



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PLANT INDUSTRY REGIONAL MANAGER	39	A	1.112

Under general direction of the Plant Industry Division Administrator, Regional Managers manage the overall function of the plant industry programs in an assigned geographical region in the State.

Manage and coordinate State activities in federal plant protection and quarantine programs including the regulation of agricultural biotechnology and non-native invasive species and the export certification program for plants and plant products.

Exercise control over the sale of nursery stock, plants, plant products, pesticides, fertilizers, seeds, and animal feeds by ensuring compliance with registration and licensing regulations, and labeling laws.

Evaluate and determine operational activities and develop plans for program implementation in the region; assign and prioritize work, develop alternative approaches, set work schedules, review findings, and provide for cross-training, in order to ensure efficient operations and attainment of program goals and objectives.

Analyze pertinent information related to policy and program evaluation; prepare narrative and statistical reports and summaries.

Determine work operations, work methods and procedures, and make adjustments to reflect changes in objectives, operations, and relationships with other sections consistent with division policies; review progress toward program objectives; review and resolve unusually difficult or important issues; review work and progress reports prepared by subordinate supervisors.

Train, supervise, and evaluate the performance of subordinate personnel; make hiring recommendations, delegate assignments, and initiate corrective or disciplinary actions including termination as appropriate.

Review and analyze new and proposed legislation pertaining to plant industry; determine regulatory needs and concerns; make recommendations and assist in drafting legislation.

Represent the Division of Plant Industry; appear as an official representative and present testimony at governmental and public forums; develop responses in writing to complaints, inquiries, requests for public information and environmental impact statements, and other official communications; coordinate public relations; give informational presentations at meetings of civic groups or professional organizations regarding division activities, programs and policies; implement and maintain community outreach programs.

Review program activities and resolve problems; evaluate current factors and future trends; prepare proposals for review by the Division Administrator in order to plan for future program needs within the region.

Supervise or conduct investigations of alleged violations of agricultural laws and regulations; receive complaints and information from routine inspections, surveillance or informants; perform or direct the performance of investigative tasks; collect and present data or samples obtained during investigations; and assist prosecuting agencies in order to comply with statutory provisions and enforce regulations.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in biological or agricultural sciences and four years of progressively responsible professional experience in agricultural regulatory programs such as agricultural product grading and inspection, pesticide operator licensing, and shipping point inspections, of which two years were in a leadworker or supervisory capacity; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: supervisory practices and techniques; plant disease; herbicides, insecticides, fertilizers and plant food; agricultural industry sampling procedures, physiological defects necessary to complete shipping point inspections; plant varieties, growing characteristics, diseases, plant quarantines, and insect infestations; vertebrate pest control; rules and regulations related to pesticides. **Ability to:** comprehend legal, technical, and scientific documents; write analytical reports and business correspondence; make oral group presentations; prioritize assignments; organize and conduct investigations or surveillance operations; project future needs and plan accordingly; train and instruct employees; mediate disputes; organize and analyze data; work cooperatively with other agencies involved in agricultural programs; collect evidence and prepare documentation for use in court.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: current principles and practices of management; State and federal statutes and regulations pertaining to plant industry; licensing requirements for pesticide operators; Nevada Revised Statutes and Nevada Administrative Code sections regarding hearings; proper methods for testing devices and taking samples; population dynamics of grasshoppers, crickets and other pests harmful to agriculture; agricultural regulations pertaining to the inspection of international flights. **Ability to:** supervise and coordinate the work of subordinate staff; establish work performance standards and review employee performance.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

1.112

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