State of Minnesota
Classification Specification

Class Code: 004024 Bargaining Unit(s): 214
Career Family: Accounting/Auditing/Financial Careers

Inspector 1

I. KIND AND LEVEL OF WORK

The first of four levels in the Inspector series. Under immediate supervision, the Inspector 1 classification conducts inspections of facilities, businesses, and other entities for compliance with relevant law, rule, and policy. Incumbents perform inspections, investigations, compliance and enforcement activities to ensure compliance with and general enforcement of laws and regulations. Inspector 1s provide information and technical assistance for clientele with respect to compliance with state laws and regulations.

II. DISTINGUISHING CHARACTERISTICS

The Inspector 1 classification uses knowledge of industry or programs to conduct inspections against regulatory standards, laws, and policies to identify areas of noncompliance. Problems and issues encountered at this level are typically resolved by established procedures and clear precedent. Inspector 1s escalate matters requiring significant enforcement action or broader judgment to Inspector 2s or supervisory staff and their decisions are more frequently reviewed by a supervisor or lead worker.

Incumbents in the Inspector 2 classification have greater knowledge and experience of the regulated program, industry, or field and are able to make compliance determinations when situations require weighing multiple, regulatory considerations, unique operational conditions, or historical factors. Inspector 2s have greater latitude to determine the approach to inspections, determine or recommend corrective action, and identify parameters for reinspection. At this level, decisions are shared with the supervisor but there is less consultation about the correct approach before making a decision about inspection outcomes or corrective action.

III. EXAMPLES OF WORK/DUTIES

(A position may not include all the work examples given, nor does the list include all that may be assigned.)

- Perform inspections, compliance and enforcement activities so that licensing, facilities, equipment, and variances meet state and federal laws and regulations.
- Review and inspect program processes and results for compliance with statute, policy, and other program requirements.
- Interpret and apply appropriate laws, regulations, policies, and standard operating procedures to evaluate compliance and determine appropriate corrective actions.
- Complete and deliver inspection reports and other regulatory documents that include accurate corrective orders citing clear and concise observations and other necessary information.

- Perform routine compliance and enforcement activities on violations of state laws and regulations such as issuing notices of noncompliance, recommending corrective action plans, and conducting follow-up inspections to confirm resolution.
- Respond to inquiries from clientele regarding licensing requirements, standard operational procedures, reporting expectations and regulatory interpretations within established guidelines.
- Provide education and technical assistance for clientele with respect to issues and compliance with state laws and regulations.

IV. KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Applicable laws, regulations, and agency policies related to the program sufficient to conduct inspections and identify noncompliance.
- Processes and practices used within the regulated field sufficient to identify discrepancies and areas where corrective action may need to be taken.

Skill in:

- Human relations sufficient to diplomatically present information in difficult situations to facilitate informed, collaborative decision-making.
- Documenting inspection findings clearly, objectively, and in accordance with established standards.

Ability to:

- Determine the applicability of laws and regulations and make interpretations as appropriate.
- Follow established inspection protocols and apply regulatory standards consistently.

LICENSURE/CERTIFICATION/STATUTORY REFERENCES

N/A

SPECIAL WORK CONDITIONS

N/A

REFERENCES

Former title(s): N/A

REVISION HISTORY

Established: 10/2026

Revised: N/A