

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

Agriculture Inspection Manager/Administrator

**SERIES NO.:**

2132

**MAJOR AGENCIES:**

Agriculture only

**EFFECTIVE DATE:****SERIES PURPOSE:**

The purpose of the agriculture inspection manager/ administrator occupation is to plan & coordinate activities of one state-wide inspection program or act as programs administrator to ensure consumer protection.

At the lower level, incumbents plan & coordinate activities of one state-wide inspection program.

At the higher level, incumbents act as programs administrator & supervise lower-level supervisory & office support personnel.

**CLASS TITLE:**

Agriculture Inspection Manager

**CLASS NUMBER:**

21326

**EFFECTIVE DATE:**

07/20/1997

**CLASS CONCEPT:**

The first managerial level class works under general direction & requires thorough knowledge of agriculture, agronomy, entomology or animal science or food or drug industry & management in order to plan & coordinate activities of one state-wide inspection program & supervise personnel.

**CLASS TITLE:**

Agriculture Inspection Administrator

**CLASS NUMBER:**

21327

**EFFECTIVE DATE:**

07/20/1997

**CLASS CONCEPT:**

The second managerial level class works under administrative direction & requires extensive knowledge of agriculture, agronomy, entomology or animal science or food or drug industry & management in order to plan & coordinate all activities of assigned programs & supervise lower-level supervisory & office support personnel.

<b>CLASS TITLE:</b> Agriculture Inspection Manager	<b>CLASS NUMBER:</b> 21326	<b>BARGAINING UNIT:</b> EX
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**EFFECTIVE DATE:**

07/20/1997

**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.)

Directs & coordinates activities of one state-wide agricultural inspection program & supervises lower-level inspection personnel.

Researches & prepares special reports; negotiates contracts for inspection services; monitors budget for program.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of budgeting\*; management\*; supervisory principles/techniques; agriculture, agronomy, entomology or animal science or food or drug industry; public relations\*; federal &/or state laws, rules & regulations applicable to assigned inspection program\*. Ability to define problems, collect data, establish facts & draw valid conclusions; handle sensitive & routine inquiries from & contacts with government & industry/manufacturing officials, consumers & general public.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate program core coursework in agriculture, agronomy, entomology or animal science; 2 yrs. exp. in agriculture inspection or agriculture consumer protection activities or working in food or drug manufacturing/processing industry; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques. Note: Coursework & experience must be related to inspection program to be directed.

-Or 4 yrs. exp. in agriculture inspection or agriculture consumer protection activities or working in food or drug manufacturing/processing industry; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques. Note: Experience must be related to inspection program to be directed.

Applicants for position over poultry grading must also have USDA license to grade shell eggs, poultry & to inspect egg products.

-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:**

May require travel; may be on call 24 hrs./day, 7 days per week.

<b>CLASS TITLE:</b> Agriculture Inspection Administrator	<b>CLASS NUMBER:</b> 21327	<b>BARGAINING UNIT:</b> EX
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**EFFECTIVE DATE:**  
07/20/1997

**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, directs & coordinates all activities of assigned programs (e.g., analyzes & sets or changes objectives; recommends budget; organizes staff; monitors performance to implement agricultural inspection/consumer protection programs; reviews & recommends legislation &/or drafts regulations to correct or clarify existing legislation) & supervises lower-level supervisory & office support personnel.

Conducts frequent conferences with inspection program managers &/or supervisors to plan, direct & coordinate programs; resolves sensitive problems concerning department's relationship with industry, federal & other state agencies & general public; promotes food products for foreign consumption.

Makes recommendations for license suspensions & revocations; serves as expert witness & provides evidence to Office of Attorney General in matters related to program activities; receives consumer complaints & assigns to staff for resolution; prepares correspondence; represents assigned division in various meetings.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of budgeting\*; management\*; supervisory principles/techniques; agriculture, agronomy, entomology or animal science or food or drug industry; public relations\*; federal &/or state laws, rules & regulations applicable to assigned inspection program\*. Ability to define problems, collect data, establish facts & draw valid conclusions; handle sensitive & routine inquiries from & contacts with government & industry/manufacturing officials, consumers & general public.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

12 mos. exp. as Agriculture Inspection Manager, 21326 with experience relative to division to be assigned.

-Or completion of undergraduate program core coursework in agriculture, agronomy, entomology, animal science or other biological science; 2 yrs. exp. in agriculture inspection or agriculture consumer protection activities or working in food or drug manufacturing/processing industry; 24 mos. trg. or 24 mos. exp. in supervisory principles/techniques or management. Note: Coursework & experience must be related to inspection division to be assigned.

-Or 4 yrs. exp. in agriculture inspection or agriculture consumer protection activities or working in food or drug manufacturing/processing industry; 24 mos. trg. or 24 mos. exp. in supervisory principles/techniques or management. Note: Experience must be related to inspection division to be assigned.

-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:**

On call 24 hrs./day, 7 days per week; requires travel.