

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

1. Agency Name Kansas Department of Agriculture		9. Position No. K0061308	10. Budget Program Number	
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Agricultural Inspector III		
3. Division Weights and Measures		12. Proposed Class Title		
4. Section		For Use By Personnel Office	13. Allocation	
5. Unit Office			14. Effective Date	
6. Location (address where employee works) City Topeka County Shawnee			15. By _____ Approved	
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. %			16. Audit Date: _____ By: _____ Date: _____ By: _____	
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM TO: 5:00 PM			17. Audit Date: _____ By: _____ Date: _____ By: _____	

Agency Number

Position Number

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.

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

Name	Title	Position Number
Tim Tyson	Director , Weights and Measures Division	K0204551

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Tim Tyson	Director , Weights and Measures Division	K0204551

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 NIST testing procedures for standards. Employee functions with the latitude to handle the workload with limited supervision.

b) Employees are given on-the-job training, follow NIST Handbook 105 series and attend training at NIST. Advice and assistance are readily available.

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 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

- | | |
|-----|--|
| 65% | Tolerance test, adjust and seal transfer standards from private and public entities. National Institute of Standard and Technology (NIST) or international standardization organizations specifications and procedures are used in testing and evaluation of transfer devices. |
| 15% | Coordinates data entry and data extraction in the laboratory's database. |
| 10% | Maintains the laboratory's quality manual as needed for laboratory certification. |
| 5% | Unpacks and packs customers articles and coordinates shipping arrangements. Schedules appointments, handles inquires and provides customer service. |
| 5% | Tests and adjusts volumetric field measures and provers in accordance to NIST tolerances and procedures. |
| 5% | Conducts or provides technical training/guidance to the weights and measures staff, industry and other weights and measures jurisdictions. |
| 5% | Assist the State Metrologist in ther functions to maintain the laboratory's certification and assists in other areas of the weights and measures program as needed. |

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 |
|-------|-----------------|
|-------|-----------------|

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.

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

Director as necessary to obtain work assignments and advise on policy, assistance and technical advice.
General public - daily in the course of performing calibrations and scheduling
Other Public officials – assist with investigations that may have impact on the other areas of responsibility.

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

Use of motor vehicles is required which present risk in travel and discomfort.
Lifting 50-lb standards and equipment pose the risk of back problems.
Operation of overhead crane, forklift, prover stand and exposure to hazardous chemicals and materials present a risk.

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

Balances – daily

Volumetric standards – weekly

Forklift - daily

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

Must possess any combination of the following to equal one year experience in agricultural sciences and/or education in agricultural sciences.

Education or Training - Special or professional

As per class specifications.

Licenses, certificates and registrations

Special knowledge, skills and abilities

As per class specifications.

Experience - Length in years and kind

Two (2) years experience in weights and measures or related work experience may be substituted for the educational requirements.

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.

X

Signature of Employee

X

Signature of Personnel Office

Approved:

X

Signature of Supervisor

X

Signature of Agency Head or Appointing Auth...