

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency AGRICULTURE AND RURAL DVLPMNT
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description PLANT INDUSTRY SCIENTIST-E	10. Division Pesticide and Plant Pest Management
5. Working Title (What the agency calls the position) Pesticide Inspector	11. Section
6. Name and Position Code Description of Direct Supervisor PLANT INDUSTRY MANAGER-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor VERHOUGSTRAETE, BRIAN D; PLANT INDUSTRY MANAGER-4	13. Work Location (City and Address)/Hours of Work / 8:00a - 5:00p

14. General Summary of Function/Purpose of Position

Conduct activities to determine, enforce, and promote compliance with state and federal laws pertaining to, but not limited to, pesticide use, business licensing, applicator certification and registration, worker protection, record keeping, product registration, labeling, and storage. Duties include:

Investigation of complaints, licensing of businesses, inspection of establishments and marketplaces, certification and registration of pesticide applicators, and registration of pesticide products. Conducting industrial hemp inspections, sampling, and enforcement. Conducting bulk agrichemical storage inspections and enforcement.

This position is required to follow established standard operating procedures and meet quality, quantity, and timeliness standards for assigned work.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 70

PESTICIDE ENFORCEMENT

Individual tasks related to the duty:

- Conduct pesticide inspections requiring a knowledge of investigation techniques and laws and regulations for appropriate enforcement response consulting with Lead Inspector and Field Supervisor as needed.
- Conduct interviews, collect evidence, and prepare comprehensive, high quality reports relative to specific program activities.
- Work with Lead Inspector for guidance and training on inspections and investigations.
- Investigate complaints regarding the use of pesticides by commercial and private applicators.
- Inspect producer establishments and marketplace establishments.
- Monitor pesticide applicators on sites where pesticides are being applied.
- Monitor pesticide spill clean-up activities.
- Inspect pesticide applicators and pesticide application businesses.
- Inspect commercial agrichemical bulk storage facilities.
- Issue orders to stop or cease violative activities.
- Conduct compliance assistance inspections
- Participate in enforcement activities, including administrative proceedings, securing warrants and providing testimony during hearings and trials.
- Provide outreach and education about compliance requirements to industries, individuals, and the public.

Duty 2

General Summary:

Percentage: 10

PESTICIDE APPLICATOR CERTIFICATION AND REGISTRATION

Individual tasks related to the duty:

- Administer pesticide applicator certification and registered technician examinations.
- Review video footage of examinations to ensure security measures were followed.
- Monitor applicator training programs for quality and content.
- Provide outreach and education about compliance requirements to pesticide applicators and stakeholder groups.

Duty 3

General Summary:

Percentage: 20

MISCELLANEOUS

Individual tasks related to the duty:

- Conduct industrial hemp inspections, sampling, enforcement, and information sharing efforts.
- Provide industrial hemp program assistance to growers, processors and handlers to ensure the credibility of the hemp program and that hemp is being grown in compliance with applicable laws.
- Conduct routine on-site bulk storage inspections at agri-chemical facilities.
- Monitor fertilizer spill/discharge clean-up activities.
- Maintain records related to program work activities.
- Participate in public, industry, and government meetings as a representative of the department.
- Attend specialized training courses as approved by the supervisor.
- Meet and maintain the commissioning, credentialing, and certification requirements of the department, division, or federal grantors.
- Assist co-workers in the completion of team objectives.
- Other activities as assigned by supervisor.
- Adhere to Department and Division safety policies.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

- Determining what samples are needed for routine monitoring and for supporting evidence during investigations.
- Determining appropriate response to urgent circumstances to assure compliance with laws or regulations.
- Determining, via a complete and thorough inspection, if a regulated entity is operating in compliance.
- Determining when a stop prohibited conduct or cease and desist order is authorized and should be issued.
- Determining when to escalate a situation, failed inspection, violative sample result or other significant inspectional result to the supervisor and/or section leadership.

17. Describe the types of decisions that require the supervisor's review.

- Determining higher-level regulatory actions, such as warning letters, administrative penalties, hearings, or prosecutions.
- Resolving sensitive issues.
- Resolving issues of significance to industry groups, media contacts, or political impacts or contacts.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

- Obtaining, handling, and transporting samples with a chance of exposure to pesticides.
- Accessing varied locations for sample and evidence collection.
- Collecting samples from apiary sites.
- Responding to and overseeing remediation of agrichemical spill sites, if so trained.
- Being exposed to various environmental conditions, such as heat, cold, and wetness; also, occasional exposures to dust and loud noises.
- Walking and bending for prolonged periods.
- Lifting heavy items, including containers of products being sampled.
- Employee will be required to wear appropriate personal protective equipment as the need arises. Employee must meet fitness testing requirements and may need to be fit tested to wear a respirator.

The amount of time and the intensity of each of the above activities is variable.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> N | Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

The essential duties include: investigation of complaints, licensing of regulated businesses, inspection of establishments and marketplaces, spill response, certification and registration of pesticide applicators, and inspection of pesticide products.

Duties also include carrying out all division/department policies and enforcing the division's laws and regulations.

Duties are performed independently or with limited supervision and include frequent travel and may include overnight travel.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

25. What is the function of the work area and how does this position fit into that function?

The work area is responsible for regulating the sale and use of pesticides. The inspector functions as the department's first line contact with applicators, manufacturers, and the public in all aspects of proper pesticide use, including extensive knowledge of state and federal pesticide regulations.

This position carries out a range of professional assignments for this classification.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in agronomy, animal science, animal nutrition, biology, botany, chemistry, crop science, entomology, environmental science, forestry, horticulture, plant pathology, plant physiology, soil science, or a related field.

EXPERIENCE:

Plant Industry Field Scientist 9

No specific type or amount is required.

Plant Industry Field Scientist 10

One year of professional experience in enforcing and/or complying with the laws and regulations pertaining to pesticide use, insects, pests, and plant diseases in agricultural commodities and horticultural stock equivalent to a Plant Industry Field Scientist.

Plant Industry Field Scientist P11

Two years of professional experience in enforcing and/or complying with the laws and regulations pertaining to pesticide use, insects, pests, and plant diseases in agricultural commodities and horticultural stock equivalent to a Plant Industry Field Scientist, including one year equivalent to a Plant Industry Field Scientist 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Good verbal and written communication skills are essential, as well as good organizational skills.
- Good computer skills and ability to learn various programs is helpful.
- A general knowledge of both state and federal agricultural laws is helpful.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Pesticide applicator certification in Regulatory Pest Management.
- EPA, FDA, and USDA commissions as required.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

LAUREN FELDPAUSCH

2/22/2021

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date