

AGRICULTURAL COMMODITY GRADING SUPERVISOR II

This is supervisory and administrative work in assisting with the management of a large commodity grading program or managing a small statewide commodity grading program in the Marketing Division, North Carolina Department of Agriculture.

Employees supervise and direct commodity grading program activities, ensure quality control within their section, recruit and train permanent employees and a large staff of seasonal graders, ensure that subordinates are properly licensed by the United State Department of Agriculture (USDA) and thoroughly knowledgeable of the rules and regulations governing the commodities graded, and ensure that demands for services are met by adjusting the work station of personnel as necessary. Employees participate in the billing and collection of fees for services rendered, and closely monitor payroll and expenditures. Work also includes performing or assisting with public relations and education, and all aspects of program planning and administration. Work is performed under the general supervision of an Agricultural Commodity Grading Program Administrator or the Assistant Director of Agricultural Commodity Grading and Regulatory Programs. Work may include other duties as assigned.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees plan work operations, personnel and equipment needs over a year, assign staff to work areas, establish and adjust priorities and personnel as needed, and estimate the number of seasonal graders necessary during specific periods.

Organizing and Directing - Employees assign work to graders through subordinate supervisors, make changes in work flow and work assignments, and may make minor changes in procedures to accommodate work demands and to meet new requirements in grading standards or in production technology. The grading staff are interchanged as priorities and demands dictate.

Budgeting - Employees are responsible for estimating operating expenses, or participating with considerable influence in this area, and monitoring monthly expenditures to assure compliance to budgets and ensure that fees are collected to cover operating costs.

Training - Employees are accountable for coordinating a technical training program, which includes USDA grading standards, for every new employee, and refresher courses for experienced employees.

Setting Work Standards - Employees are responsible for ensuring that all policies and procedures set forth by the USDA and NCDA, as they pertain to the grading and inspection of commodities, are adhered to. Employees participate with considerable input in the establishment of internal standards involving quantity of work performed and ensuring uniformity in interpretation across the state.

Reviewing Work - Employees review certificates and reports by graders for accuracy and completeness and conduct surveys of plants where assigned for adherence to rules and regulations.

Counseling and Disciplining - Employees counsel staff as needed. Final disciplinary measures are referred to the Program Administrator or the Assistant Director of Agricultural commodity Grading and Regulatory Programs.

Performing Other Personnel Functions - Employees participate in the interviewing, selection, promotion, reassignment, and salary adjustments of subordinate staff subject to approval by the supervisor. Employees may perform all of these personnel functions with temporary and seasonal staff.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Programs are relatively stable, however, federal guidelines, consumer demands, weather conditions, and changes in technology necessitate periodic changes in operations. Introduction of a new product or increased demand for a specific commodity may cause a change in the manner of examination or the quantity of goods that must be inspected quickly due to the perishable nature of the product, thus temporarily altering the program emphasis.

Variety of Work Supervised - Employees administratively and technically supervise staff performing grading functions in commodity grading programs.

Number of Employees Responsible For - Employees may supervise 10 to 40 permanent staff and up to 40 seasonal employees. Fruits, vegetables and peanuts may employ up to 400 seasonal employees.

III. EXTENT OF SUPERVISION RECEIVED: Employees are delegated considerable independence in performing daily work functions. Employees discuss short and long-range plans, significant changes, and matters of organizational impact with the supervisor.

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 a tremendous seasonal fluctuation in work force of up to hundreds of employees imposing on this employee substantial responsibility for adjusting assignments and maintaining a smooth work flow.

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 commodities 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, maintenance and use in the area of assignment. Considerable knowledge of the packing and shipping requirements of the various contractors and receivers. Ability to plan for, and coordinate staff to meet changing market demands. Ability to plan, direct, and coordinate agricultural commodity graders and office staff. Ability to conduct quality control tests to ensure quality and uniformity in grading procedures. Ability to establish and maintain effective working relationships with industry officials, growers, producers, graders, and the general public. Ability to complete required forms, records, and reports.

Minimum Education and Experience Requirements - Associate's degree in an agricultural related curriculum from an appropriately accredited institution and four years of experience grading in the area of assignment including one year of supervisory experience; or high school or General Educational Development diploma and five years of closely related experience including four years of experience grading in the area of assignment and including one year of supervisory experience; 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.