



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:

Agency: Agriculture

Facility:

New Revised

This position is:

- Classified
Unclassified
Executive Service
Mgmt Svc - Supervisory
Mgmt Svc - Managerial
Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Shipping Point Insp 1
b. Classification No:
c. Effective Date:
d. Position No: 0014595
e. Working Title: Shipping Point Insp 1
f. Agency No: 60300
g. Section Title:
h. Budget Auth No:
i. Employee Name:
j. Repr. Code:
k. Work Location (City - County): Hood River
l. Supervisor Name: Kathy Boland-Phelps
m. Position: Permanent, Seasonal, Limited Duration, Academic Year, Full-Time, Part-Time, Intermittent, Job Share
n. FLSA: Exempt, Non-Exempt, If Exempt: Executive, Professional, Administrative
o. Eligible for Overtime: Yes, No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Shipping Point Inspector 1 position exists in the fresh fruit and vegetable inspection, and grading program of the Market Access and Certification Program Area. These are state and federal-state programs employing state auditors and inspectors. The program purpose includes: audits and inspections performed as a service to producers and packers, aiding them in marketing their products through U.S. and world commerce channels; impartial third party inspection of product to determine grades of fruits, nuts and vegetables to satisfy dealings between buyers and sellers. This is a major program involving five Shipping Point Inspection districts and approximately 35 inspectors throughout the state and affects millions of dollars of fresh produce annually. The program is an integral part of the Department of Agriculture's mission to provide service to the agricultural industry, assisting in the orderly movement and marketing of fresh agricultural commodities. The program is totally fee-supported by the industry being served.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

The Shipping Point Inspector 1 position provides traditional shipping point inspections and certification of nuts, fresh fruits and vegetables. Renders grade and certification decisions based on laws, standards and procedures. Inspections and over-site inspections may be performed as mandatory requirements of state and federal marketing laws, or to satisfy contract requirements between producers and processors. Audits of process may be performed as a voluntary service to meet buyer requirements. Uses written instructions, procedures and policies for all aspects of inspection including, but not limited to; sampling, inspection and certification of product. May travel to other districts and/or participate in other agency programs.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
75	NC	E	Certification of nuts, fruits and vegetables in traditional shipping point inspection applications. This includes sampling and inspection of sample; records note and writes certificates of grade or inspection reports with all pertinent information on the kind of product, variety, brand, manifest, car or truck numbers, container size and type, etc. Certificates must be neat, legible, accurate and otherwise suitable as evidence in a court of law. Uses scales, refractometers, pressure tester, sizing rings, probes, knife, moisture meter and other equipment as necessary. Works closely with industry in scheduling inspections between multiple assignments.
15	NC	E	Enforces compliance with state and federal laws or marketing orders pertaining to packing, inspection, labeling, transporting, sale or quarantine.
5	NC	E	May assist in audits within the programs various audit functions.
5	NC	E	Other duties as assigned.

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Works around trucks, lift-trucks and other potentially hazardous equipment. May cover large geographical areas. Other conditions: working long hours, nights, weekends and/or split shifts may be required;

occasionally working with industry members in matters relating to contentious issues; works regularly in field conditions with exposure to weather. Requires lifting of objects 50 lbs. or more.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Federal laws, State laws and Administrative Rules: State and Federal rules, handbooks, procedure manuals regarding sampling, inspection, grades, packing and shipping requirements for marketing fresh produce. These include but are not limited to the USDA Federal-State "General Handbook for Shipping Point Inspection"; the current ODA QMS manual; applicable marketing orders, USDA APHIS Phytosanitary Export Database (PExD). Other instructions, rules, regulations and procedures, as produced by USDA or Oregon Department of Agriculture.

b. How are these guidelines used?

Guidelines are used to establish rules of conduct for auditors and inspectors. Defines minimum requirements, grade standards, methods, procedures and techniques for sampling, verification, grading, inspecting and certifying products and processes.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Owners, managers, Foremen, others from facilities, farms and processing plants	In person, by telephone or other.	To keep them informed as to quality or grade of fresh or processed product.	Daily

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

The SPI 1 is responsible for making decisions regarding interpretations and application of standards, grades, rules, contracts, regulations and policies. Decisions made may affect prices received by growers, packers, shippers and processors. The inspector must be completely impartial and unaffected by outside sources. The inspector's decision may have a considerable financial impact on produce operations and dealings.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
The District Manager	0002545	A documented review process and through daily or weekly personal contact.	Formal reviews take place at a minimum of every 90 days.	To assess the quality of work performed and to standardize procedures and processes throughout the program.

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? _____
 How many employees are supervised through a subordinate supervisor? _____
- b. Which of the following activities does this position do?
- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

May require travel to various locations on a seasonal basis. Travel may be for extended periods of time. Because of seasonality, the Shipping Point Inspector 1 may not be a year-around position and works as work is available.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date