

### PLANT HEALTH SPECIALIST 3

#### KIND OF WORK

Advanced-level professional work in statewide inspection, certification or service activities.

#### NATURE AND PURPOSE

Under limited supervision, the PHS 3 is responsible for lead work (planning and coordinating) for a statewide program with activities such as (regulation, inspection, certification and service). Supervision is received from either a Program Supervisor, Unit Supervisor or Division Director. Performs related work as required.

The PHS 3 level differs from the PHS 2 in that this position may serve as team leader/lead worker and have a greater degree of discretion, responsibility and authority in assigned program areas. The PHS 3 has a much broader overall technical understanding of their programs and makes decisions above and beyond what the PHS 2 and 1 are allowed to make. The PHS 3 differs from the Plant Protection Section Supervisor by lack of supervisory role and ultimate responsibility for the assigned programs.

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

Monitors and coordinates specific activities within a specific program area and provides technical direction and support so that work priorities within assigned activities meet project needs and program goals/objectives by monitoring activities and anticipating personnel and material needs; scheduling personnel as needed or available; training staff as needed in technical support areas; monitoring staff work performance for needs, problems, and quality; and completing all reports/paperwork.

Plans, implements, and monitors plant protection activity so that they are in compliance with all applicable laws and standards by assisting in the planning and implementation of shade tree pest and disease control activities; evaluating field and/or survey data for reports/recommendations; and maintaining a comprehensive working knowledge of laws, cooperative agreements, state and departmental policies.

Administers the tree inspector certification program so that objectives are met by establishing timetables and assisting in developing training/certification curricula; setting objectives, plan, and implement, or assists with preparations for, certification workshops and related state-sponsored training programs; advising, monitoring, and assisting the program logistics and facilities coordinator; and monitoring training/certification initial notice and follow-up procedures.

Plans and coordinates specific activities within the Plant Pest Survey and Detection Section with particular emphasis on field crops so that program objectives are met by providing technical direction including computer support, prioritizing program needs and goals based on seasonal variations; training staff in field work relating to insect pests, plant diseases and weeds; monitoring staff work performance for quality, quantity and timeliness; and completing all reports and paperwork in prescribed timeliness.

Plans and coordinates specific activities within the Biological Control Program with particular emphasis on implementation so that program objectives are met by developing methodology, evaluating field efficiency of biological control agents, costs of production and implementation; monitoring staff work, performance and needs; developing reports, recommendations and experimental field research needs; also, coordinating interagency cooperative agreements and budgets.

Develops and coordinates public information functions so that the public and/or media is provided with complete and accurate program and pest management information by assisting in recommending and setting public information objectives per program area and budget priorities each year; developing media action plans to most effectively support public information needs cooperatively with the Department's Public Information Officer(s); reviewing and revising all program correspondence according to program objectives and standards; overseeing the production/revision of technical support materials; responding to all inquiries from public and media in a clear, concise, and accurate manner; and representing the program and department in a technical informational capacity.

Evaluates assigned activities, applicable statutes/rules, survey and field data, and activity(ies) expenditures so that appropriate recommendations are made to the supervisor by reviewing laws and rules for any necessary revisions; devising and evaluating field inspection procedures for possible revision; monitoring activity(ies) spending (actual and projected) according to budget guidelines.

Provides special inspection services for interstate movement of bees; collection of bee samples for parasitic mites; and sale of bees/equipment so that requirements of destination states are fulfilled and monitors the state for exotic pests and parasites of bees by inspecting and certifying bee colonies for interstate movement; providing information to the industry prior to inspection; maintaining a record system; and reviewing parasitic mite surveys prior to inspection season.

Registers apiaries operating in this state so that requirements of the apiary law are fulfilled with appropriate fees collected and accurate records are maintained by notifying all previously registered beekeepers by newsletter or registration fees due, due date, and penalties for late registration; notifying all delinquent beekeepers of fees due after August 1; and maintaining an accurate registration record and computer print-out of records.

Revises the apiary statutes (MS 19.50-19.65) so that they conform with the model honeybee certification plan adopted and recommended by the National Association of State Departments of Agriculture by drafting new language to either integrate or replace existing law; working with appropriate Department support personnel to finalize language; drafting language distributed to beekeepers; and final language submitted to the State Revisor's Office.

Develops plans so that inspection parameters are set prior to the inspections season by initiating an inspection program based upon new law and within estimated revenue.

Monitors certification of nursery stock, registration of growers and dealers, and coordinates post entry and special inspections so that requirements of the nursery laws are fully met by issuing dealer and/or certification applications; reviewing completed applications for content and accuracy; assigning, scheduling, and reviewing employee's work; and monitoring work assignments.

Monitors nursery inspection procedures so that nursery stock can be certified apparently free of plant pests or as viable stock by planning and routing grower, dealer and special inspections; monitoring staff activities and reports; meeting regularly with the inspectors during the year and exchanging information concerning inspections; prohibiting the sale or distribution of stock in violation of the laws and withholding certificates/certifications; informing Program Supervisor of activity budget needs inspection progress and anticipated staffing problems; purchasing necessary supplies to ensure uninterrupted inspection of nursery stock; and conducting nursery inspections as staffing requires.

Provides training for inspection staff so competency, efficiency, and effectiveness is maintained for the nursery activity, division, and department by providing instruction and monitoring field inspections techniques and enforcement procedures; providing access to workshops, trade shows, and formal sources relating to nursery inspection; and prescribing procedures for handling records, reports, and travel policies.

Represents the Department in matters associated with nursery inspection so that the Department can assure the free movement of healthy nursery stock by maintaining current regulatory requirements of other states, the U.S. Government, and foreign nations; fulfilling the requirements of all regulatory agencies pertaining to the nursery industry and maintaining liaison with the agencies; explaining the legal aspects of nursery inspection to groups and/or individuals when requested; and representing the Department at meetings, forums; on regulatory matters pertaining to the nursery industry.

## KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

### Knowledge of:

State laws, rules and regulations as applied to apiary, nursery industry, municipal pest control, crop pest control, biological pest control sufficient to be aware of constraints and to meet their objectives.

Insects and plant disease problems of a wide variety of nursery stock sufficient to monitor and certify pest free plants.

Agriculture involving the technical and regulatory aspects of apiary inspection sufficient to implement a statewide Apiary Program.

Apiary industry including production, processing and packaging of honey sufficient to understand the needs of the clientele and the regulatory aspects.

Plant pest identification and control procedures, nursery stock propagation and nursery management sufficient to apply them to the nursery industry.

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

Biological/scientific principles involved in pest management sufficient to administer and implement appropriate management practices and regulatory programs. This includes: plant pathology, entomology, horticulture and agronomy.

Laboratory practices and procedures sufficient to provide accurate diagnostic services.

Insects, plant diseases, weeds, chemicals and other factors affecting agricultural crops, shade trees, and municipal pest control sufficient to establish and implement a pest control program.

\* Technical and scientific knowledge sufficient to plan and coordinate statewide program or activities in an assigned area.

### Skill in:

Human Relations sufficient to deal appropriately with supervisors, co-workers, other department employees, other government agencies, special interest groups, nurseries, farmers, crop growers, and the general public in a variety of situations.

Verbal and written communication sufficient to write reports, summarize results and interpret technical information, prepare information for distribution to both technical personnel and the general public, provide information for individuals and groups in a clear and concise way, and to give clear directions to clientele.

Management sufficient to plan and execute a statewide inspection program and direct the activities of the inspection personnel and monitor the activity budget.

Identification and controlling the various diseases (bee, plant, etc.) sufficient to be able to recommend the proper control or disposal methods to use.

Ability to:

Develop and maintain cooperative working relationships with a wide variety of people sufficient to assure success of the program.

Est.: 5/4/92

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T.C.:

Former Title(s):