

## PLANT PROTECTION PROGRAM SUPERVISOR

### KIND OF WORK

First level professional supervisory statewide regulatory inspection and certification program work.

### NATURE AND PURPOSE

Under limited supervision, an employee in this class is responsible for supervising a statewide Plant Protection program involving regulatory, inspection, and certification service activities. Performs related work as required.

The Plant Protection Program Supervisor differs from the Plant Health Specialist 3 in their responsibility for overseeing all statewide activities within one of the three statewide plant protection programs and their formal supervisory responsibilities. The next level supervisory position is the Assistant Director, who is responsible for all the day to day activities within the entire division.

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

Plan, organize, assign and direct work activities of staff to ensure that all regulatory, personnel and reporting procedures are maintained in conformance with state regulations and Plant Protection Division policies by assigning work, establishing work schedules and setting priorities for employees; evaluating assigned employees job performances; interviewing job applicants and making hiring recommendations; providing in-service training for employees, maintaining effective communication within the program area; approving/disapproving annual leave, time sheets, expense reports etc.; preparing employee position descriptions; hearing and adjusting first step grievances; maintaining accurate records for all program expenditures, monitoring budget levels, etc.; and reviewing laws and regulations related to program, recommending changes and drafting language and providing expert testimony for public and legislative hearings.

Develop, organize, and supervise pest control activities within all applicable statutory requirements statewide so all regulations are met by reviewing and monitoring existing programs, discussing program pest situations and activities with concerned individuals/agencies, developing and preparing proposals for consideration by the Director and Assistant Director for implementation and implementing the approved action.

Provide for training, certification, and assistance of tree inspectors so local programs will be conducted by knowledgeable, competent personnel by developing effective training programs for tree inspectors; developing an effective re-certification program for active inspectors; and coordinating all educational efforts with appropriate University of Minnesota faculty.

Increase public awareness of shade tree pest problems and the importance of tree replacement so local decisions are made by well informed officials and citizens by working with the Department's public relations personnel and others to achieve desired out-reach programs; and maintaining a close working relationship with the Minnesota Shade Tree Advisory Committee to develop and expand educational outreach.

Disseminate information on field crop pest situations so that cooperators, the agricultural industry and other states are informed of Plant Pest situations in Minnesota by preparing timely seasonal summaries of field crop pest status; expediting data entry into the National Cooperative Agricultural Pest Survey (CAPS) Program; recording survey activities related to Minnesota field crop pests; and developing and maintaining a close working relationship with the Minnesota State Survey Committee.

Provide guidance and serve as a resource person in entomology so that specialized scientific direction is available to arrive at sound program policies and procedures by reviewing entomological literature and developing reference materials for the library; attending entomology seminars and professional meetings to maintain entomological competence; and providing entomological assistance to other Division program areas and other Divisions of the Department.

Provide information as needed and required by the legislature in areas assigned by the Director so that the responsibilities of the Division are carried out by preparing and presenting appropriate information to fulfill legislative requests and coordinating assigned legislative issues with appropriate Department personnel.

Direct and coordinate all phytosanitary inspection and certification services conducted by the Division enabling certain Minnesota agricultural commodities to meet entrance requirements of other states or foreign countries by monitoring inspection and certification activities to maintain high standards of integrity; keeping turnaround time from request for services to provision of services as short as possible; maintaining up to date information on the requirements of countries; and recommending and occasionally setting policy for this statewide program.

Direct and coordinate the nursery inspection program to insure the laws, rules and regulations are carried out, the clientele is effectively served, and consumer interests are protected by maintaining close contact with other states and/or federal agencies on mutual plant pest regulatory problems affecting the movement of nursery stock and related commodities; assigning personnel and maintaining close surveillance of their work to maintain high quality, effective and precise inspection standards; preparing and recommending statute or rule changes, establishing uniform inspection and violation procedures in accordance with the statutes; keeping the Director fully informed of the activities in the nursery inspection area; and recommending and occasionally setting policy for this statewide program.

Supervise the seed potato certification program so that inspections are completed in an efficient and correct manner, meet the industries needs and fulfill division policies. Provide long term direction for program activities. Be accountable for the program budget. Develop educational and promotional information. Disseminate information to growers. Cooperate with university and industry persons on research and variety development. Maintain state-of-the-art laboratory facilities and techniques for potato pathogen detection.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

#### Knowledge of:

Entomology, plant pathology, horticulture, botany, genetics, or agronomy sufficient to make sound technical and scientific decisions.

State laws, rules and regulations as applied to apiary, nursery industry, municipal pest control, crop pest control, biological pest control as well as the changing field of agricultural chemicals sufficient to be aware of constraints, to meet their objectives, and to make recommendation for change or propose new laws when necessary.

Other state and federal laws and regulations regarding interstate movement of plants and plant products sufficient to meet their objectives.

Human resources policies, procedures and bargaining unit agreements and the statewide accounting system sufficient to resolve personnel problems; create and fill positions; reward and discipline employees; assign, schedule and direct work; and maintain accurate records for all program expenditures and monitoring budget levels.

#### Skill in:

Human relations sufficient to motivate and supervise staff and resolve problems between staff members or with clients or the public.

Oral and written communications sufficient to explain policy and administrative decisions to staff and the public; write informational materials; answer inquiries; and give presentations to the public and industry.

#### Ability to:

Organize sufficient to plan and structure work and program goals, monitor procedures and accomplishments, and detect and solve problems in quantity or quality of work.

Develop and monitor budgets sufficient to evaluate staff's requests for program funds; determine priorities among competing programs; draft budget requests; and support them.

Plant Protection Program Supervisor

Class Specification

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Make decisions sufficient to choose the best of less than perfect alternatives in controversial and difficult situations, make complex decisions rapidly in emergency situations, explain the reasons behind decisions and withstand criticism.

Est.: 03/75

Rev.: 08/92

T.C.: 05/04/92

Former Title(s): Plant Health  
Specialist  
Senior