

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time	
1 30%	<p>Supervise Agricultural Inspectors II's in Respective Area:</p> <ul style="list-style-type: none"> a) Evaluate Agricultural Inspectors II's against established job descriptions/standards and provide this information to Area Veterinary Supervisor for evaluation. b) Motivate, counsel and discipline as necessary. c) Assist in scheduling Agricultural Inspectors II's in sub-area to make certain inspection is provided at plant where inspection is required.
2 30%	<p>Training:</p> <ul style="list-style-type: none"> a) Provide on-the-job training for new employees. b) Educate and train inspectors in areas of need. c) Identify problems of a recurring nature and implement corrective measures. d) Completion and review of training materials. e) Update inspectors regarding new regulations, policies and procedures.
3 10%	<p>Administration:</p> <ul style="list-style-type: none"> a) Review inspector reports, time and attendance. b) Review policies and directives with area veterinary supervisor and other supervisors to ensure understanding and consistent implementation statewide. c) Submit daily reports and survey reports on time. d) Work with plant management on assignments, vacations, communication, and problems.
4 10%	<p>Annual Reviews:</p> <p>Conduct at least one in-depth review of each state inspected facility in assigned area. The review will use established USDA guidelines and evaluate each plant on seven basic criteria: ante-mortem inspection, sanitation, reinspection, water potability, sewage and waste disposal, pest control and control of inedible and condemned materials.</p>
5 10%	<p>Personal Responsibilities:</p> <ul style="list-style-type: none"> a) Have available and maintain all equipment in a satisfactory manner. b) Maintain acceptable personal hygiene and dress. c) Maintain and perform proper safety procedures. d) Cooperate with supervisor and other division personnel. e) Successful completion of job duties is dependent upon maintenance of current Kansas driver's license. If an employee should lose their driver's license, they are facing disciplinary action which may include termination.
6 10%	<p>Relief or Emergency Assignments due to:</p> <ul style="list-style-type: none"> a) Terminations; b) Resignations; c) Vacations; or d) Sickness or injury.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- Plans, staffs, evaluates, and directs work of employees of a work unit.
- Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title	Position Number
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Ag II's in the southwest sub-area.

23. Which statement best describes the results of error in action or decision of this employee?

- Minimal property damage, minor injury, minor disruption of the flow of work.
- Moderate loss of time, injury, damage or adverse impact on health and welfare of others.
- Major program failure, major property loss, or serious injury or incapacitation.
- Loss of life, disruption of operations of a major agency.

Please give examples.

Mislabeled could be minor unless fraud is involved. Adulteration of meat could result in possible injury to the general public who purchase meat, or to owners bringing in their animal for slaughter or processing. Major loss to plant if their establishment is shut down, or a recall initiated for not meeting the required regulations.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Contact is made on a daily basis with owners and employees of official state meat and poultry slaughter or processing plants while performing inspection and supervisory duties, including establishments that operate on a custom basis. Frequent contact is made with farmers and ranchers as they deliver animals to slaughter facilities.

25. What hazards, risks or discomforts exist on the job or in the work environment?

The work environment consists of meat and packing plants involving animals, slaughter floors and processing equipment. Knives are used daily to incise lymph nodes during inspection of the head and viscera. Slaughter floor inspection is conducted on wet floors, caused by water and blood. Splitting saws and other heavy equipment is used both on the slaughter floor and in processing areas. Carcasses and some equipment may be located above the head. Ante-mortem inspection is often conducted outside during inclement weather. Product is checked in coolers and freezers. Processing areas are often maintained at less than 50 degrees Fahrenheit. Falls and knife cuts are not uncommon.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

See above for machines or equipment used in the plant. Inspectors may use knives, aprons, frocks, and hard hats while providing inspection services.

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Education or Training - Special or professional

License, certificates and registrations
Current Kansas Driver's License

Special knowledge, skills and abilities

Experience - Length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Applicant for this position must submit to and pass a AO H-R-R PSEUDOISOCROMACTIC OR ISHIHARI color blindness test as a condition of employment.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date