State of Minnesota
Classification Specification

Class Code: 004027 Bargaining Unit(s): 214
Career Family: Accounting/Auditing/Financial Careers

Inspector 4

I. KIND AND LEVEL OF WORK

The fourth of four levels in the Inspector series. Under administrative direction the Inspector 4 classification serves as a subject matter expert to perform complex specialized inspections, investigations, compliance and enforcement activities in establishments for assurance and general enforcement of state and federal laws and regulations. Incumbents in this classification provide consultation, training and outreach to clientele on laws and regulations and oversee, train and mentor lower-level inspectors to ensure that applicable processes and procedures are followed and there is consistency in interpretation of regulations. Inspector 4s apply technical expertise by testifying at hearings, assisting in the development and implementation of division policies, procedures and guidance documents, and representing the division on task forces, workgroups and ad hoc groups. Employees in the Inspector 4 classification apply expert judgment to resolve complex or unusual inspection situations and make the final compliance determination when existing procedures or standards do not clearly address the conditions encountered.

II. DISTINGUISHING CHARACTERISTICS

The Inspector 4 is a subject matter expert with extensive experience in interpreting and applying 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 broad latitude to plan, prioritize and schedule inspection activities and determine the most appropriate methods and procedures to accomplish their responsibilities without supervisory review. An Inspector 4 frequently addresses complex issues with no clear solution and must analyze and present the risks of multiple, often less-than-perfect options. Employees in this classification routinely collaborate across divisions and agencies to coordinate and integrate work to ensure compliance with regulations and represent the program on task forces and workgroups to share expertise. 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.

The Inspector 3 possesses technical expertise but is not a designated subject matter expert in the program, discipline or industry being enforced. At this level, incumbents have discretion to determine the scope, content and methodology of an inspection and decide how best to resolve issues in the field. This may include reviewing irregular or unclear findings, gathering additional information, or adjusting the inspection plan as needed, but these decisions are subject to more supervisory oversight than those made at the Inspector 4 level. Inspector 3s apply creativity to negotiate workable solutions to achieve compliance, while Inspector 4s apply creativity to develop innovative solutions and analyze and present the risks of multiple, often less-than-perfect options. An Inspector 3 adjusts inspection strategies when issues arise during an inspection, while an Inspector 4 determines when standard methods or procedures do not adequately address the situation and identifies an alternative approach.

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 complex specialized and risk-based inspections of facilities and equipment, compliance and enforcement activities so that operations meet state and federal laws and regulations. This includes all inspection types and purposes such as initial licensing, routine, follow-up, re-inspection, investigation and response to a complaint, general consultation, and sampling as well as the most complicated programs, potentially problematic inspections and interventions to prevent major violations.
- Oversee compliance with corrective actions or terms specified in settlement agreements reached following negative actions. Plan and lead follow up inspections to enforce ongoing compliance.
- Identify systemic issues or emerging risks and recommend changes to agency procedures, inspection methods, or regulatory interpretations when inspection findings reveal gaps not addressable through existing protocols.
- Provide consultation, technical expertise, instruction, training and outreach to clientele, agency staff, other inspectors, and other internal and external stakeholders. Review the work of and mentor lower-level inspectors to ensure compliance with agency standards and procedures and consistency in interpretation and enforcement of laws and regulations.
- Testify at administrative and contested case hearings regarding inspection procedures, information obtained and conclusions drawn as a result of the inspection.
- Assist in the development and maintenance of policies, standard operating procedures, work instructions and guidance documents for the program and/or division; lead the implementation of same.
- Collaborate with other divisions, agencies or authorities to conduct joint inspections and investigations when necessary or directed.
- Provide subject matter expertise by serving on task forces, workgroups and ad hoc groups as assigned.

III. KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Subject matter expertise in applicable laws, rules, regulations, policies, and standard operating procedures and ability to interpret and apply these requirements to determine compliance.
- Risk-based inspection techniques, compliance and enforcement activities sufficient to gather the information and evidence necessary to enable enforcement decisions and actions.

Skill in:

- Human relations sufficient to diplomatically present information in difficult situations to facilitate informed, collaborative decision making.
- Composing clear and legally defensible documents that comply with applicable regulations, policies and procedures and communicate complex concepts, ideas and proposals in a concise manner.

Ability to:

- Develop and present training materials, fact sheets, guidance, procedural and compliance documents, and other reports to ensure consistency in the application of standards and procedures.
- Train and evaluate other inspectors.
- Analyze and draw conclusions from information obtained, explore options and identify next steps.
- Separate facts from opinions and withhold personal judgment when needing to make a decision based on regulatory authority.

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