

GENERAL DESCRIPTION OF CLASS

The SUPERVISING LIVESTOCK BRAND INSPECTOR supervises and participates in the inspection of livestock purchased, sold, or slaughtered in a district or transported interstate, to prevent theft and unlawful movement of livestock, to control the spread of animal disease, and to determine the proper disposition of stray livestock. Responsibilities include supervision of other brand inspectors in a district, enforcement of regulatory statutes that effect the livestock industry, overseeing the collection of fees and documentation of all of these activities. All positions in this class supervise and are statutorily excluded from collective bargaining.

DUTIES AND RESPONSIBILITIES

1. **Supervision.** Typical tasks: plans, assigns, and reviews work of brand inspectors within assigned district to ensure adequate coverage; schedules to maintain adequate staffing levels and respond to fluctuating workloads; evaluates employee performance; assesses training needs of staff and arranges for or provides appropriate instruction; provides initial orientation to new employees; reviews applicant's credentials, participates in the interview process, and effectively recommends hiring of staff; resolves personnel problems and counsels employees in work related activities.
2. **Livestock Brand Inspection.** Typical tasks: examines livestock to distinguish brands, breeds, sex, markings, tags, or any other identifying characteristics that will establish ownership of the animals; determines whether or not adequate evidence of ownership (e.g., bill of sale, bill of lading, prior brand inspection) has been presented at time of inspection; records brands, markings, and ownership along with any liens or encumbrances on the livestock on official documents; issues brand inspection certificates and collects fees for same; seizes, holds, or otherwise prevents the movement of livestock for which the person presenting said livestock for inspection has not provided adequate evidence or ownership, or in lieu of preventing the movement of such livestock, impounds the proceeds thereof; collects fees for Oregon Beef Council and sends the proceeds to the central office weekly.
3. **Enforcement of Livestock Laws.** Typical tasks: examines stray livestock, investigates true ownership, and disposes of animals in accordance with stray laws; patrols area for livestock losses or irregular livestock movements; examines livestock killed by trains and automobiles to determine the owners and make necessary reports; checks quarantine lists to ensure that animals quarantined for health reasons are not sold, slaughtered, or transported without proper release; assists law enforcement agencies investigating matters pertaining to identification of livestock; may testify as State's witness in court proceeding dealing with livestock infractions.

RELATIONSHIPS WITH OTHERS

Employees in this class have daily contact in person, by telephone, and in writing with persons employed in the livestock industry, to provide information about livestock laws and inspection requirements, issues certificates of brand inspection, and resolves problems with identification of livestock. Employees have frequent contact with the public at sales and auctions to verify ownership of animals presented for sale. They also have regular contact with law enforcement agencies, out-of-State agencies, and Federal agencies when investigating possible criminal matters involving the movement or sale of livestock.

SUPERVISION RECEIVED

Employees in this class receive general supervision from a program manager in charge of the livestock inspection program, in the form of review of inspection documents and periodic telephone conversations. Since these positions are located remotely around the state, employees work with considerable autonomy within their district in determining inspection activities and assignment of staff. Guidelines used by employees in this class in performing their duties include State and Federal laws regulating the livestock industry, agency policies and administrative rules, brand inspector's handbook, brand identification book, and industry standards and practices for handling livestock.

SUPERVISION EXERCISED

Employees in this class exercise direct supervision over full-time and part-time brand inspectors located in various places around a district.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

General knowledge of the livestock industry affording knowledge of handling and branding of livestock, ranch management practices, and livestock marketing procedures.

General knowledge of laws, rules, and regulations relating to brand inspection and registration of livestock brands.

Basic knowledge of arithmetic (addition, subtraction, multiplication, division).

Skill in examining restricted or unrestricted livestock to identify brands, breeds, and other distinguishing characteristics.

Skill in interpreting, explaining, and enforcing regulations and policies regarding livestock identification.

Skill in communicating orally and in writing with a variety of people to obtain or provide information.

Skill in examining ownership documents and determining their validity.

Skill in keeping accurate written records of inspection activities and fee collections.

Ability to supervise (e.g., hire, train, assign, and review work, motivate, prepare performance evaluations, and handle disciplinary actions).

Ability to work outside in all types of weather conditions.

Ability to work with people who may become irate or hostile, because their livestock has been seized or held for not providing adequate evidence of ownership.

Ability to assist law enforcement agencies in the investigation of matters pertaining to identification of livestock.

Ability to testify in court proceedings.

Ability to secure a license to carry a handgun.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 4/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.