

State of Alabama
Personnel Department
64 North Union Street
P. O. Box 304100
Montgomery, AL 36130-4100
Phone: (334) 242-3389
Fax: (334) 242-1110
www.personnel.alabama.gov

Continuous Announcement

SHIPPING POINT INSPECTION SUPERVISOR I - 70184

Salary: \$33,086.40 - \$50,119.20
Announcement Date: November 6, 2006
Revised Date: September 1, 2008

JOB INFORMATION

The Shipping Point Inspection Supervisor I is a Merit System position with the Department of Agriculture and Industries. Positions are located throughout the state. This is responsible supervisory work in planning, coordinating, and overseeing the work of a moderate sized regional inspection program for grain, produce, peanuts or tree nuts. Employees in this class are responsible for supervising and participating in the inspection and grading of commodities, and in the enforcement of laws and regulations pertaining to these commodities.

MINIMUM REQUIREMENTS

- Current employment with the Department of Agriculture and Industries with permanent status as a Shipping Point Inspector
- Five years of experience in shipping point inspection work

ADDITIONAL REQUIREMENT

Possession of a valid license issued by the U.S. Department of Agriculture to inspect the commodities to be graded.

BENEFITS

- Low-Cost Health/Dental Insurance (Single Coverage)
- Accrue Thirteen Annual Leave Days per Year
- Thirteen Paid Holidays per Year
- Flexible Employee Benefit Plans
- Optional Family Coverage (Health/Dental)
- Accrue Thirteen Sick Days per Year
- Retirement Plan
- Optional Deferred Compensation Plans

EXAMINATION

- **Task-Based Questionnaire** (*You must complete questionnaire on reverse side and return with your application.*)
- **Promotional** to current state employees with permanent status as a Shipping Point Inspector. The rating of your responses to the questionnaire will comprise 95% of your final grade. The remaining 5% will consist of the average of your service ratings for the last three years.

HOW TO APPLY

- Complete an Application for Examination Form available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office.
- Apply on-line, by mail, or by fax. *Applications will be accepted until further notice.*

*Individuals currently on the register MUST reapply to remain eligible for employment.
Veteran's credits are NOT allowed on promotional examinations.*

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

*Please refer to the back of this announcement for complete information on State Personnel's policy for accepting post-secondary and advanced degrees.

**SHIPPING POINT INSPECTION SUPERVISOR I - 70184
EXPERIENCE RECORD QUESTIONNAIRE**

- The examination for Shipping Point Inspection Supervisor I consists of scoring your responses to this questionnaire. The rating of the responses to this questionnaire will comprise 95% of your final grade. The remaining 5% of your grade will consist of an average of your service ratings for the last three years. Failure to submit your responses by the specified date will result in your not being considered for placement on the register for this class.
- This completed questionnaire must be returned with your application to the address shown on the front of this announcement. We will accept faxed responses. We are not responsible for delays due to mail service or faxing malfunctions.

Listed below are some of the responsibilities required of a Shipping Point Inspection Supervisor I. These responsibilities are considered to be both important and necessary for adequate job performance.

- You must use the scale called "SKILL LEVEL INDICATORS" to indicate your highest level of performance of any of these tasks. Please place A, B, C or D in the appropriate blank.
- **For each task statement that receives a B, C or D Indicator, you must provide the name and address of the employer, as well as an immediate supervisor who can verify that you actually performed the work referred to in the statement, and that you performed the work at the level indicated. If you choose to provide this information on a separate sheet of paper, please label the paper with your name, social security number and the above job classification.**

SKILL LEVEL INDICATORS

- A. I have not performed this task.
- B. I have done this task on the job under normal supervision.
- C. I am highly skilled in this task and have been a lead worker over other employees who perform this task.
- D. I have had formal supervisory responsibility (hiring, dismissal, performance evaluation, etc.) over employees who perform this task.

TASK STATEMENTS

SKILL LEVEL

1. ____ Oversees activities including sampling, inspecting, and grading grains, such as wheat, corn, barley, oats, rye, flaxseed, and soybeans, and other commodities such as fruit, vegetables, peanuts, (farmers stock, milled, shelled stock), and tree nuts (Brazil nuts, almonds, walnuts, filberts, pecans, pistachios), in order to ensure compliance with federal and state laws and regulations pertaining to grade, condition, and weight of grains, peanuts and other commodities.
2. ____ Supervises inspection of various commodities to include scheduling pick ups of samples to be inspected, rotation of inspectors, delivery of supplies and equipment needed to perform in plant sampling, and positive lot identification of samples to be inspected, in order to ensure uniformity, staff shelling plants and keep supplies available.
3. ____ Inspects various commodities to include dividing sample, determining count, shaking on prescribed screens, determining percentage of kernels riding and passing through prescribed screens, percent of splits, percent moisture, percent damage, percent of minor defects, percent of foreign material and percent of other type, in order to determine quality and condition of peanuts and to record results.
4. ____ Operates and maintains inspection equipment, such as dividers, gram scales, moisture machine, counter and splitter, test weight scales, toledo scales, and shadowgraph scales, shakers, probes, diverters and automatic samplers.
5. ____ Writes/Issues grade certificates following the inspection of peanuts, produce and/or grain to determine kind and grade, test weight, moisture, damage, foreign material, odor, stones, insects and any other related factors affecting quality.
6. ____ Supervises the issuance of certificates of grade or weight for inspections performed, in order to ensure compliance with State and federal laws and regulations.
7. ____ Communicates with farmers, growers, industry representatives, supervisors, coworkers, sample personnel, county agents, Farm Service Agency Service, GFA Peanut Association and PAC personnel within assigned area or district, in order to explain rules and regulations, coordinate work activities, assignments and schedules, and maintain good public relations.
8. ____ Completes documents, such as note sheets, certificates, notice of sampling, and positive lot tags and records, in order to report and certify grade findings, and categorize segregation of peanuts, grain or produce.
9. ____ Schedules work assignments and rotation of inspectors and checks to ensure that positive lot identification is being properly maintained.
10. ____ Reviews completed inspection reports, travel vouchers, supervisors' reports, payroll sheets and certificates, in order to ensure that rules and regulations are being carried out in a uniform manner and that all information is being reported accurately.
11. ____ Evaluates subordinates' performance and progress to include conducting performance appraisal meetings and providing feedback.
12. ____ Recommends personnel action, such as hiring, firing, promotions, and progressive discipline for permanent and temporary employees.
13. ____ Completes time sheets, leave reports, expense vouchers and payroll sheets, in order to record employees' activities and claim reimbursement on expenses.
14. ____ Attends training sessions, refresher courses, and industry meetings as required, in order to increase personal knowledge.
15. ____ Reads/Interprets information, such as USDA Farmers' Stock Peanut Inspection Instruction, PAC and CCC rules and regulations, USDA Shelled Stock Peanut Inspection Instructions, USDA Commodity Manuals and Grade Standards, and departmental rules and regulations, in order to instruct subordinates and keep abreast of procedural changes.
16. ____ Completes inspection report forms and maintains records of inspection activities.
17. ____ Trains employees in methods of inspection and informs them of changes in state and federal standards.

YOUR AGREEMENT READ, SIGN AND DATE

Your signature certifies that all information on this form and the attached sheets is accurate and complete to the best of your knowledge and belief and the product is only your work which was done without assistance of any other individual. According to Rule 670-X-9 of the Rules of the State Personnel Board, the Personnel Director may disqualify you from further consideration, remove your name from the register, or refuse to certify your name from the register. Further, you can be dismissed from state service for making false statements or certifications with respect to a test and, for willful violations, can be subject to criminal prosecution.

Examples of cheating or falsification include but are not limited to: having someone else complete your questionnaire; misrepresenting any of the following information: work history, duties, number of people supervised, length of employment, type of employment (full or part-time); or attempting to use political influence during the application or examination process.

Signature _____ Social Security Number (last 4 digits) _____ Date _____