

Agricultural Marketing Service
Office of the Deputy Administrator, Marketing Programs
Poultry Division, Grading Branch
Regional Office
Federal-State Office
Supervisory Agricultural Commodity Grader (Poultry)
Federal-State Supervisor
GS-1980-11/12

PL12- 12
PL12A- 11

1. INTRODUCTION

The Federal-State Office is responsible for carrying out: (a) Poultry Division programs for voluntary grading services on poultry, eggs, and rabbits; and (b) shell egg surveillance within a designated geographical area.

The incumbent serves as a Federal-State Supervisor responsible for directing the grading, inspection, and shell egg surveillance programs for assigned state or states.

This is a multi-level position description covering the GS-11 and GS-12 grade levels. The attached responsibilities are for the GS-12 target grade. At the GS-11 level, the employee receives closer supervision and is acquiring the background experience necessary to operate at the full performance level.

II. DUTIES AND RESPONSIBILITIES

A. Program Responsibilities

Utilizing Federal and/or state cooperating employees, supervises and directs programs for the permissive grading of poultry and poultry products; and certification as to class, quality, quantity, and condition of poultry, eggs, and rabbits. Poultry includes eviscerated chickens, turkeys, ducks, geese, guineas, and squabs. Performs shell egg surveillance inspection at registered plants to assure the control of restricted and inedible eggs under the Egg Products Inspection Act (EPIA). Works with the state coordinator to verify that the state surveillance program is also in line with established Federal requirements.

Travels throughout the assigned territory to observe the effectiveness and efficiency of the service and insure uniform interpretation and application of the regulations, instructions, standards, and

specifications governing the above services. Verifies that employees are following established safety procedures such as wearing hearing protectors and hardhats; and that safety hazards are corrected by plant management. Reviews reports prepared by graders to determine accuracy, and prepares special reports on specific problems as may be requested by Regional or Headquarters offices.

Receives applications for grading service in the area. When the request is for continuous grading in plants, performs a plant survey. Upon approval, the employee also makes continuous spot checks of shell egg and poultry plants to determine that they continue to meet program requirements. Continually reviews the condition of shell egg and poultry plants to determine that the facilities for grading are adequate. Recommends suspension of plant approval when the plant cannot or will not comply with regulations.

Negotiates with plant managers to resolve controversies they may have with graders and inspectors. Hears complaints and issues binding decisions when a formal appeal is filed. Researches inquiries from industry groups and Congressional offices, and prepares replies.

Prepares and presents speeches at trade meetings to defend agency policies and provide information.

Supervises the maintenance of internal controls such as records, pay rolling, licensing, and worksheets. Reviews graders' time and attendance reports and verifies that charges against mandatory and voluntary trust funds are accurate. Prepares budget cost estimates for salaries, travel and office equipment.

B. Supervisory Responsibilities

Provides technical and administrative supervision of the inspectors, graders, and clerical personnel in assigned area. Subordinates may include federal and/or state employees who report to the incumbent.

Plans and assigns subordinates' work. Schedules and approves leave. Provides guidance to employees on both administrative and technical matters. Hears and resolves minor complaints from employees.

Assists in developing performance standards for subordinates. Evaluates performance and counsels employees on problem areas. Suggests methods to improve performance, and recognizes superior performance through the incentive awards program when appropriate.

Reviews certificates, time and attendance reports, worksheets and billing reports during periodic site visits. Recommends to the Regional Director that grading licenses be terminated when necessary.

Develops and implements training programs for graders and inspectors. Insures that subordinates receive appropriate on-the-job and formal training. Issues trainees examinations to determine technical competence and recommends issuance or denial of licenses.

Works closely with Regional Office personnel to recruit employees; conducts interviews, and recommends selections to the Regional Director.

Provides equal opportunity in employment for all subordinates, applicants and new hires. Prohibits discrimination in employment based on race, color, religion, sex, national origin, age or physical or mental disability and promotes a full realization of equal employment through continuous affirmative actions within the work environment.

III. FACTORS

Factor 1. Knowledge Required by the Position

Level 1-7, 1250 pts.

Exceptionally broad and thorough knowledge of the statutes, regulations, instructions and product characteristics relevant to poultry and shell egg grading and shell egg surveillance in order to grade and inspect all products, and make difficult and controversial borderline determinations.

Thorough knowledge of the products' processing cycles, including packaging, storage, and sanitation procedures, the anatomy of poultry, and other factors that affect product quality.

Knowledge of building construction, drainage, ventilation and other factors which affect the operation and sanitation of plants.

Skill in explaining and demonstrating poultry and poultry product grading techniques and principles to advise graders on difficult determinations and to instruct trainee graders, and to explain grading factors to the trade and public. Strong written and oral communication skills are required.

Skill in establishing and maintaining personal relationships with industry officials and state department(s) of agriculture and in resolving controversial issues.

Skill and ability to supervise others, to plan, assign, organize, control, and coordinate work.

Factor 2. Supervisory Controls

Level 2-4, 450 pts.

The Regional Director assigns general program objectives. The employee is responsible for directing the grading, inspection, and egg surveillance programs in the assigned state(s) and plans, coordinates, and executes the day-to-day work. The incumbent independently resolves a full range of technical issues in both the voluntary and mandatory inspection programs, and rarely consults the regional and headquarters offices for advice. The Federal-State supervisor has the primary responsibility for dealing with the members of the trade on matters affecting the grading program. Work is reviewed for achievement of results and adherence to policy through operating reports and occasional visits from regional personnel.

Factor 3. Guidelines

Level 3-3, 275 pts.

Guidelines include the official standards and regulations pertaining to poultry, eggs, and shell egg surveillance, as well as both written and oral instructions regarding technical and administrative matters.

The incumbent exercises extensive initiative and judgment in selecting and applying the correct guidelines, and is frequently required to make borderline grading determinations.

Factor 4. Complexity

Level 4-4, 225 pts.

The work involves varied duties requiring many different processes and methods such as: making difficult determinations on the grading/inspection of poultry, rabbits, and shell eggs; surveying plants to determine sanitary and structural condition; hearing and ruling on formal appeals filed by plant managers; and setting priorities and scheduling subordinates' work. The work requires resolving conflicting requirements and responding to changes in technology which requires developing and recommending new techniques and/or adapting and modifying grading and inspection standards and procedures.

Factor 5. Scope and Effect

Level 5-4, 225 pts.

The work involves directing and reviewing the work of Federal and/or state poultry and egg graders and providing advice on complex cases. Determinations made by the employee are considered authoritative. The results of grading and inspection services have a major financial impact on the industry.

Factor 6. Personal Contacts

Level 6-3, 60 pt

Contacts are with applicants, subordinates, and managers in the Poultry Division, offices of other USDA or federal agencies, plant managers and employees, members of trade associations, state graders and officials, and Congressional offices. Contacts may occur in a modestly unstructured setting in plants or the federal-state office.

Factor 7. Purpose of Contacts

Level 7-4, 220 pts.

Contacts with Poultry Division personnel are to provide guidance, exchange information, assure adherence to policies and standards, and provide training. Contacts with plant personnel, industry groups and state officials are to investigate and resolve issues and participate in meetings and hearings. The employee may be required to explain controversial policies and defend grading determinations before trade officials.

Factor 8. Physical Demands

Level 8-3, 50 pts.

Regularly conducts on-site inspections of poultry plants. Work requires periods of physical exertion to lift and move boxes and cartons of product often weighing over 50 pounds; prolonged periods of standing, walking, stooping, bending, and climbing; physical coordination and finger dexterity in at least one hand for poultry grading assignments, and two hands for shell egg assignments to perform digital examinations of eggs; ability to detect abnormalities in the commodity through normal or corrected vision in at least one eye for distance, depth perception, and color; the ability to assure safety in a highly mechanized noisy environment through adequate or correctable hearing; and the ability to determine product qualities through smell.

Factor 9. Work Environment

Level 9-2, 20 pts.

Work environments include an office setting and frequent visits to poultry or shell egg plants which involve moderate discomforts and risks such as the cold temperatures of freezer storage areas, the presence of processing equipment, moving carts and forklifts, and wet, slippery floors.

TOTAL POINTS: 2775