State of Minnesota
Classification Specification

Class Code: 004025 Bargaining Unit(s): 214
Career Family: Accounting/Auditing/Financial Careers

Inspector 2

I. KIND AND LEVEL OF WORK

The second of four levels in the Inspector series. Under general supervision, the Inspector 2 classification performs complex inspections of regulated industries, disciplines, and programs to ensure compliance with federal, state and local statutes, regulations and standards. Incumbents collaborate with other programs and local, state, and federal partners on regulatory outcomes. Inspector 2s plan and coordinate inspections and may lead a team of inspectors in completing compliance work.

II. DISTINGUISHING CHARACTERISTICS

The Inspector 2 classification applies considerable knowledge of the regulated program, discipline, or industry and will translate inspection results into action plans for improvement with compliance. Incumbents address issues such as complaints, operational violations, or conditions that may warrant closure of facilities, suspension of operations, or removal of licensure. At this level, inspectors interpret multiple regulatory standards (e.g., federal, state and local) at the same time and use independent judgment to determine the correct compliance or enforcement action within the confines of organizational policy and procedures. In contrast, Inspector 1 work is more procedural, relies on established precedent and is subject to more frequent review by a supervisor or lead worker.

The Inspector 3 classification has advanced knowledge in the regulated program, industry, or field including significant experience with the application of laws, policies, and program standards to inspections and findings of noncompliance. Incumbents in this classification have more discretion over how inspections are conducted, including the methodology used and the analysis of findings to determine recommendations and corrective action. Situations may have past precedent, but the resolution of findings and approach to inspection may need to be modified to the specific situations encountered such as investigating a complaint or alleged violation, addressing an unusual issue identified during a routine inspection, or performing a follow-up remediation inspection.

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.)

- Conduct licensing inspections and inspections of facilities to determine compliance with federal, state and local statutes and standards. Conduct special investigations of complaints or reported violations related to inspection findings.
- Provide sampling, inspection, and certification services to regulated entities to ensure compliance with laws, rules, and policies.
- Prepare a written narrative of inspection findings with recommendations of enforcement activities, which may include but are not limited to, restricted use, licensing, license renewal, license suspension or license revocation. Disseminate to appropriate officials.

- Develop corrective action plans, reference tools, or guidance documents that support consistent compliance and inspection practices across regulated entities.
- Recommend changes and improvements in operations to influence action toward proper resolution of non-compliance or problem areas. Provide information pertaining to best practices and trends.
- Provide informal guidance, coaching, and technical support to less experienced and lower-level staff.
- Educate regulated parties on compliance requirements and provide technical assistance or training related to facility and workforce planning, construction activities, operational procedures, and program development for types of facilities within inspection purview.

IV. KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Facilities, industries, and disciplines inspected as well as standards, statutes, laws and regulations related to these areas sufficient to interpret overlapping requirements and determine compliance.
- Processes and issues related to program operations sufficient to provide technical assistance and determine adequacy of programming, staffing and adherence to standards.
- A comprehensive understanding of the state and federal statutes, rules, and industry practices that pertain to inspections.
- Enforcement processes and regulatory remedies used to address violations or noncompliance.

Skill in:

- Problem solving, planning and objective setting sufficient to provide technical assistance on coming into compliance with requirements.

Ability to:

- Navigate complex issues related to licensing standards at multiple levels of government and determine appropriate compliance actions.
- Plan and execute inspection and survey activities to meet required timelines.
- Train and instruct others at both an individual and a group level.
- Persuade and initiate action on the part of those inspected and officials to affect change and improvements in programs, disciplines, and industries inspected.

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