



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>
AGRICULTURAL INSPECTOR IV	27	C	1.132
AGRICULTURAL INSPECTOR III	25	C	1.134
AGRICULTURAL INSPECTOR II	23	C	1.139
AGRICULTURAL INSPECTOR I	21	C	1.135

SERIES CONCEPT

Agricultural Inspectors perform sampling and inspection of agricultural products at shipping point inspection facilities and participate in pest control and noxious weed eradication; check and grade condition of fruits and vegetables and assist plant pathologists and entomologists in the preparation of samples for analysis.

Perform shipping point inspections; take potato sacks or cartons off the processing line; remove and weigh the largest potato in the sample; enter weight on note sheet; visually inspect remaining potatoes; record percentage by weight of defective potatoes; and issue or deny federal inspection certificate in accordance with United States Department of Agriculture (USDA) standards.

Participate in noxious weed control programs; supervise or prepare spray formulations according to label directions and weeds being treated; maintain spray equipment in proper operating condition; spray weed infestations in designated areas and complete daily report forms, in order to protect the State agricultural industry and comply with applicable laws, regulations, policies and procedures.

Conduct USDA international flight arrival inspections at airports and military bases as required.

Inspect garlic seed samples, hay, poultry, shell eggs and other agricultural commodities for conformance to established standards and procedures.

Assist the Entomologist with relaxing, pinning, labeling and sorting field-collected insects; conduct insect surveys; mount and label plant specimens on herbarium paper; complete insect distribution maps, distribution and host cards; print insect labels; place insects in reference collection case units; prepare and affix labels containing scientific names to maintain and update insect and herbarium collections.

Assist the Plant Pathologist by collecting plant and soil samples, conducting laboratory preparation work, isolating plant pathogens from samples, extracting nematodes from soil and plant products, and entering survey and diagnostic data.

Perform related duties as assigned.

CLASS CONCEPTS

Agricultural Inspector IV: Under general supervision of a higher level professional, perform the full range of duties described in the series concept, and supervise lower level Agricultural Inspectors. Supervisory duties include assigning and reviewing work, evaluating performance, and initiating disciplinary action as required.

Agricultural Inspector III: Under direct supervision of the Agricultural Inspector IV or higher-level professional, perform inspections of potatoes, shell egg grading, and issuing or denying federal inspection certificates in accordance with USDA standards. This is the advanced journey level in the series.

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CLASS CONCEPTS (cont'd)

Agricultural Inspector II: Under supervision of the Agricultural Inspector IV or higher-level professional, incumbents perform assignments in noxious weed eradication, pest control, hay inspection, produce conditional inspections or garlic seed sampling. This is the journey level in the series.

Agricultural Inspector I: Under immediate supervision of the Agricultural Inspector IV or other professional, receive training in performing all or part of the duties described in the series concept. This is the trainee level in the series.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

- * Incumbents at the Agricultural Inspector III and IV levels are required to qualify for a federal-State license to issue certificates of quality and condition of agricultural products within three months of appointment.

AGRICULTURAL INSPECTOR IV

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of experience in agricultural inspection; **OR** one year of experience as an Agricultural Inspector III in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Informational Note)*

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

Working knowledge of: USDA policies and procedures pertaining to the grading and shipping of potatoes; agricultural commodities produced in or transported into Nevada and defects affecting each; provisions of appropriate agricultural laws and regulations in Nevada; *and all knowledge, skills and abilities required at the lower levels.*

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

Working knowledge of: supervisory techniques and practices. **Ability to:** interpret and apply provisions of appropriate laws and regulations; inspect agricultural commodities and detect violations; prepare clear and concise reports.

AGRICULTURAL INSPECTOR III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience in agricultural sciences or related sciences performing agricultural duties; **OR** one year of experience as an Agricultural Inspector II in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Informational Note)*

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

General knowledge of: potato and/or plant diseases; inspection methods, packing storing, marketing, and shipping practices of commodities; *and all knowledge, skills and abilities required at the lower levels.*

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

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Agricultural Inspector IV.)

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MINIMUM QUALIFICATIONS (cont'd)

AGRICULTURAL INSPECTOR II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience in agricultural sciences or related sciences performing agricultural duties; **OR** one year of experience as an Agricultural Inspector I in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Informational Note*)

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

General knowledge of: agricultural produce; noxious weeds; pesticides and herbicides; insect specimen preservation and mounting techniques. **Ability to:** follow established procedures; read maps; read and comprehend routine correspondence and policy manuals; inspect agricultural produce visually; candle eggs; write inspection reports and work summaries; read and interpret information on pesticide labels; operate and repair motorized spray equipment; *and all knowledge, skills and abilities required at the lower level.*

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

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Agricultural Inspector III.)

AGRICULTURAL INSPECTOR I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education. (*See Informational Note*)

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

General knowledge of: basic mathematics. **Ability to:** read and understand instructions; maintain accurate records.

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

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Agricultural Inspector II.)

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.

	<u>1.132</u>	<u>1.134</u>	<u>1.139</u>	<u>1.135</u>
ESTABLISHED:	10/25/17	11/27/61	10/25/74	7/1/97P 6/4/96PC
REVISED:		10/25/74		
REVISED:	7/2/75R 5/28/76PAC	7/2/75R 5/28/76PAC	7/2/75R 5/28/76PAC	
REVISED:	7/1/87-12P 10/17/86PC	7/1/87-12P 10/17/86PC	7/1/87-12P 10/17/86PC	
REVISED:	7/1/97P 6/4/96PC	7/1/97P 6/4/96PC	7/1/97P 6/4/96PC	
REVISED:	12/7/12PC	12/7/12PC	12/7/12PC	12/7/12PC