

**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. They 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; provides leadership at the field level for coordination, planning and successful completion of complex programs funded through state and federal funds.

*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; and cleans and maintains survey equipment.

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.

#### *Assistant Horticultural Inspector 2*

Performs all duties of an Assistant Horticultural Inspector 1.

Serves as a seasonal survey work group leader; provides instruction to Assistant Horticultural Inspector 1s; and confirms that work, forms, and reports are completed and submitted on time.

#### *Horticultural Inspector 1*

Inspects plants, plant products, nurseries and greenhouses to determine viability of plants and presence of injurious insects and diseases; makes recommendations on the prevention 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 and obtains for laboratory analysis 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.

Meets with horticultural growers, retailers and distributors to conduct inspections, explains findings and implements corrective actions completes various forms and reports.

Conducts insect and disease surveys including servicing insect traps as part of the Cooperative Agricultural Pest Survey.

Maintains records, equipment and reference materials.

Assists in keeping tradespeople and the public aware of Division activities and regulations during inspections, Division exhibits, speaking engagements and seminars; and attends industry meetings and serves on industry committees when requested.

Implements regulatory activities related to various quarantine, eradication and management programs. May fulfill survey, treatment and evaluation duties associated with pest or disease introductions and management programs. Coordinates and collaborates frequently with partner agencies such as USDA, NYSDEC and partnerships for invasive species management.

### *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 identify 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 compliance agreements; schedules tree removals and other treatment and mitigation activities 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.

Provides oversight of all activities carried out by subordinates and verifies that time records associated with federally funded cooperative agreements are coded properly and true and accurate.

Assist the Horticultural Inspector 3, director and assistant director with fully recovering all federal funds awarded.

### *Horticultural Inspector 3*

Coordinates and supervises the field inspection program, quarantine, eradication and management programs and schedules resources to accomplish these diverse and complex tasks in an efficient manner within the parameters of the growing season and federal/state funding cycle.

Formulates and devises 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 including multiple federally funded cooperative agreements.

Assists and coordinates with the United States Department of Agriculture (USDA) in implementing regulatory actions, quarantine, eradication and management programs; coordinates the consumer complaint program; represents the program to industry and consumer groups; and performs administrative activities in support of program activities.

Reviews time records of field staff to ensure that the agency fully recovers all federal financial support and uses these records to make adjustments and recommendations to staffing levels and patterns. Assist division management with outreach activities including recruitment.

### *Assistant Director Plant Industry*

Performs administrative duties in support of all programs of the Division of Plant Industry; provides administrative coordination and support to all field activities by collaborating with the Horticultural Inspector 3 and Horticultural Inspector 2 parenthetics. Provides overall coordination and direction to administrative staff in the central office.

Provides administrative oversight of the New York State seed laboratory and seed certification program.

Serves as a liaison and point of contact for human resources, finance, counsel and emergency management.

Assists in assembling proposed budgets to support division programs; monitors the expenditure of funds; assists in evaluation of federal legislation on plant industry programs and its potential impact; provides input on new and revised regulations; develops and recommends policies and practices for field and administrative staff in the performance of inspection, survey and sampling duties,

Coordinates the Plant Protection Act 7721 funding process, assists with negotiation of 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.

Interacts frequently with USDA on new pest introductions, cooperative programs and negotiates policy and cooperative agreements with USDA.

### 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, ecology, entomology, environmental science primarily related to forestry, invasive species management, plant science, or a biological science primarily related to the scientific study of plants and plant pests, agriculture, agronomy, dendrology, field crops, floriculture, fruit science, greenhouse production, landscape management/production, nursery production/management, olericulture, plant biology, plant breeding, plant pathology, pomology, sod production, turfgrass management, vegetable crops and viticulture; OR 18 semester credit hours in the above AND 6 credit hours in Geographic Information Systems; 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 1 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.

Attachment

**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.

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## 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. 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. Administers 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; serves as co-chair of the New York State Invasive Species Council. Reviews Part 575 changes and proposes regulation changes for invasive species; provides guidance to regional inspection staff on invasive species; coordinates with NYSDEC invasive species counterparts and serves on the Invasive Species Committee (ISAC); along with providing support to the co-chairs of the New York State Invasive Species Council. Formulates and reviews the State Environmental Quality Review (SEQR) for agricultural pests; and performs socio-economic assessments for terrestrial plants. Participates in PRISMs meetings providing feedback on regional invasives species concerns.

*Horticultural Inspector 2 (Industrial Hemp)*: non-competitive, one-position class; trains and monitors hemp inspection and compliance activities of Horticultural Inspectors; trains, certifies and oversees private hemp samplers statewide; coordinates communication with private labs and the New York State Food Lab on hemp compliance; and maintains internal records for the program and federal reporting. Ensures that plant growers and nursery dealers within the state and licensed with the nursery registration program. Provides oversight and coordination of plant certification programs within the State. Serves as a coordinator of pesticide certification and training for all staff within the division.

*Horticultural Inspector 3 (Industrial Hemp)*: non-competitive, one position class; plans and manages all registration, inspection, sampling and compliance activities relative to industrial hemp production in New York State; coordinates program policy systems and procedures within the Division and with federal and State counterparts including the USDA and the State Office of Cannabis Management; represents the

division, department and hemp program to stakeholders including growers, municipal officials and the general public. Coordinates with the Field Operations Manager; to deploy inspection resources providing high-level guidance to regional inspection supervisors and staff for the industrial hemp program; and on licensing activities for plant growers or nursery dealers throughout the State that are growing and/or selling hemp or cannabis plants ensuring they are maintaining a valid nursery registration.

*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. 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. Prepares and submits Plant Protection Act 7721 suggestions in support of the division's programs and activities. Works with external stakeholder groups in the coordination and direction of high-risk agricultural pest detection surveys. Serves as a representative for the division in meetings with stakeholder groups on pest detection efforts throughout the State.

### 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. Four years of specialized experience or an associate's degree and two years of specialized experience may be substituted for a bachelor's degree; 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. Four years of specialized experience or an associate's degree and two years of specialized experience may be substituted for a bachelor's degree; 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. Four years of specialized experience or an associate's degree and two years of specialized experience may be substituted for a bachelor's degree; 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 (Industrial Hemp)*

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. One of the three years of experience must include working in audit-based programs, analyzing trends in data and conducting investigations in coordination with regulatory agencies. Four years of specialized experience or an associate's degree and two years of specialized experience may be substituted for a bachelor's degree; 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 3 (Industrial Hemp)*

Non-competitive: bachelor's degree in entomology, plant science, horticulture or a closely related field and four 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. One of the three years of experience must include working in audit-based programs, analyzing trends in data and conducting investigations in coordination with regulatory agencies. Four years of specialized experience or an associate's degree and two years of specialized experience may be substituted for a bachelor's degree; 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. Four years of specialized experience or an associate's degree and two years of specialized experience may be substituted for a bachelor's degree; 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.