

**IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼**  
**HUMAN RESOURCES ENTERPRISE**

**AGRICULTURE COMPLIANCE INVESTIGATOR**

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**DEFINITION**

Performs investigatory and compliance work in relation to alleged violations of state and federal laws or regulations pertaining to the health, sale, release, movement and testing requirements related to livestock markets, dealers, producers, slaughtering plants, meat processing plants, feed manufacturers, organic feed, crop, livestock and food and dairy processing and bottling operations; motor fuels, motor fuels components including renewable fuels. Performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Investigates complaints received from state and federal officials, livestock purchasers and the general public concerning alleged violations of state or federal laws and regulations governing animal health, animal welfare, animal feeds, or motor fuel quality.

Collects, analyzes, and disseminates information in the investigation of alleged livestock or animal welfare incidents by interviewing individuals associated with cases, taking affidavits, consulting with the State Veterinarian and presenting findings to county attorneys and/or federal officials.

Coordinates investigative activities with agency staff, county sheriffs, highway patrol, federal authorities and Iowa Attorney General's staff in order to gather facts and to determine if violations have occurred and to recommend specific disciplinary action to the State Veterinarian and/or federal officials for investigated cases.

Evaluates, inspects and re-inspects recordkeeping and inspection procedures at feed manufacturers, licensed animal welfare dealers, auction markets, livestock dealers, slaughtering plants, meat processors, and milk and milk product processors in order to ensure that inspectors are properly and uniformly conducting inspection work.

Conducts epidemiological investigations of infections and contagious disease conditions and files reports.

Conducts investigations of motor fuel produced, distributed, and sold in Iowa to determine whether the motor fuels, including renewable fuels, and components meet specified national standards. Investigations include the reviewing of producer records and processes, collection of samples, and screening samples.

Monitors the interstate movement of livestock into Iowa by establishing border checks in conjunction with the Iowa Highway Patrol and Department of Transportation; reviews interstate health certificates in order to select samples for follow-up investigations to ensure compliance with regulations. Monitors the interstate movement of milk and/or milk products.

Attends meetings and conferences of farm organizations and state or federal regulatory groups in order to stay abreast/certified of new or proposed laws/regulations affecting the animal welfare and livestock industry, the feed manufacturing industry, the meat processing and milk and/or milk product processing industry or the motor fuels and renewable fuels industries.

Evaluates auction market inspections to ensure that market veterinarians are complying with state and federal laws and regulations.

Performs investigations of feed manufacturers and livestock producers to ensure compliance with state and federal laws; samples raw agricultural commodities for aflatoxin, salmonella, insects, and pesticides.

Conducts compliance and/or surveillance investigations of irregularities or violations of the Iowa Meat and Poultry Inspection Act, Federal Wholesome Meat Act and Federal Poultry Inspection Act. Conducts

compliance and/or surveillance investigations of violations of the most current Pasteurized Milk Ordinance, Iowa Code 192, Iowa Administrative Code 68 and other related State and Federal rules and regulations related to milk or other dairy products.

Reviews labels of input products intended for use in organic production and processing operations.

Conducts scheduled and unscheduled inspections of organic production and processing sites and practices of organic producers and processors to verify compliance with state and federal organic regulations.

Examines records of organic producers and organic processors and conducts audits to verify traceability of organic products.

Complete and submit report of findings regarding the organic operation's compliance with state and federal organic regulations.

### **COMPETENCIES REQUIRED**

Knowledge of the principles and techniques associated with complete case preparation to be presented to the county attorneys for prosecution.

Knowledge of local, state and federal laws and regulations pertaining to animal welfare and the safe movement and health requirements of livestock.

Knowledge of animal science, livestock marketing systems and operations relative to health of livestock, livestock markets, stockyards, farm sales, livestock dealers, and feed manufacturers.

Knowledge of the Wholesome Meat Act, Poultry Products Inspection Act, Iowa Meat and Poultry Inspection Act and all related rules and regulations.

Knowledge of the most current Pasteurized Milk Ordinance, Iowa Code 192, Iowa Administrative Code 68 and other related State and Federal rules and regulations related to milk or other dairy products.

Knowledge of the basic principles and techniques associated with investigations including interviewing, fact finding, records checking and surveillance work.

Knowledge of agricultural business practices as related to the sale and merchandising of livestock, livestock feed, and meat products.

Knowledge of the functions, jurisdictions, and interrelationships of local, state and federal law enforcement agencies concerning the enforcement of animal health and welfare laws and regulations, sale and manufacture of livestock feed, and meat processing.

Knowledge of the National Organic Program regulations and state organic regulations.

Knowledge of organic compliance policies and procedures.

Knowledge of auditing procedures.

Knowledge of motor fuels and renewable fuels standards including sampling testing and screening techniques.

Ability to collect and analyze pertinent data during the course of investigations and/or surveys including interviewing and taking affidavits.

Ability to apply and interpret local, state and federal laws and regulations related to preparation of records and reports.

Ability to testify in court and at administrative hearings in order to present relevant facts and evidence.

Ability to interpret brucellosis and pseudorabies test results in conjunction with the State Veterinarian.

Ability to work in adverse weather conditions and to handle livestock for identification procedures.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy and cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, and group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited college or university with a bachelor's degree in animal science, animal husbandry, animal industry, livestock management, crop production, agricultural law, motor fuels and renewable fuels, or closely related field, and the equivalent of two years' full-time technical experience in livestock inspection, production, auction market, sale barn work, work on an organic farm, motor fuels and renewable fuels or work as an auditor, inspector or compliance investigator with agricultural operations;

OR

an equivalent combination of any of the above qualifying experience substituting for the required education (on the basis that one year of experience equals 30 semester or equivalent hours of education) with a maximum substitution of four years;

OR

certification by the Federal Department of Agriculture as an Agricultural Products Inspector and the equivalent of two years' full-time technical experience in state and federal inspections of livestock feed manufacturing firms;

OR

certification as an Organic Inspector by the Independent Organic Inspectors Association (IOIA) and one year of experience as an organic inspector;

OR

employees with current continuous experience in the state executive branch that includes the equivalent of two years of full-time experience as a Livestock Inspector, Weights and Measures Inspector, Meat Inspector or a Dairy Product Inspector shall be considered qualified.

**NECESSARY SPECIAL REQUIREMENTS**

Extensive travel is required for positions in this class. Employees must arrange transportation to and from assigned work areas.

Effective Date: 07/11BR