

SEED LABORATORY SUPERVISOR

This is supervisory, administrative and advanced technical work in directing and reviewing the work of laboratory personnel engaged in determining the purity and germination characteristics of a variety of agricultural, vegetable and flower seeds. Work assignments normally specify only the amount and type of seed testing service to be provided by the laboratory. Employee adapts prescribed testing methods to local use and devises laboratory procedures necessary to achieve the desired results. Employee determines the extent to which seed samples conform to state and federal laws and to certified analysis. Employee informs seed producers, dealers and other interested persons, orally or in writing, of the laboratory's findings. Employee works under the general supervision of the Seed Administrator who evaluates the work on the basis of the speed with which laboratory personnel identify seeds and the extent to which analyses result in detecting violations of the state seed laws. Employee may perform other duties as assigned.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee reviews the producer's certified analysis on samples of seed submitted by field personnel and the general public; sets daily work priorities as to which seed samples need immediate attention and which order of priority the sample should take; determines which tests or analyses are required and which should be in production daily (purity and germination).

Organizing and Directing - Assigns samples to seed analysts on a daily basis once priorities are set. Since the workload is constantly shifting, must re-assign employees and re-evaluate priorities during the day. In the administrator's absence, directs the activities of six seed inspectors and advises them on sample qualities.

Budgeting - Employee advises the Seed Administrator when new equipment is needed in the laboratory.

Training - Employee supervises seed analyst trainees and makes decisions on the trainee's ability to complete tasks already assigned and to undertake new tasks. Employee works with the analyst who is responsible for checking the trainee's work and evaluates the relationship between the analyst and the trainee. Employee trains and directs seed analysts on new seed testing rules.

Setting Work Standards - Employee frequently receives materials for review which deal with setting standards and procedures for various levels of testing by the Association of Official Seed Analysis. Employee develops and establishes internal guidelines for the laboratory and explains and interprets work rules and standards to subordinate personnel.

Reviewing Work - Through the review of master cards, employee reviews results of completed analyses and tests to ensure adherence to state seed laws and to determine the extent to which laboratory analysis conforms to producer's certified analysis. When the results of purity analyses fail to conform to the producer's analysis, employee supervises the re-testing of the sample and examines the results for adequacy and accuracy of findings. Analyst bring questionable test results to this employee for evaluation and decision as to whether re-testing is necessary. Employee confirms all prohibited noxious weed seed that would result in removing the seed from sale, some restricted noxious weed seed which are difficult to identify, tetrazolium chloride tests and special test involving chemical procedures.

Counseling and Disciplining - Employee evaluates employees' performance on the job and suggests ways in which employees can attain greater accuracy, and better work habits and attitudes towards fellow workers. Employee counsels and disciplines subordinates concerning work rules, standards and performance. The more serious cases are referred to the Seed Administrator.

Performing Other Personnel Functions - Employee evaluates subordinates, makes recommendations concerning promotions and merit increases and approves routine leave requests. Employee also assists the Seed Administrator in interviewing and selecting laboratory personnel.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - The work methods used and objectives of the laboratory are generally constant. Changes occur when new seeds or noxious weeds are added to the law which the analysts must be able to identify. The Association of Official Seed Analysis may modify or develop new procedures which must be implemented. Work assignments are sometimes changed due to shifting priorities in the laboratory.

Variety Work Supervised - Employee supervises three closely related areas of work in seed testing (purity, germination and special tests) which all seed analysts are cross-trained to do. Employee must have knowledge of all seeds, various phases of botany and methods of identification to determine the quality and accuracy of analysis performed.

Number of Employees Responsible For - Employee is responsible for approximately fifteen employees, which includes seed analysts, laboratory technicians, laboratory helpers and a records clerk.

III. EXTENT OF SUPERVISION RECEIVED: Employee's work is reviewed daily by the Seed Administrator through conferences and review of reports. The employee has more expertise in the laboratory procedures so reviews are more administrative than technical and are based on broadly defined goals.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: N/A

V. RECRUITMENT STANDARDS:

Knowledge, Skills, and Abilities - Considerable knowledge of techniques and terminology used in determining purity and germination characteristics of a variety of seeds. Ability to interpret and apply state and federal seed laws as well as standards of purity and germination to a variety of seed samples. Ability to identify uncommon seeds and to analyze for purity difficult grass and agricultural seed mixtures. Ability to instruct laboratory personnel in proper work methods, to assign work among them and to review their work for technical accuracy. Ability to prepare written reports which reflect the nature, extent and results of seed testing performed by the laboratory. Ability to establish and maintain effective working relationships with seed producers, seed dealers and the general public.

Minimum Training and Experience Requirements - Associate's degree in horticulture, horticulture technology or a closely related curriculum from an appropriately accredited institution and four years of experience in seed testing, seed regulation or a related area of seed production or marketing; or an equivalent combination of education and experience.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.