

### Class Concept

Regarding the area of animal feed inspection, this is technical and supervisory work in ensuring compliance with the State's laws, rules, and regulations that govern the sale, labeling, registration, use and distribution of commercial animal feed and canned pet food. Employee directs and supervises the activities of a field staff. Work includes compliance review of non-medicated feed inspections and determining appropriate course of action for irregularities. Employee assigns consumer complaints to the staff and participates in the more complex investigations. Employee provides input into the policies and procedures, inspection activities and additions and/or revision in laws, rules and regulations. Employee assigns work areas to field personnel according to the workload, and maintains program progress by establishing deadlines and shifting workloads as the need arises. Employee trains employees, monitors the work of the inspectors through work reports and by participating with them in inspections, establishes work plans and conducts the performance reviews of inspectors. Employee provides input into the section's budget and oversees the purchase of supplies and some equipment for the field staff. Work may include other duties as assigned.

Regarding the area of grain moisture measurement standards, this is supervisory work in directing, planning, coordinating and reviewing the work of area inspectors in order to enforce the provisions of the North Carolina Weights and Measurements Act of 1975 relating to the provision and maintenance of uniform grain moisture measurement standards. Employee is responsible for performing and supervising the laboratory, administrative and field inspection duties of the Grain Moisture Program. Employee ensures that each commercial and private (on request) grain moisture meter is tested according to standard test procedures described by the National Institute of Standards and Technology (NIST) and the U.S. Department of Agriculture/Federal Grain Inspection Service (USDA/FGIS). Work includes grain sample preparation for use as the test standard by blending samples, determining the test weight of each sample and testing grain moisture using various methods and equipment; correction of meter calibration settings, calibration modules or conversion charts; and data interpretation. Work also includes air oven standardization and test collaboratives; reviewing test reports; and coordinating grain collection. Other duties include directing inspectors in the cleaning of harvested grain; storing grain; determining program training needs; and performing routine maintenance on laboratory equipment. Employee updates and analyzes control charts; designs all test forms used in the field and laboratory to document test results; seeks legal action against individuals failing to achieve proper compliance levels; and advises inspectors in the more difficult inspection methods. Work may include other duties as assigned.

### Recruitment Standards

#### Knowledge, Skills, and Abilities – Animal Feed Inspection

- Considerable knowledge of the feed manufacturing industry and related processes.
- Considerable knowledge of North Carolina Commercial Feed Laws.
- Ability to train and supervise field staff in regulatory activities.
- Ability to establish work priorities.
- Ability to explain and interpret laws, rules and regulations affecting the area of work.
- Ability to establish and maintain effective working relationships with state and federal agencies, the feed manufacturing industry, and the general public.

Knowledge, Skills, and Abilities – Grain Moisture Measurement Standards

- Considerable knowledge of laws, rules and regulations enforced by the Division, involving grain moisture meter testing.
  - Considerable knowledge of various types of commercial and non-commercial moisture meters used in the field.
  - Considerable knowledge of mathematics involving algebraic equations to determine results.
- Considerable knowledge of NIST and USDA/FGIS publications pertaining to each test performed.
- Ability to plan, direct, train and review the work of subordinates.
  - Ability to plan, develop and administer effective grain moisture programs. Ability to comprehend, explain and apply rules and regulations.
  - Ability to communicate effectively in oral and written form.
  - Ability to program software applications and apply them to work situations.
  - Ability to establish and maintain effective working relationships.

Minimum Education and Experience – Animal Feed Inspection

Bachelor's degree in animal science or a closely related curriculum from an appropriately accredited institution and one year of related work experience; or an equivalent combination of training and experience.

Minimum Education and Experience – Grain Moisture Measurement Standards

Associates degree Chemical Technology or other closely related natural or agricultural science from an appropriately accredited institution and two years progressive related experience; or an equivalent combination of training and directly related experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.