

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Agriculture Products Inspector

Definition

Inspects facilities involved in the production, storage, and/or sale of agricultural products for compliance with laws regulating the products and their labeling, manufacture, storage and/or sale; performs related work as required.

The work examples and competencies listed below 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 feed.

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 feed manufacturing industry.

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

Samples animal feed, pet food, fertilizer, agricultural liming material and seeds for laboratory analysis.

Inspects feed manufacturers for compliance with Federal/State Good Manufacturing Practice Regulations regarding production records, drug inventories, distribution records, product labeling, and equipment; completes State/Federal Inspection forms for review by the Commercial Feed Bureau Chief; inspects feed storage facilities of a manufacturer, distributor, or wholesaler reviewing product labels determining compliance with applicable laws.

Inspects fertilizer storage facilities of a manufacturer, distributor, or wholesaler reviewing product labels to determine compliance with applicable regulations; inspects fertilizer and pesticide equipment including anhydrous ammonia installations; recommends the approval of all anhydrous ammonia installations in the state; thoroughly reviews all anhydrous ammonia storage facility applications, blueprints, proposed installation sites, and determines the adequacy of the dealer request.

Inspects risk management plans at anhydrous ammonia storage facilities for compliance with federal EPA Regulations; confers with anhydrous ammonia dealers and local emergency management coordinators to determine that emergency response agencies are familiar with risk management plans.

Communicates with agribusinesses concerning regulations governing the manufacture, processing, storage, and/or sale of agricultural products and responds to complaints, provides information/explanation of regulations and reports, and promotes a cooperative environment.

Travels throughout assigned counties coordinating work plans and travel routes; maintains a state vehicle and prepares monthly travel reports and expense claims as required.

Competencies Required

Knowledge:

- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Customer Service – Principles and processes for providing customer services, including customer needs assessment, meeting quality standards for services, and evaluating customer satisfaction.
- Administration and Management – Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Mathematics – Arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Clerical Procedures – Word processing, managing files and records, designing forms, and other office procedures and terminology.
- Public Safety and Security – Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Abilities:

- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Near Vision – See details at close range (within a few feet of the observer).
- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Perceptual Speed – Quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.

Skills:

- Quality Control Analysis – Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Operation Monitoring – Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Systems Evaluation – Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from an accredited four-year college or university with a degree in chemistry, biology, agricultural business, agricultural management, agronomy, agricultural mechanization, animal science, or a related agricultural field.
- 2) Two years of full-time work experience as an inspector, farm operator, warehouse or production worker or manager, licensed pesticide applicator, or in sales which included direct involvement with the storage, manufacture, regulation, use or demonstration of feed, medicated feed, fertilizer, seed, or pesticide.

Notes

Travel may be required for positions in this class. Employees must arrange transportation to and from assigned work areas.

Positions in this class require an applicant to have the ability to pass a background investigation conducted by the Food and Drug Administration (FDA) and receive a FDA Commission.

Effective date: 06/18 SA