

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE:  NEW POSITION  EXISTING POSITION

**PART I - Items 1 through 12 to be completed by department head or personnel office.**

Agency Number: 046

Position Number:

|  |                                    |   |   |
|--|------------------------------------|---|---|
| 1. Agency Name<br><b>KANSAS DEPARTMENT OF AGRICULTURE</b>  | 9. Position No.<br><b>K0204481</b> | 10. Budget Program Number<br><b>72120</b>   |   |
| 2. Employee Name (leave blank if position vacant)  |                                    | 11. Present Class Title (if existing position)<br><b>Agriculture Inspector II</b> |   |
| 3. Division<br><b>Pesticide and Fertilizer Program</b>   |                                    | 12. Proposed Class Title  |   |
| 4. Section<br><b>Fertilizer Section</b>  |                                    | For Use By Personnel Office   |   |
| 5. Unit  |                                    |   | 13. Allocation  |
| 6. Location<br><b>South West Kansas</b>  |                                    |   | 14. Effective Date  |
| 7. <input checked="" type="checkbox"/> Full time <input checked="" type="checkbox"/> Permanent    Inter. 100%                                      |                                    |   | 15. By _____ Approved                                       |
| 8. Regular hours of work: (circle appropriate time)<br><br>FROM: 7:00 AM      TO: 4:30 PM<br>Flex time of 9 hrs Mon, Tues, Wed, Thurs, & 4 hrs Fri |                                    |   | 16. Audit<br>Date: _____ By: _____<br>Date: _____ By: _____ |
| 17. Audit<br>Date: _____ By: _____<br>Date: _____ By: _____  |                                    |   |   |

**PART II - To be completed by department head, personnel office or supervisor of the position.**

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

**NA**

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

**Name: Rick Wiedmann      Title: Fertilizer Section Chief      Position Number: K0054712**

Who evaluates the work of an incumbent in this position?

**Same**

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

(A) Employee exercises a great deal of latitude in performance of duties and must be knowledgeable regarding duties performed and make subjective decisions. Employee functions with the latitude to provide the necessary coverage at their discretion with limited supervision

(B) Employees is given in-office and on-the-job training. Advice and assistance are readily available. Additional guidelines, instructions and technical procedures are provided to assist the inspector in the field.

(C) Assignments are given both orally and in writing, and in detail when asked.

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

**What** is the action being done (use and 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? What is it reviewed for?

|            |  |
|------------|--|
| <p>75%</p> | <p>Annually conducts inspections of all facilities and equipment within assigned area that are used to store and distribute anhydrous ammonia (NH<sub>3</sub>) for agricultural use to determine compliance status with NH<sub>3</sub> related requirements in the Kansas Fertilizer Law and to document apparent violations to support various types of enforcement response by KDA. Issues Stop Use Orders and conducts follow-up inspections as necessary.</p> <p>Conducts inspections of fertilizer custom blending operations and at locations where fertilizer products, soil amendments, and/or liming materials are sold or distributed to determine compliance with state law. Collects product samples following established procedures for selection, collection, and processing of samples.</p> <p>Conducts bulk fertilizer secondary containment inspections.</p> <p>Prepares inspection reports and associated documentation according to established procedures or direction from supervisor.</p> <p>Communicates effectively the results of the inspection with the facility/equipment operator or custodian and provides pertinent information regarding the regulatory requirements and the options for corrective actions. Provides technical and compliance assistance as appropriate and according to established procedures.</p> <p>Conducts and/or assists with complaint investigations associated with fertilizer products, distributors, dealers, transporters, and applicators as they may relate to the Kansas Fertilizer Law, the Kansas Soil Amendment Act, and/or the Kansas Agricultural Liming Materials Act.</p> |
| <p>15%</p> | <p>Completes and submits weekly report according to assigned procedures. Maintains master spreadsheet of all inspected facilities/locations in assigned area. Maintains at least 3 weeks of proposed itinerary using Outlook. Accurately prepares vehicle reports and expense vouchers and submits according to established schedule. Maintains a working knowledge of regulatory requirements for fertilizers, soil amendments, and agricultural liming materials and is readily familiar with the equipment, materials, and procedures generally utilized to store, distribute, and apply them.</p>  |
| <p>5%</p>  | <p>Provides technical program-related assistance to various professional staff within KDA and other agencies and organizations. Participates in compliance assistance and associated special projects and as opportunities occur, effectively communicates requirements and procedures to be followed. Also communicates relevant changes in regulatory requirements and any other information the employee is directed to provide.</p>  |
| <p>5%</p>  | <p>Performs other duties as assigned.</p>  |

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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 | NA | Position Number |
|-------|----|-----------------|
|-------|----|-----------------|

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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.

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

Program Manager & Supervisor - as necessary to obtain work assignments and advice on policy, assistance, and technical advice.  
 Agricultural Inspectors - coordinate special or joint assignments when necessary.  
 General/regulated public - daily in the course of performing inspections, collecting samples, and providing compliance assistance.  
 Other public officials - assist with investigations that may have impact on other areas of responsibility.

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

Every day use of motor vehicles is required which presents risk in travel and discomfort. Will sometimes travel in inclement weather and with poor road conditions. Will sometimes travel before and after daylight.  
 Will occasionally stay out overnight at numerous locations throughout the state  
 Will inspect locations, equipment, and materials that may be hazardous (such as anhydrous ammonia).

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

Motor Vehicle = daily  
 Fertilizer sampling equipment = 2-3 days per week  
 Computer (notebook type) = daily  
 GPS equipment = 3-4 days per week  
 Camera = 2-3 days per week

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**PART II - To be completed by department head, personnel office or supervisor of the position.**

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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

High School degree plus completion of two (2) years study at an accredited college or university with hours in biological science, algebra, or agricultural sciences.

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Education or Training – Special or Professional

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Licenses, certificates and registrations

Successful completion of job duties is dependent upon maintenance of current Kansas driver's license

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Special knowledge, skills and abilities

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Experience – Length in years and kind

Two (2) years experience in agricultural products or related work experience may be substituted for the educational requirements.

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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.

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Signature of Employee

Date

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Signature of Personnel Official

Date

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Signature of Supervisor

Date

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Signature of Agency Head or  
Appointing Authority

Date

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