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

CLASSIFICATION SERIES: Plant Industry Administrator	SERIES NO .: 2119		
MAJOR AGENCIES:	EFFECTIVE DATE:		
Agriculture only	01/09/2005		

SERIES PURPOSE:
The purpose of the plant industry administrator occupation is to administer overall comprehensive statewide plant industry program, supervise all plant industry division section supervisors.

At the administrative level, incumbents administer overall comprehensive statewide plant industry program & supervise all plant industry division section supervisors.

CLASS TITLE CLASS NUMBER PAY RANGE EFFECTIVE Plant Industry Administrator 21191 01/09/2005

CLASS CONCEPT:

The administrative level class works under administrative direction & requires extensive knowledge of horticulture or crop science in order to administer overall comprehensive statewide plant industry program & supervise all plant industry division section supervisors.

CLASS TITLE	CLASS NUMBER	<u>B. U.</u>	EFFECTIVE	PAY RANGE
Plant Industry Administrator	21191	EX	01/09/2005	16

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

Administers overall comprehensive statewide plant industry program & supervises all section supervisors of plant industry division (e.g., inspection, licensing, testing, enforcement, statute & rule violations) in relation to production, distribution, labeling, handling & merchandising of agricultural crops, crop commodities & products associated with production (e.g., fertilizers, pesticides), reviews & oversees product safety requirements to prevent adverse effects to human health or environment caused by misuse or mishandling of agricultural chemicals, reviews activities of grain warehouse programs (e.g., protection of grain assets in case of grain elevator failure; product safety requirements to prevent adverse effects to human health or environment caused by misuse or mishandling of agricultural chemicals).

Develops & implements divisional policies & procedures to include policy adjustments based on technological changes & related advancements in production & marketing of crops; participates in drafting of statutory laws & rules pertaining to plant industry division operations; monitor divisional budget, rotary accounts, federal grants & insurance funds.

Testifies at legislative committee hearings; prepares reports, correspondence & related materials; confers with division section heads on issues related to division operations.

MAJOR WORKER CHARACTERISTICS:

Knowledge of horticulture; crop science; plant industries operational policies & procedures, supervisory principles & techniques; state & federal laws, rules & regulations pertaining to crop science &/or plant industries. Ability to understand system of plant industries operations; use research methods in gathering data; use statistical analysis; deal with many variables & determine specific course of action.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core program in horticulture or crop science; 36 mos. trg. or 36 mos. exp. in plant industries operations; 24 mos. trg. or 24 mos. exp. in supervisory principles & techniques.

-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:

Not applicable.