

Federal Grain Inspection Service
Field Management Division
Area Program
Field Office
Supervisory Agricultural Commodity Grader (Grain)
GS-1980-11
Shift Supervisor
Quality Assurance Specialist

SJ 23QA

I. INTRODUCTION

The Field Office carries out for an assigned circuit (1) the original inspection and weighing of grain or the monitoring of these activities conducted by licensed inspectors under the U.S. Grain Standards Act of 1976; and (2) the permissive inspection of assigned agricultural commodities, including rice, under the Agricultural Marketing Act of 1946, as amended.

The incumbent is responsible for supervising inspection and weighing activities for assigned shifts at an export elevator. Work assignments are rotated among shifts and elevators within the commuting area. The incumbent is also responsible for carrying out the field office quality assurance program with respect to grading activities.

II. BASE LEVEL OF WORK SUPERVISED (GS-9)

5 to 10 GS-1980-5, 7, 9
2 to 10 GS-1981-2, 3, 4, 5

III. DUTIES AND RESPONSIBILITIES (50-75 percent)

Plans, directs, and coordinates day-to-day assignments of Federal personnel engaged in weighing, grading, testing, sampling, and certifying grain, rice, and related agricultural commodities, and consults with the field office manager (FOM) in analyzing and recommending solutions to unusual cases as they develop. By over-the-shoulder observation, determines the accuracy of grader interpretations in the application of the standards and grading handbooks; ensures proper procedures are used in the grain weighing operation; and initiates corrective actions to achieve uniformity of interpretations and procedures.

Coordinates the day-to-day supervision of FGIS graders, weighers, and samplers; provides technical on-the-job instructions in weighing, grading, and sampling methods, and techniques for over-the-shoulder supervision; and renders opinions on interpretative factors. Determines grading accuracy by reviewing samples obtained and graded by the graders and initiates any corrective action necessary to maintain uniformity in the weighing and inspection program. The incumbent participates in conducting weighing and grading courses and other training activities. Examines prospective licensees to determine their competency prior to license issuance. Ensures all inspection equipment is checktested on schedule and is in good repair.

The incumbent has a good working knowledge of and is well qualified to explain the objectives and requirements of the U.S. Grain Standards Act of 1976, the Agricultural Marketing Act of

1946, and the rules and regulations thereunder, interprets grain and other physical standards; and explains inspection and weighing procedures, and requirements to the industry, state and local inspection agencies, and other interested groups.

Based on experience and studies made in the circuit, recommends changes and revisions in weighing procedures, official standards, and specifications. As assigned, performs special projects to investigate weighing, sampling, testing, and grading methods and techniques on new or modified equipment and submits reports and recommendations of findings to the appropriate offices.

Assists in planning, directing, and coordinating the day-to-day operations to assure that Federal Standards and specifications are uniformly interpreted and applied throughout the assigned geographical area. Prepares work reports and reviews work reports prepared by others, pertaining to the technical and administrative activities of the office.

The incumbent directs and supervises the handling of appeals under the U.S. Grain Standards Act of 1976 and the Agricultural Marketing Act of 1946, and advises members of the trade or their appeal rights and procedures to be followed in requesting appeals.

Deals directly with industry representatives to resolve problems that occur in inspection, weighing, safety, billing, personnel, staffing, workloads, and other areas where problems may develop.

Is responsible for coordinating the Agency's safety program at each work site. Maintains a thorough knowledge of FGIS safety standards and applies them to day-to-day operations. Reports all hazards to the FOM or the designated field office safety officer as instructed.

May be assigned collateral duties in one of several functional areas in the field office, such as training, personnel, or equipment.

(25-50 percent) Conducts and maintains a quality assurance program established for the purpose of monitoring the accuracy of both the interpretative grading determinations on subjective grading factors and the mechanical inspection determinations made by field office Agricultural Commodity Graders (ACG) and official agency licensed inspectors (LI) to ensure that an acceptable grading line is maintained within the field office circuit. The incumbent promotes the quality assurance program and awareness of grading lines among ACGs and LIs by working closely with supervisory personnel and official agency manager or other designated technical personnel. Explains and implements changes in FGIS grading procedures. Monitors and assesses the grading proficiency of individual ACGs and the overall proficiency of official agencies. Provides full assessment of general and specific grading deficiencies found to exist within the circuit to the FOM. The incumbent collaborates with supervisory personnel in identifying training needs. Recommends, coordinates, and provides special grading training and technical direction to ACGs and official agency personnel in order to achieve and maintain grading uniformity, proficiency, and adherence to established grading lines within the circuit. The incumbent serves as the FOM's primary point of contact with the Board of Appeals and Review (BAR) and official agencies concerning grading matters. Ensures that grading determinations made in appeal decisions rendered by the field office are consistent with current BAR guidelines and policies. Performs or provides technical guidance to others in the performance of the more difficult inspections and grade determinations. Participates with the FOM in analyzing and recommending solutions to unusual grading situations. The incumbent provides information to destination points on unusual

grading patterns originating in the field office circuit or provides feedback to originating office. Administers proficiency exams to ACGs and tests to LIs.

IV. NATURE AND EXTENT OF SUPERVISORY RESPONSIBILITY

A. Supervision Rendered: Incumbent exercises full technical and administrative supervision over field office employees engaged in inspection, weighing, testing, and sampling activities.

Supervisory responsibilities include:

- (1) planning and scheduling work to be accomplished by subordinates, reviewing time cards, and approving leave;
- (2) assigning work based on priorities, difficulty of assignments, and capabilities of employees;
- (3) reviewing subordinates' work to ensure satisfactory completion of assignments;
- (4) counseling employees and evaluating performance of subordinates;
- (5) advising and instructing employees on technical and administrative matters;
- (6) making recommendations for selections, promotions, and reassignments;
- (7) hearing and responding to individual suggestions or complaints, referring all grievances under the FGIS-AFGE Labor Management Agreement to the FOM;
- (8) carrying out minor disciplinary measures and recommending action on serious cases;
- (9) identifying training needs of subordinates and providing for such training through use of available resources; and
- (10) providing equal opportunity in employment for all subordinates, applicants, and new hires, prohibiting discrimination in employment based on race, color, religion, sex, national origin, age, or handicap condition and promoting a full realization of equal employment through continuous affirmative actions within the work environment.

B. Supervision Received: The incumbent reports to and receives general instructions and guidance from the FOM on policies, regulations, standards, effectiveness of supervision, and relationships with inspection agencies and the trade. Shift operations are subject to unannounced supervision visits by the FOM. Written guidelines include official U.S. Standards, inspection manuals, FGIS/AMS Instructions, and applicable statutes and regulations.