

# New York State Department of Civil Service

DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 1104200**

<b>Assistant Horticultural Inspector 1, NS</b>	<b>1103100</b>
<b>Assistant Horticultural Inspector 2, NS</b>	<b>1103200</b>
<b>Horticultural Inspector 1, Grade 18</b>	<b>1104200</b>
<b>Horticultural Inspector 2, Grade 23</b>	<b>1104300</b>
<b>Horticultural Inspector 3, Grade 25</b>	<b>1104400</b>
<b>Assistant Director Plant Industry, M-2</b>	<b>1106700</b>
<b>Director Plant Industry, M-4</b>	<b>1106900</b>

## Brief Description Of Class Series

Positions within this series are responsible for the detection, response, inspection, audit, investigation, surveillance and outreach activities to detect, eradicate or control plant pests and diseases; and prevent the sale of improperly labeled products, such as plant seeds, fertilizers, and pesticides. The positions are classified only at the Department of Agriculture and Markets.

## Distinguishing Characteristics

*Assistant Horticultural Inspector 1:* non-competitive, entry level technician for seasonal survey inspections; assists in conducting surveys and inspections for specific programs; assists in identifying plant diseases and insects and collection of samples.

*Assistant Horticultural Inspector 2:* non-competitive; crew chief technician; leads a survey team, provides instruction and performs duties of Assistant Horticultural Inspector 1 in an assigned area under the supervision of Horticultural Inspector 2.

*Horticultural Inspector 1:* full performance level; responsible for the detection, response, inspection, audit, investigation, surveillance and outreach activities to detect, eradicate or control plant pests in an assigned geographic area.

*Horticultural Inspector 2:* first supervisory level; supervises and leads a field unit of Horticultural Inspectors 1 and/or seasonal inspection staff in an assigned area; coordinates regional implementation of horticultural inspection programs in assigned region, and may also be required to implement one or more statewide programs.

*Horticultural Inspector 3:* manages and supervises statewide horticultural inspection programs and field staff.

*Assistant Director Plant Industry:* non-competitive; one-position class; assistant director for all programs of the Division of Plant Industry, performs administrative duties in support of all Division of Plant Industry programs.

*Director Plant Industry:* non-competitive, one-position class; directs the State's plant industry programs.

### Illustrative Duties

*Assistant Horticultural Inspector 1:* assists in performing surveys and inspections; visually surveys plants for the presence of pests to assist in identifying plant diseases and insects; collects samples of leaves, seeds or other agricultural commodities; deploys traps and lures in support of various surveys under established protocols and direction; labels and packs samples for submission to the laboratory for analysis; accurately records survey data and information; assists in data entry of survey information, crop history, dates of survey, field size, treatments and lab results; properly maps properties, trees and species and where they are located to detect, eradicate or control plant pests in an assigned geographic area; reports quantity and disposition of samples to supervisor and/or program manager; and cleans and maintains survey equipment.

*Assistant Horticultural Inspector 2:* serves as a seasonal survey work group leader; provides instruction to staff; and confirms that work, forms and reports are completed and submitted on time.

*Horticultural Inspector 1:* incumbents inspect plants, plant products, nurseries and greenhouses to determine viability of plants and presence of injurious insects and diseases; makes recommendations on the eradication and control of any injurious insects or diseases detected during inspection, including issuing quarantines when necessary; inspects outgoing and foreign shipments of plants at nurseries, greenhouses, plant dealers, and private residences to ensure relevant State and federal regulations have been met; inspects seed, fertilizer, and agricultural liming materials to prevent the sale of inaccurately and improperly labeled products, removing mislabeled product from sale until it is brought into compliance; completes various forms and reports; maintains records, equipment, and reference materials; assists in keeping trades people and the public aware of Division activities and regulations during inspections, Division exhibits, speaking engagements, and seminars; attends industry meetings and serves on industry committees when requested.

*Horticultural Inspector 2:* supervises Horticultural Inspectors 1 and/or seasonal inspection staff in the inspection of plants and plant products and inspection and sampling of seed, commercial fertilizer, and agricultural liming materials; sets priorities and identifies timeframes for completion of assignments in geographic areas; coordinates sampling and laboratory analysis of samples; maps, or otherwise illustrates, disease distribution for use in the development of survey and control strategies;

maintains regulatory oversight of cooperative agreements; schedules tree removals as warranted, arranging for all necessary oversight, communication and outreach, and indemnification activities with affected community; and provides and coordinates training and education to subordinates, cooperatives, and the public.

*Horticultural Inspector 3:* coordinates and supervises the field inspection program by formulating and devising standardized inspection methods and procedures; reviews inspection reports to ensure statewide consistency of inspection and enforcement activities; directs staff to take appropriate regulatory action; makes recommendations to improve program effectiveness; plans and coordinates training activities for field staff; directly supervises field staff on special projects and problems, assisting the United States Department of Agriculture (USDA) in implementing regulatory actions; coordinates the consumer complaint program; represents the program to industry and consumer groups; and performs administrative activities in support of program activities.

*Assistant Director Plant Industry:* performs administrative duties in support of all programs of the Division of Plant Industry, including: overseeing field staff and daily operations; assisting in assembling a proposed budget to support the program; monitoring the expenditure of funds; evaluating federal legislation on plant industry programs and its potential impact; recommending policies and practices for field staff in the performance of inspection, survey, and sampling duties; and negotiating cooperative agreements with USDA representatives in conjunction with the Director.

*Director Plant Industry:* plans, directs, and coordinates field and office inspections; advises and assists the Commissioner of Agriculture and Markets in developing new programs and policies; recommends new and revised legislation; represents the Commissioner and Department with regulated industries, affected groups, news media, federal and State agencies, and the public; formulates and implements cooperative agreements and contracts which support Division activities; directs the preparation of periodic and annual reports and budgets; and keeps staff, the industry, and the public informed of new rules, regulations, laws, and programs.

### Minimum Qualifications

#### *Assistant Horticultural Inspector 1*

Thirty college credit hours.

#### *Assistant Horticultural Inspector 2*

Thirty college credit hours and one year of plant survey inspection experience.

#### *Horticultural Inspector 1*

Open Competitive: Bachelor's Degree including or supplemented by 24 semester credit hours in courses related to: horticulture, forestry, plant pathology, botany, entomology, environmental studies/plant science, or a biological science primarily related to the scientific study of plants or animals, and any one of the following:

1. completion of the two-year traineeship, or
2. one year of professional horticultural experience and completion of one year of the traineeship, or
3. two years of professional horticultural experience.

Satisfactory horticultural experience may substitute for up to 60 college credits, at the rate of one year of experience equaling 30 semester credit hours. The same experience may not be substituted for both the college credit and the experience requirement.

#### *Horticultural Inspector 2*

Promotion: one year of permanent competitive service as a Horticultural Inspector 1.

Open Competitive: same as Horticultural Inspector 1, but requires three years of professional horticultural experience. One year of the experience must have been at a supervisory level.

#### *Horticultural Inspector 3*

Promotion: one year of permanent competitive service as a Horticultural Inspector 2, or two years of permanent competitive service as a Horticultural Inspector 1.

Open Competitive: same as Horticultural Inspector 2, but requires four years of professional horticultural experience. One year of the experience must have been at a supervisory level.

#### *Assistant Director Plant Industry*

Non-Competitive: Bachelor's degree; and five years of experience working in an industry, governmental or educational organization which is responsible for the safeguarding of agricultural or horticultural plant resources. Two years of the experience must have been at a supervisory level.

#### *Director Plant Industry*

Non-Competitive: Bachelor's degree; and seven years of progressively responsible experience working in an industry, governmental or educational organization providing leadership, planning and implementation of policy, programs and projects that impact agricultural, horticultural and forestry resources. Two years of the experience must have been at a managerial level.

Substitution: A master's degree in plant science, horticulture, agriculture, environmental or natural science may substitute for one year of the required experience.

**Note:** Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 3/2019

### Parenthetic Attachment

*Horticultural Inspector 2 (Apiculture):* non-competitive, one-position class; coordinates, manages and supervises seasonal apiary inspection staff involved in statewide apiary inspection program. Reporting to the Assistant Director Plant Industry, manages the State's apiary inspection program; establishes and implements honey bee inspection goals, priorities, procedures and budget; schedules and assigns apiary staff to conduct field inspections, and may personally conduct the more difficult inspections; develops apiary inspector training programs and evaluates staff performance; enforces program violations in consultation with legal office; and develops effective beekeeping strategies and distributes information to others in the industry.

*Horticultural Inspector 2 (Biotechnology):* non-competitive, one-position class; serves as State's liaison and expert in biotechnology of genetically engineered crops, plants and organisms; implements and oversees the State's biotechnology regulatory program. Reporting to the Assistant Director Plant Industry, is responsible for the administration of the Division of Plant Industry's statewide system for the regulation of genetically engineered crops, plants and organisms, seed, fertilizer and liming materials; researches and provides recommendations on plant biotechnology regulations; and provides direction to field horticultural staff for biotechnology regulation activities.

*Horticultural Inspector 2 (Invasive Species):* non-competitive, one-position class; manages and coordinates the State's programs to prevent ecological, economic and human health threats posed by invasive plants and pathogens. Manages Agriculture and Markets' programs to prevent ecological, economic and human health threats posed by invasive plants and pathogens; serves as co-chair of the New York State Invasive Species Council.

*Horticultural Inspector 2 (Plant Pest Survey):* non-competitive, one position class; manages the federally mandated Cooperative Agricultural Pest Survey (CAPS) program

of surveillance, detection, and monitoring of agricultural crop pests and biological control agents. Reporting to the Director Plant Industry, conducts pest surveys to detect or delimit exotic plant pests, insects, weeds, and diseases; and coordinates the collection of data and communicates pest risks with federal and State agencies, and agricultural industry representatives.

### Minimum Qualifications

#### *Horticultural Inspector 2 (Apiculture)*

Non-competitive: Bachelor's degree in apiculture, entomology, biology, zoology, or pest management or a closely related field and three years of experience in supervising, implementing or coordinating a major government agricultural or horticultural project. J.D. or master's degree in one of the above fields may substitute for one year of specialized experience; Ph.D. in one of the above fields may substitute for two years of specialized experience.

#### *Horticultural Inspector 2 (Biotechnology)*

Non-competitive: Bachelor's degree in a plant science, horticulture, agriculture, agronomy, environmental or natural science and three years of progressively responsible experience in a position with primary responsibility for supervision or the implementation and coordination of a major agricultural or horticultural program initiative, function or special project. J.D. or master's degree in one of the above fields may substitute for one year of specialized experience; Ph.D. in one of the above fields may substitute for two years of specialized experience.

#### *Horticultural Inspector 2 (Invasive Species)*

Non-competitive: Bachelor's degree in a plant science, horticulture, agriculture, environmental or natural science and three years of experience in supervising or implementation of major agricultural or horticultural program initiatives or special projects. J.D. or master's degree in one of the above fields may substitute for one year of specialized experience; Ph.D. in one of the above fields may substitute for two years of specialized experience.

#### *Horticultural Inspector 2 (Plant Pest Survey)*

Non-competitive: Bachelor's degree in entomology, plant science, horticulture or a closely related field and three years of progressively responsible experience in a federal, State, or local government position with primary responsibility for supervision and/or the implementation and coordination of a major agricultural or horticultural program, initiative, function or special project. J.D. or master's degree in one of the above fields may substitute for one year of specialized experience; Ph.D. in one of the above fields may substitute for two years of specialized experience.