

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Agriculture Program Specialist**

**Class Code: 60435**

**Pay Grade: GJ**

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### **A. Purpose:**

Oversees a statewide agricultural program by providing technical assistance to interested parties and department administrative staff and recommending general program direction to ensure compliance with applicable regulations.

### **B. Distinguishing Feature:**

Agriculture Program Specialists provide technical assistance, initiate and interpret enforcement action and provide direction for statewide programs by interpreting federal and state regulations and overseeing program activities.

Agriculture Program Administrators supervise professional staff assigned to various regulatory programs and administer 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. Administers an agricultural program to provide assistance and information to regulated industries and individuals, and ensure compliance with program regulations.
  - a. Completes grant applications and administers grants.
  - b. Administers loans programs and contracts.
  - c. Develops policies and standard operating procedures.
  - d. Interprets laws, regulations, and policies for staff, industries, and the public.
  - e. Develops and conducts training associated with program functions.
  - f. Develops data management protocols, and analyzes program data.
  - g. Drafts proposed legislation and rules concerned with specifics of assigned programs.
  - h. Compiles preliminary budget requests and recommendations.
2. Implements standard operating procedures and monitors results to carry out the goals and objectives of the program.
  - a. Oversees and conducts registration, licensing, permitting, or certification activities.
  - b. Directs surveillance, investigations, and enforcement activities for assigned programs and initiates enforcement actions.
  - c. Reviews inspection, investigation, and laboratory analyses reports.
  - d. Provides technical input and assistance to administrators; industries; local, state, or federal agencies and the public regarding assigned programs.
  - e. Researches new methods, procedures, and products.
  - f. Conducts on-site compliance surveys, investigations, or inspections.
  - g. Reviews storage facility or equipment plans and conducts on-site reviews of construction and installation.
3. Performs other work as assigned.

### **D. Reporting Relationships:**

Reports to an Agriculture Program Administrator. Does not supervise.

#### **E. Challenges and Problems:**

Challenged to ensure uniform application of regulations and standards on a statewide basis. This is difficult because a number of individuals with varying experience levels may actually conduct compliance inspections throughout the state. Incumbents are also challenged to keep up-to-date with changes in program areas.

Typical problems encountered include noncompliance with regulations, lack of information needed to determine compliance, and a lack of awareness on the part of regulated parties regarding regulations governing their activities.

#### **F. Decision-making Authority:**

Decisions made by the incumbent include determining whether to issue licenses or permits or to certify agricultural export products; whether to initiate enforcement actions such as stopping the sale of products, or suspension or revocation of licenses or product registrations; recommendations on changes to statutes, rules, and policies; and recommended work plans for inspectors.

Decisions referred are final approval of statutes, rules, and policies; budgetary decisions; and atypical enforcement activities.

#### **G. Contact with Others:**

Daily contact with agricultural industry personnel to conduct activities in program functions; and with field inspectors and the public to provide interpretation of laws and regulations or conduct complaint investigations; and frequent contact with federal, state, and local agencies to coordinate activities and exchange information.

#### **H. Working Conditions:**

Works in a typical office environment and in the field, and is exposed to potentially hazardous conditions such as chemicals, equipment, and high noise or dust environments.

#### **I. Knowledge, Skills, and Abilities:**

Knowledge of:

- plant diseases and pests and associated plant injuries;
- prevention and treatment of plant diseases and pests including the use of pesticides, insecticides, and fungicides;
- methods involved in cultivating and raising plant crops and orchards;
- characteristics of ornamental and native plants and trees;
- methods in animal husbandry and the care and handling of livestock;
- dairy technology and sanitation;
- apiarian techniques and practices;
- technical terms and jargon applicable to a specialty;
- the principles of effective human relations and dealing with the public;
- applicable federal and state laws, rules, and regulations;
- departmental policies and procedures;
- basic principles and terminology of data processing;

- techniques of administrative investigation;
- fiscal procedures.

Ability to:

- make appropriate decisions by applying standards and available information to specific situations;
- identify and define problems or potential problems and place them in proper order;
- analyze cause and effect relationships in problems and develop resolutions;
- clearly and concisely communicate information and develop ideas in a logical sequence;
- favorably present and promote departmental priorities, services, and actions internally and externally;
- develop policies and define standards;
- develop procedures and determine the logical flow of work;
- monitor and evaluate the effectiveness and efficiency of programs;
- change existing programs to meet changing trends, needs, and values.