only

EFFECT. DATE:

04/26/2009

SERIES PURPOSE:

The purpose of the grain, feed & seed examiner occupation is to inspect feed manufacturers, grain warehouse facilities & seed labelers for compliance with Ohio Revised Code (ORC) 923, 926 & 907 & the associated administrative codes.

At the full performance level, incumbents independently examine records & accounts.

At the supervisory level, incumbents supervise lower-level examiners for state of Ohio.

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

CLASS TITLE

Grain, Feed & Seed Examiner

CLASS NUMBER

21122

PAY RANGE

30

EFFECTIVE

10/03/2004

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of grain warehouse, feed & seed methods in order to independently examine records & accounts of all licensed facilities.

CLASS TITLEGrain, Feed & Seed Examiner
Supervisor**CLASS NUMBER**

21125

PAY RANGE

11

EFFECTIVE

04/26/2009

CLASS CONCEPT:

The supervisory level class works under general direction & requires advanced knowledge of grain warehouse storage methods & feed & seed methods in order to supervise lower-level grain warehouse examiners for state of Ohio.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Grain, Feed & Seed Examiner	21122	07	10/03/2004	30

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.)

Independently examines records & accounts of all licensed commodity handlers & of unlicensed persons suspected of being agricultural commodity handlers to ensure compliance with Revised Code 926 (i.e., scale weight tickets, daily position record, grain obligation accounts, including delayed price, basis, grain bank, open storage, warehouse receipt, accounts payable & accounts receivable, future delivery contracts, & other non grain assets & liabilities), completes & generates computerized grain examination of licensed commodity handlers through use of grain auditing software, examines records of licensed commodity handlers to assure proper quarterly assessment is paid to indemnity fund, inspects feed labels in Ohio to ensure proper registration of feed products or feed ingredients & compliance with Revised Code 923 & Federal Food, Drug & cosmetic Act, examines records of feed mixing processes & cleanout procedures of feed manufacturers using mammalian based proteins to prevent spread of bovine spongiform encephalopathy (i.e., BSE), conducts medicated feed & good manufacturing practice inspections, issues violation notices &/or stop sales orders when violations of Revised Code 907, 923, or 926 are determined & conducts follow-up inspections & examinations to insure compliance of these codes.

Examines records & labels of registered seed labelers & other persons selling seed to ensure compliance with Revised Code 907; audits sales records of registered seed labelers to compare with semi-annual volume sales reports submitted to Section office by registered seed labeler; operate state owned vehicle (e.g., car, pick-up, van) to transport inspection & sampling equipment to inspection sites & transport samples to analytical laboratory.

Measures & samples grain for condition in physical storage at all licensed facilities (computes volume of grain by measuring air space & calculates inventory by using prepared bin charts & mathematical calculations; obtains grain samples to determine type & condition of grain for grain exam); inspects feed manufacturers & other persons selling or distributing feed to determine proper labeling, pulls random samples of feed including general livestock, pet foods, exotic animal feeds, aquatic animal feeds & wildlife feeds & forwards to section office for complete analysis & comparison of label guarantees; inspects seed lots for all registered seed labelers & other persons selling seed to determine proper labeling, pulls random samples of seed & forwards to Section office for complete analysis & comparison of label guarantees.

Attends hearings & court proceedings as expert witness when additional compliance of Revised Code 907, 923 or 926 is necessary; issues grain grading tests to personnel of licensed commodity handlers for Commodity Tester Certification Program; conducts inspections or examinations for other programs regulated by State or Federal law based on contractual agreement with Department of Agriculture.

MAJOR WORKER CHARACTERISTICS:

Knowledge of bookkeeping*; public relations; human relations; inventory control*; grain warehouse storage methods; algebra; geometry; accounting; economics; state & federal laws, rules & regulations regarding grain warehousing, feed & seed. Skill in operation of personal computer; calculator; motor vehicle. Ability to define problems, collect data, establish facts & draw valid conclusions; proofread technical materials, recognize errors & make corrections; prepares concise reports; handle sensitive inquiries from & contacts with officials & general public; demonstrate dexterity to use hands & feet skillfully; climb to heights of 130 feet & lift up to 50 lbs.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core coursework in agriculture, animal science, animal nutrition, economics, business administration or accounting; 3 mos. exp. in operation of personal computer; valid driver's license.

-Or completion of associate core coursework in agriculture, animal science, animal nutrition, economics, business administration or accounting; 6 mos. exp. in position related to field of study; 3 mos. exp. in operation of personal computer; valid driver's license.

-Or 2 yrs. exp. in managerial position related to agriculture, animal science, animal nutrition, economics, business administration or accounting; 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 FDA credentials & use FDA compendium for inspections in Ohio; must master ExamHand™, Ohio software program, & other computer applications associated with grain warehouse program & customized feed & seed inspection & sampling software program.

UNUSUAL WORKING CONDITIONS:

Exposed to machinery, dirt, dust, dangerous heights & extreme weather conditions; requires travel.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Grain, Feed & Seed Examiner Supervisor	21125	EX	04/26/2009	11

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.)

Supervises lower-level grain warehouse examiners for state of Ohio, monitors & coordinates all daily work activities (e.g., schedule examinations; review examination forms & reports; answer questions from examiners regarding examination procedures &/or interpretation of USDA reports & forms; review & approve feed labels) to ensure statewide enforcement of Section 926 of revised code & all related guidelines, completes performance evaluations, approves/disapproves leave requests, advises staff on field inspection techniques & in collecting evidence & investigation procedures for current prosecutions, interprets state & federal laws, reviews work for accuracy & completeness, assists staff with problem facilities, conducts staff meetings, develops, writes & updates training manual, provides training for new staff, serves as lead investigator (e.g., FDA contracted feed mill inspections, non-compliance investigations), assists with training staff & implementing developmental programs to meet educational needs of staff, assists & assists in reviewing results of samples analyzed by laboratories .

Audits & analyzes completed feed tonnage report forms; resolves discrepancies in account balances (e.g., tonnage report balances); traces figures back to firms; reviews monthly reports & prepares/maintains statistical data; reviews ledger accounts to ensure deposit amounts & balances are correct; assists in preparing tonnage report forms for delivery; inputs data into computer programs.

Interacts with & presents technical information at meetings for various professional, industry & farm user groups; responds to calls from constituents; provides information in response to general inquiries; provides technical assistance in regard to agricultural additives; reviews labels of feeds for proper ingredients labeling & notifies firms of improper labels; monitors feed samples submitted to laboratories for analysis; provides figures needed for compiling information for annual report.

Acts as lead worker on sensitive examinations that could lead to administrative, civil or criminal proceedings; testifies as expert witness in administrative &/or legal proceedings; assists agriculture inspection manager in planning & presentation of proficiency training of grain, feed & seed examiners; provides orientation & in-service training to new examiners to ensure proficiency in comprehensive examinations.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervision*; employee training & development*; grain warehouse storage methods; state & federal laws, rules & regulations regarding grain warehousing, feed & seed; inventory control; public relations*; accounting*; geometry; economics. Skill in use of calculator; operation of personal computer; operation of motor vehicle. Ability to define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify information about data, people or things; proofread technical materials, recognize errors & make corrections; prepare meaningful & concise reports; handle sensitive inquiries from & contacts with officials & general public; establish friendly atmosphere as supervisor of work unit.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core coursework in agriculture, animal science animal nutrition, economics, business administration or accounting; 12 mos. exp. in position related to field of study; 3 mos. exp. in operation of personal computer; valid driver's license.

-Or completion of associate core coursework in agriculture, animal science, animal nutrition, economics, business administration or accounting; 18 mos. exp. in position related to field of study; 3 mos. exp. in operation of personal computer; valid driver's license.

-Or 3 yrs. exp. in managerial position related to agriculture, animal science, animal nutrition, economics, business administration or accounting; 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 FDA credentials within 6 mos. of hire & use FDA compendium for inspections in Ohio; must master ExamHand™, Ohio software program & other computer applications associated with grain warehouse program & customized feed & seed inspection & sampling software program.

UNUSUAL WORKING CONDITIONS:

Exposed to machinery, dirt, dust, dangerous heights & extreme weather conditions; requires travel.