

Agricultural Marketing Service
Deputy Administrators
Tobacco Programs
Raleigh, NC, or Lexington, KY, Regional Office
Supervisory Agricultural Commodity Grader (Tobacco)
GS-1980-12
Circuit Supervisor

SJ TB4

1. INTRODUCTION

This position is located in a Regional Office of the Tobacco Programs. The Tobacco Programs must provide a group of graders and supervisors (referred to as "sets") for each official auction sale conducted during the tobacco marketing season. These sets are grouped geographically for administrative and program control purposes into circuits. Both the circuit and its sets are designed to provide tobacco inspection service for two or more classes of tobacco during a marketing season which begins in the southern flue-cured belts, progresses northward, and generally ends in the burley region. During this northward movement, circuits are structured to reflect zones of tobacco marketing. These zones do not usually market simultaneously, but sequentially. The Tobacco Programs also provide the grading and inspection of imported tobacco and tobacco activities within redryer plants.

The incumbent of this position serves as both a Circuit Supervisor and a Plant Manager.

II. BASE LEVEL OF WORK SUPERVISED

4 to 8 --GS-1980-11
9 to 24 --GS-1980-09
3 to 8 -- GS-1980-07
3 to 8 -- GS-1980-05

III. DUTIES AND RESPONSIBILITIES

The incumbent is responsible for providing administrative and program direction, and coordinating the tobacco grading program within designated groups of tobacco auction markets, redryer plants, and imported tobacco locations. This is accomplished through approximately 4 to 8 work leaders, who direct the work of tobacco graders and plant graders engaged in grading, compliance, and certification of tobacco in accordance with Official U.S. Tobacco Standards.

Directs the work of the tobacco graders under the incumbent's supervision in grading, certification, and compliance of Official U.S. Standard Grades. Coordinates work in such a manner as to provide prompt and efficient service to insure stability of the program. This involves:

Guiding and controlling the work of work leaders and graders to attain uniformity in the application of grades and to promote uniformity in the inspection, grading, and certification of

tobacco within the circuit. Advises, counsels, and instructs employees on program and administrative matters. Takes disciplinary action in less serious matters, referring serious cases to the next higher level.

Planning, coordinating, and reviewing the work of tobacco graders assigned to redrying plants within the circuit by visiting the plants and making continuous inspection of work being performed in order to insure uniformity and maintain compliance with the interpretation and application of official standards and regulations.

Receiving and reviewing requests for appeals on grades from parties financially interested in tobacco. In most instances, handling appeals on the spot but referring unusual cases to supervisor.

Assigning and reassigning employees under incumbent's jurisdiction, controlling manpower throughout the seasonal cycle.

Working with State colleges, associations, farmers, farm groups, warehousemen, manufacturers, buyers, and others for the purpose of advising and assisting them with tobacco research, classification, grading, and marketing problems.

Planning, organizing, and conducting, in collaboration with the Regional Director, Assistant Regional Director, and the Training Specialist, short courses on Official U.S. Standard Grades for agricultural colleges, universities, county agents, and other agricultural leaders and farmers. This involves the demonstration of tobacco grades and the proper method of sorting tobacco for market according to group, quality, and color for the purpose of improving marketing methods and increasing monetary returns to farmers.

Conducting training programs within the circuit involving program and administrative matters.

Making recommendations for modifying and changing policies and procedures on the basis of experience, observation, and suggestions from Federal and State agencies, producers and trade organizations.

Conducting inquiries of alleged violations under the Tobacco Inspection Act, preparing reports of disposition, developing information and making recommendations for further action as necessary.

Plans and directs the conduct of educational or demonstrational services and lectures before local trade groups and others to explain the interpretation and application of Official U.S. Grade Standards for tobacco and their purpose as reliable aids in marketing, to explain the rules and regulations and the nature and objectives of the tobacco grading service.

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

Represents the Region, Programs, and Agency in establishing and maintaining relationships with Federal and State agencies, trade and producer groups, the public, and others to encourage the use of tobacco grading, compliance, and certification services to promote acceptance and understanding of the application of standards in the grading of tobacco and to resolve protests relative to grade determination.

Incumbent is responsible for carrying out equal employment opportunity and appropriate civil rights programs in the work area. Adheres to Civil Rights (CR) policies, goals, and objectives in performing the duties of this position. Assures that written and oral communications are bias-free and that differences of other employees and clients are respected and valued.

III. JOB CONTROLS

A. Responsibility for the Work of Others. The incumbent is responsible for directing, coordinating, and reviewing the assignments of set work leaders delegated to carry out the program of the circuit. Assigns personnel to various markets and redryer plants within the circuit to meet workloads. Approves leave and collaborates with set and other circuit supervisors on performance ratings when necessary. Rates all employees assigned to circuit immediately after the season ends. Conducts career conferences in conjunction with the rating process. Recommends to the Regional Director the selection, training and promotion of graders. Gives advice, assistance, and instructions as deemed advisable. Reviews the work of supervisory and nonsupervisory graders on a spot-check basis for the purpose of determining proper application of Official U.S. Standard Grades.

B. Supervision and Guidance Received. Works under the general supervision of the Regional Director to which assigned and the assistants from whom incumbent receives policy guidance in solving inspection and related problems in the circuit and at plant locations. Receives aid, as requested, in enlisting the cooperation of the trade and is permitted to display considerable initiative in implementing the inspection program in assigned circuit. Guidance in carrying out program and administrative responsibilities consists of general directions, rules, and regulation, instructions and policies of the Department of Agriculture, the Agricultural Marketing Service, the Tobacco Programs, Official U.S. Standard Grades, and the Tobacco Inspection Act. Programs are reviewed for policy conformance, program objectives, and accomplishments.