

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Agriculture Inspector

Class Code: 60205

Pay Grade: GH

A. Purpose:

Inspects business establishments, facilities, agencies, equipment, products, and individuals; collects samples; investigates reports of adverse incidents; and recommends or takes enforcement action to ensure compliance with state and federal regulations concerning the storage, sale, and use or misuse of agricultural products and to provide services in support of the international and interstate movement of commodities.

B. Distinguishing Feature:

Agriculture Inspectors conduct inspections in areas such as feed, fertilizer, pesticides, milk, nursery, seed, plant pest control, noxious weeds, apiary, and eggs.

Agriculture Program Specialists direct program operations in specialty fields related to agriculture.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Performs inspections and investigations of business establishments and individuals to ensure compliance with applicable state and federal laws and regulations.
 - a. Conducts investigations and surveillance in incidents of contamination of the food supply or the environment by animal drugs, pesticides, fertilizers, or naturally occurring toxins with adverse economic effects in regards to agricultural products.
 - b. Inspects and samples medicated feeds, fertilizers, seeds, pesticides, and anhydrous ammonia installations and completes inspection forms.
 - c. Inspects and recommends necessary sanitary or structural improvements for dairy farms, milk processing plants, and other establishments for the manufacturing, processing, distribution, and storage of dairy products.
 - d. Packs and delivers samples to state laboratories for analysis.
 - e. Inspects fertilizers and animal feeds to determine compliance with packaging and labeling laws, checks for misleading advertisements, and secures samples of feeds and fertilizers for laboratory analysis.
 - f. Inspects and certifies nursery plants and plant products being shipped into states with exterior plant pest quarantines and for export.
 - g. Inspects nursery facilities to detect the presence of plant diseases and insect pests, provides technical assistance to nurserymen and plant pest operators and orders pest controls or the destruction of plants.
 - h. Inspects property for compliance with noxious weeds and declared pest control, sets requirements for control needed, and supervises treatment of infestations when control does not occur.
2. Investigates and documents claims and complaints of the public or respective departments against businesses or individuals for alleged damage or noncompliance with rules and regulations.
 - a. Investigates the use, misuse, or spills of products by interviewing complainant, witnesses, and suspected violator, determining affected area and sources; taking

- samples for laboratory analysis; photographing the affected area and submitting reports to supervisor for review and possible prosecution.
- b. Inspects distribution centers to verify registration, adulteration, labeling, storage, and handling of products and animal remedy drugs.
 - c. Investigates alleged formula, production, or labeling violations.
3. Initiates enforcement actions and assists law enforcement and public officials in the detection and prosecution of violators of regulations by gathering evidence and testifying in court regarding violations and damage discovered during an inspection to provide the necessary information for prosecution.
 - a. Collects samples of milk, water, and dairy products from dairy farms, processing plants, and other facilities.
 - b. Determines whether a producer's milk is Grade A or Grade B.
 - c. Inspects bulk trucks and equipment and observes bulk haulers' milk sampling and pick-up procedures.
 - d. Orders the disposal of milk that is contaminated or unsuitable for human consumption.
 - e. Inspects eggs to determine grades, sizes, ages, and their distribution.
 - f. Verifies that eggs sold commercially are purchased through a licensed producer or distributor.
 - g. Prevents the sale of products which are mislabeled, adulterated, or misbranded.
 - h. Assists producers by identifying pests, baiting or providing baits, and monitoring the eradication of pests.
 - i. Aids in cases that require legal action by documenting findings for case files and testifies in court if necessary.
 4. Prepares reports of inspection findings for administrative or legal departments to be used for determining compliance to state and federal regulations.
 5. Administers examinations and issues licenses to industry personnel to ensure individuals are properly trained and meet requirements for licensing.
 - a. Administers examination to industry personnel for licensing.
 - b. Administers candler and grader examinations.
 - c. Inspects and certifies apiary facilities and provides technical assistance to beekeepers in disease control, treats diseases, and confiscates and/or depopulates bees.
 - d. Conducts inspections and pest surveys needed for the certification of agricultural commodities and facilities involved in interstate and export shipments.
 6. Performs other work as assigned.

D. Reporting Relationships:

Reports to an Agriculture Program Administrator. Does not supervise.

E. Challenges and Problems:

The most difficult challenge facing the incumbent is evaluating situations to determine compliance. This is difficult due to the many different types of investigations conducted, the variety of laws and regulations that are applicable, and the lapse of time between when the violation occurred and the complaint was filed.

Typical problems facing the incumbent include what samples to take and where to take them in pesticide complaints; determining if products are in violation of state and federal laws; assisting producers obtain conformity to required standards; ordering a producer to dispose of a product

which will mean a loss of income for that person; ordering and enforcing the control of weeds and pests or carrying out the control measures; determining the cause of damages due to misuse of pesticides or animal remedies; unsanitary conditions of facilities; determining what constitutes a health hazard; motivating or convincing owners/operators to upgrade their facilities to meet sanitation and grade standards; answering complaints from the public regarding product defects or possible fraud; maintaining positive working relationships; suspending permits or ordering stop sales; interpreting constantly changing laws, rules, and regulations; and ensuring that department policy is understood by producers and industry.

F. Decision-making Authority:

Decisions made by the incumbent include the priority of inspections; what samples to be taken or purchased; what documents and evidence are needed when conducting an investigation; if an establishment is in compliance with state and federal regulations; whether to order a stop sale; whether to release a product from stop sale; if control of a regulated weed or pest was accomplished as ordered; if sanitation requirements are met; and if products are acceptable for sale to the public.

Decisions referred to a superior include whether to revoke or suspend a license or permit; whether to prosecute excessive violations; which pests will be regulated; what are EPA restricted use pesticides; foreign export requirements; and problems concerning the interpretation of rules and regulations.

G. Contact with Others:

The incumbent has daily contact with producers and business owners during inspections; with industry professionals to give and receive information; and with the public in response to complaints or general questions; and at various times with state and federal officials for interpretation of rules and regulations and to coordinate activities;.

H. Working Conditions:

This position is required to travel extensively throughout the state to conduct inspections; may be exposed to controlled chemicals, cleaners, caustics, and sanitizers which could cause harm to the eyes, skin, or internally if inhaled; and works with bees, plant pests, and diseases.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- laws and regulations pertaining to the agricultural industry, commercial use of weighing and measuring devices, and sale of agricultural products;
- sampling procedures and practices as they relate to agricultural fertilizers and feeds;
- mechanical features of measuring devices used in commercial operations;
- calibration methods, techniques, and equipment;
- sanitary procedures and practices as they relate to the handling and packaging of agricultural products;
- basic computer principles and terminology.

Ability to:

- collect and present evidence of violations of laws and regulations and give testimony in court;
- maintain complete and accurate records;
- interpret and explain laws and regulations to the public and private business owners;

- learn standard testing and inspecting techniques;
- establish and maintain effective working relationships with the public and members of the industry.