State of Minnesota
Classification Specification

Class Code: 004026 Bargaining Unit(s): 214
Career Family: Accounting/Auditing/Financial Careers

Inspector 3

I. KIND AND LEVEL OF WORK

The third of four levels in the Inspector series. Under limited supervision the Inspector 3 classification performs specialized inspections of regulated industries, facilities, disciplines, and programs and investigates complaints of alleged violations to ensure compliance with and resolve violations of federal, state and local statutes, regulations and standards. Incumbents apply technical expertise by functioning as the agency's representative in resolving contested or disputed cases, providing testimony at administrative hearings, ensuring inspection findings and enforcement recommendations are legally defensible, recommending new or updating relevant policies and procedures, and training and mentoring less experienced inspectors in the proper application of policies and procedures.

II. DISTINGUISHING CHARACTERISTICS

The Inspector 3 classification possesses technical expertise in the regulatory program, discipline or industry, including broader experience in the application of laws, rules, regulations and standards to inspections, than the Inspector 2 classification. At the Inspector 3 level, incumbents have greater discretion to determine the scope, content and methodology of an inspection and to adjust these elements as needed throughout the inspection process. Inspector 3s create or modify inspection strategies when standard procedures do not fit the situation and independently determine the best approach to resolving issues in the field including conducting further investigation of unusual findings or violations. Inspector 3s apply creativity to communicate with clients to gather the necessary information even if the situation is controversial, including interpreting client responses during an inspection and anticipating potential defenses to violations. Additionally, incumbents in the Inspector 3 classification have the latitude to negotiate workable solutions to persuade stakeholders to comply with standards and independently determine enforcement strategies when violations are complex, disputed, or have significant operational or legal implications.

The Inspector 4 classification is a subject matter expert with extensive experience in the interpretation and application of the rules and regulations of the area(s) being enforced, frequently mentoring and reviewing the work of lower-level inspectors. Incumbents in this classification have extensive latitude to plan and prioritize their activities and determine the most appropriate methods to accomplish responsibilities without review by a supervisor or manager. An Inspector 4 must frequently analyze and present the risk of multiple, less-than-perfect but workable solutions in response to complex issues encountered. Additionally, employees in this classification collaborate across divisions and agencies to coordinate and integrate work to ensure compliance. Inspector 4s independently make final technical determinations in complex or unprecedented situations where standard procedures do not apply, such as deciding the appropriate enforcement method when no established procedure exists.

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 specialized scheduled and unscheduled compliance inspections to accurately identify, investigate, resolve and document apparent violations of federal, state and local statutes, regulations and standards.
- Conduct opening conference to communicate inspection parameters, walk around inspection and interviews with employees to identify deficiencies, and closing conference to communicate potential violations and penalties and employer responsibilities.
- Write inspection reports so that all parties involved understand the nature, scope and findings of the inspection, any apparent violations of standards, and recommendations to correct potential violations.
- Review progress towards resolution of citations or issues. Recommend and conduct follow-up inspections as necessary based on response.
- Act as agency's representative and negotiator at informal conferences with clients and/or their legal counsel to resolve disputed or contested cases. Provide testimony on case files at administrative hearings as required.
- Train and mentor less senior inspectors by reviewing their work to ensure that policies and procedures are followed, files are accurately documented, and violations are properly cited and penalized. Recommend appropriate changes and coaching opportunities.
- Recommend new or revise existing policies and procedures to reflect current practices and enforcement strategies.

IV. KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Advanced knowledge of applicable laws, regulations, standards, codes and policies and ability to interpret and apply these requirements in order to determine compliance and produce legally defensible reports.
- Inspection and sampling principles and techniques sufficient to gather evidence and information to support the inspection outcome.
- Refusal aspects of an inspection and legal obligations related to refusal.

Skill in:

- Organizing and performing multiple inspections simultaneously.
- Mediating and resolving disputes or issues between concerned stakeholders at all levels in order to reach a mutually agreeable solution.
- Interpreting data to make sound judgments regarding identified issues.

Ability to:

- Establish rapport that promotes confidence in the integrity and objectivity of the inspection process.
- Identify and evaluate violations and explain possible resolutions to gain compliance.
- Provide technical guidance to peers and stakeholders on potential issues.
- Modify existing and recommend new policies and procedures to ensure practices and strategies are up-to-date.

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