

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Agriculture Services Program Manager I

Class Code: 60430

Pay Grade: GJ

A. Purpose:

Directs and coordinates an agriculture services program by overseeing program implementation and monitoring operations to ensure compliance with state and federal laws, rules, and regulations.

B. Distinguishing Feature:

Agriculture Services Program Manager I provide direction for a statewide program by interpreting state and federal regulations and overseeing program activities.

Agriculture Services Program Manager II administers multiple regulatory and comprehensive statewide programs governing agricultural activities and products.

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. Manages the operation of the inspection and investigation program to ensure compliance with state and federal regulations.
 - a. Assigns and directs personnel in inspection and investigation activities to ensure effective program management.
 - b. Designs and manages inspection, surveillance, and compliance program to meet department goals and objectives and to operate within department guidelines.
 - c. Establishes and implements policies to protect business owners, landowners and the environment.
 - d. Assists field staff with workload as needed.
2. Supervises subordinate staff to ensure the goals and objectives are met.
 - a. Interviews and selects staff.
 - b. Conducts performance appraisals and completes performance documents
 - c. Approves leave requests.
 - d. Addresses staff problems and recommends disciplinary actions.
 - e. Provides training and work direction.
3. Serves as liaison between other state agencies to coordinate inspection efforts.
 - a. Assigns inspections and sampling requirements to multi-agency personnel based on selection objectives.
 - b. Reviews technical reports to ensure compliance with standard operating procedures.
 - c. Maintains data management to ensure requirements are completed.
4. Administers and monitors budget development to ensure effective program management.
 - a. Collects input and develops budget to determine efficient and effective use of available resources.
 - b. Compiles and prioritizes budget requests.
 - c. Monitors spending and budgets throughout year to ensure compliance with established parameters.

d. Negotiates contracts and agreements.

5. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Division Director. Supervises Agriculture Inspectors and clerical staff.

E. Challenges and Problems:

Challenged to utilize personnel and limited resources effectively and efficiently to complete projects in accordance with program guidelines in a timely and efficient manner. This is difficult because of constant changes to state and federal programs and initiatives and requires a balance of training and mentorship to personnel and involves different viewpoints of industry and public groups.

Problems include receiving incomplete inspection reports which sometimes require follow-up inspections by other state agency personnel.

F. Decision-making Authority:

Decisions include enforcement of state and federal laws and regulations; budget items and priorities; personnel assignments; determining program goals; content of contracts and agreements; and planning recommendations.

Decisions referred include approval of final budget; contested hearings; final approval of work plans; changes in program.

G. Contact with Others:

Daily contact with industry groups to provide program direction and fiscal offices for financial activities; weekly contact with software vendors for computer programs, state agriculture labs for inspection results and state and federal agencies coordinating inspection activities and surveys.

H. Working Conditions:

The incumbent works in a typical office environment and occasionally outdoors in all weather conditions as needed. Frequent travel is required to supervise multiple offices throughout the state.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- applicable federal and state laws, rules, and regulations;
- department policies and procedures;
- principles and techniques of effective public relations and external communications;
- human resources management sufficient to supervise technical and clerical staff;
- basic principles and terminology of data management;
- techniques of administrative investigation;
- fiscal procedures.

Ability to:

- budget monetary and equipment resources;
- develop standards of performance, evaluate employee performance, and give feedback to employees;
- monitor and evaluate effectiveness and efficiency of programs;
- present and promote departmental priorities, services, and actions internally and externally;
- interpret and explain laws and regulations to the public and stakeholders;
- establish and maintain effective working relationships with the public and members of the industry;
- implements policies and define standards;
- develop procedures and determine the logical flow of work;
- learn standard testing and inspecting techniques.