

## AGRICULTURAL COMMODITY GRADING SUPERVISOR I

This is supervisory and administrative work in assisting with the management of a grading program by working as a field supervisor over several areas of peanut and fruit and vegetable grading, or as assistant supervisor and quality control coordinator in the rain program in the Marketing Division, North Carolina Department of Agriculture.

Employees perform supervisory and administrative work within their program. Work includes the training and supervision of a large number of permanent, temporary and seasonal graders, maintaining and reviewing records and reports, monitoring quality control and the maintenance and calibration of related equipment, and dealing with plant management and/or producers concerning methods or procedures which will improve the quality of the product. In the fruits, vegetables and peanut program, employees must possess the grading skills of a terminal market grader to perform relief-grading work. Work may involve a closely related set of duties. Work is performed under the general supervision of a higher level-grading supervisor and is reviewed through reports and periodic conferences. Work may include other duties as assigned.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees are responsible for assigning staff to specific workstations and scheduling annual leave for graders. Employees assist with estimating the number of seasonal graders needed during specific periods and assist with planning to shift resources as needed. Work may include planning for the use and location of equipment.

Organizing and Directing - Employees assign graders to work areas on a daily basis, shift staff from one location to another to provide adequate coverage, and ensures that all equipment is operating and that all forms are completed accurately.

Budgeting - Employees provide information on supplies, equipment, tools, and repairs needed, and reports regularly to the supervisor on the salary costs for use of temporary graders. Work may include researching equipment costs.

Training - Employees provide on-the-job training and refresher courses for staff, and assist with the classroom training of temporary graders.

Setting Work Standards - Employees explain and apply grading standards, guidelines, laws and regulations established by the United States Department of Agriculture (USDA) and the North Carolina Department of Agriculture (NCDA), as well as standards set by the program supervisors.

Reviewing Work - Employees spot check products graded by staff and review certificates issued or reports of inspections for adherence to rules and regulations.

Counseling and Disciplining - Employees initially counsel employees concerning their performance or adjustment problems and refer more serious cases to the supervisor.

Performing Other Personnel Functions - employees interview, select and supervise temporary personnel. Employees may participate in interviewing and selecting applicants for permanent

positions, and conduct a performance evaluation on all temporary and permanent personnel assigned to the workstations.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Occasional changes in procedures due to the addition of new products or technology, and changes in the volume of the commodity, due to the weather and other factors, may temporarily alter the program emphasis and change the staffing demands.

Variety of Work Supervised - Employees supervise a small commodity-grading unit or assist in supervising a larger regulatory unit.

Number of Employees Responsible For - Employees may supervise from 15 to 20 permanent and up to 40 seasonal employees.

III. EXTENT OF SUPERVISION RECEIVED: Employees receive general guidance on the major areas of responsibility: training, supervision, and quality control. Work is spot checked for overall quality of inspection reports and products graded.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - Employees may be responsible for multiple shift operations.

Fluctuating Work Force - With fruit and vegetable and peanut commodities, there will be tremendous seasonal fluctuations in work force for varying periods of time.

Physical Dispersion of Employees - Employees in agricultural commodity grading programs are located throughout the state.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of the USDA standards, principles, and procedures for grading agricultural products in the area of assignment. Thorough knowledge of processing procedures and sanitation standards as applied to the determination of grade. Considerable knowledge of equipment calibration and use in the area of assignment. Considerable knowledge of the packing and shipping requirements of the various contractors and receivers. Ability to train and supervise employees in grading procedures and equipment usage. Ability to conduct quality control tests to ensure quality and uniformity in grading procedures. Ability to make uniform and constant decisions in assigning and certifying commodity grades. Ability to maintain effective working relationships with plant management, producers, shippers, receivers, co-workers, and others. Ability to complete required forms, records, and reports and to compute billing charges.

Minimum Education and Experience Requirements - High school or General Educational Development diploma and four years of closely related work experience including three years of grading experience in the area of assignment; or an equivalent combination of education and experience.

Necessary Special Qualification - Licensure by USDA for commodities graded; possession of a valid state driver's license.