

Specification for Class of

SEED INSPECTION SUPERVISOR

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Supervises Seed Inspectors and directs the statewide field inspection program for the seed field certification and phytosanitary inspection programs.

Typical Work

Performs duties as the assistant manager in the Plant Certification Program; assists and advises the Plant Certification Program Manager in making administrative decisions affecting day-to-day operation of the work unit; acts on the Program Manager's behalf in his absence; supervises maintenance of certification, phytosanitary, and seed control records; aids in the development of policies, regulations and procedures;

Coordinates, plans and assigns work to seed inspectors for certification, phytosanitary and seed control inspections; maintains certification records; proposes changes in procedure and priorities for seed certification program; performs certification, phytosanitary, and seed control inspections;

Represents the Department at certification, seed control, and seed industry meetings; answers questions and investigates complaints regarding certification and seed control from the public, growers and seed dealers;

Helps train and advise Seed Branch personnel;

Acts as liaison between persons involved in the seed industry and the Seed Branch;

Performs other duties as required.

Knowledge and Abilities

Knowledge of: Washington State, Federal and other states' and foreign country's regulations governing the inspection and certification of seed; regulatory principles and procedures; Association of Official Seed Analyst (AOSA), International Seed Testing Association (ISTA), Canadian and Organization of Economic Cooperative Development/European Economic Community (OECD/EEC)

rules for seed testing; phytosanitary requirements and procedures; Department standards and procedures for enforcement of seed laws; principles and practices of supervision; Merit System Rules, personnel practices, union-management agreements.

Ability to: plan, assign, direct and review the work of seed inspection staff; inspect seed fields and harvesting and processing equipment for compliance with certification standards; deal tactfully and effectively with other people; write and speak clearly, concisely, accurately and informatively; travel frequently and for extended periods; compose letters; prepare reports; explain, interpret and apply State and Federal regulations governing seed certification and labeling; effectively supervise and train staff.

Minimum Qualifications

A Bachelor's degree with major study in Agronomy or closely allied field.

AND

Four years of experience as a Seed Inspector or equivalent experience.

Additional qualifying experience or experience in a testing laboratory or in seed industry production, processing, marketing and testing may be substituted, year for year, for the required education.

New class: 7-25-74

Revised definition, general revision: 11-14-83

Revised definition and title change (formerly Seed Inspector 4):
1-10-92