

I. INTRODUCTION

This position is located in an Area Office of the Meat Grading and Certification Branch, Livestock & Seed Division. The incumbent serves as supervisor of a designated geographic area and, as such, is responsible for the administrative and technical supervision of the meat grading program throughout the area supervised.

Responsibilities in the area supervised include the grading of several classes of meat according to official standards and regulations as requested by any eligible financially interested party; and the examination and certification for conformity with specifications of meats and meat products purchased by Federal, State, county, and municipal government agencies, hospitals, steamship lines, airlines, futures markets, educational institutions, and similar procurement agencies.

II. NATURE AND EXTENT OF SUPERVISORY RESPONSIBILITIES

A. Direction of Subordinates

Supervises subordinates involved in examining and evaluating meat or meat food products to determine their official grade or acceptability in terms of quality or condition in accordance with official standards and specifications. Sees that methods and procedures are properly applied and performed.

Plans, organizes, and assigns work to subordinates; reviews work; accepts, amends, or rejects work; and assures that a satisfactory quantity and quality of work is performed in a timely manner and that standards are uniformly interpreted and applied.

Supervises the safekeeping and control of grading equipment to insure that only authorized use is made of such equipment and that adequate and usable equipment is available when needed.

Supervises the preparation and issuance of certificates covering grading and acceptance work; reviews charges made for work performed.

B. Personal Matters

Evaluates the performance of subordinates and initiates constructive measures to correct deficiencies. Identifies developmental and training needs of employees in unit and makes provision for such development and training. Gives advice to unit employees on work and administrative matters, policies, and procedures.

Hears and resolves complaints from employees. Effects minor disciplinary measures such as warning and cautions, recommending action in more serious cases.

C. Sub-Units

There are no sub-units with subordinate supervisors.

III. MANAGERIAL ASPECTS

Assists in program formulation by formulating and recommending to the Area Supervisor, the installation, modification, or termination of grading or acceptance services, and the adoption or modification of policies and procedures.

Assists in planning, organizing, directing, and coordinating the services provided by the Area Office in conformity with Federal grade standards and specifications. Reviews requests for service and makes recommendations to the Area Supervisor. Makes necessary arrangements for the provision of services.

Anticipates changes affecting the evaluation of grade determining factors and advises the Area Supervisor to review the grading, and the proper procedure for appealing grading.

Plans and conducts educational or demonstrational services and lectures before local trade groups and others to explain the interpretation and application of grade standards and their purpose as reliable aids in marketing. Explains the rules and regulations and the nature and objectives of the meat grading service.

IV. SPECIAL ADDITIONAL ELEMENTS

As directed, collaborates with members of the Standardization and Review Branch in the development and testing of grade standards for meat and specifications for meat and meat products.