

Dairy Division

Dairy Grading Section

Supervisor Agricultural Commodity Grader (Dairy), GS-1980-11

Field Supervisor

1. INTRODUCTION

The position is located in the Dairy Grading Section, National Field Office which is responsible for the inspection, grading, and laboratory analysis of dairy and other food products at terminal markets, shipping points, assembling and packaging plants, and dairy processing, packaging and manufacturing plant facilities and equipment on a nationwide basis.

The incumbent supervises the quality control and plant sanitation surveys and the inspection, grading and sampling of butter, cheese, nonfat dry milk and other dairy products in and assigned area of responsibility.

II. MAJOR DUTIES

A. PROGRAM SUPERVISION

The employee is responsible for supervising the dairy grading and inspection program activities in an assigned area of responsibility which includes the following functions. (a) evaluates the adequacy and efficiency of the current program; (b) ascertains necessary changes in operations and personnel to effect economical and efficient service; (c) determines whether contractors are complying fully with sanitary and processing requirements when this is ascertainable only by observations and study of the processing operations; and (d) determines accuracy and adequacy of the work performed by graders, samplers, and other licensees supervised.

Surveys the facilities in manufacturing and processing plants for the purpose of determining eligibility for grading service considering such factors as sanitation, condition of equipment, quality of raw material, insect control and manufacturing and processing methods.

Reports periodically to the National Field Director on: (a) program operations; (b) interpretation of new quality factors or conditions in dairy products graded; (c) unusual quality of condition factors in commodities shipped from other areas; and (d) cases of apparent misgrading by graders at shipping points, grading stations or processing plants.

Investigates complaints and disagreements between graders, samplers, or licensees supervised and members of the trade by explaining the application of the official standards and regulations and performing the regarding of a product when necessary.

Performs appeal grading as required.

Provides the National Field Director with written reports on management and program operations as required.

B. PERSONNEL SUPERVISION

The incumbent is responsible for supervising a work force of from 5 to 20 graders, samplers, and licensees. These employees are located in plants and shipping points at different locations within an assigned area of responsibility. Shift operations may be required at a plant, depending on production schedules. In addition, the work force in the area might fluctuate depending on industry needs for USDA services.

The employee performs the following supervisory functions:

- (1) Reviews the work of subordinates. Provides technical instruction and training as determined necessary to effect uniformity and accuracy in the interpretation and application of the official standards, procedures and regulations.
- (2) Assists with instructing trainees to the proper inspection, grading and sampling techniques by giving on-the-job instruction and training.
- (3) Reviews the preparation of memoranda and reports issued by the dairy product inspectors graders and samplers to insure uniformity and accuracy in preparation of these records.
- (4) Participates in developing nation-wide performance standards for graders and samplers, and rates the performance of assigned subordinates.
- (5) Provides guidance to individual employees on both work and administrative matters.
- (6) Acts on minor disciplinary matters such as warnings and reprimands. Recommends action on more serious cases.
- (7) Interviews candidates for positions. Recommends selections, promotions, or reassignments.
- (8) 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 handicap condition and promotes a full realization of equal employment through continuous affirmative actions within work environment.

III. EVALUATION FACTORS

Factor 1. Knowledge Required by the Position: Level 1-7 1,250 points

The incumbent must have a broad and through knowledge of administrative policies and procedures and technical application of grade standards and specifications and the experience to apply such knowledge to Section field operations in day-to-day situations and operational problems of varying difficulty and complexity. He/she must be capable of making timely decisions within the scope and requirements, of rules and regulations, standards, specifications and instructions. The incumbent must possess an intimate procedural knowledge of dairy products and dairy marketing nationwide.

Factor 2. Supervisory Controls Level 2-3 275 points

Incumbent is under the supervision of the Dairy Grading Section National Field Director, who defines objectives and determines work priorities. Incumbent exercises initiative and independence in carrying out well-defined assignments. Unusual situations which do not have clear precedents are discussed with the supervisor. Work is reviewed for adherence to policies and technical soundness of recommendations and decisions.

Factor 3. Guidelines Level 3-3 275 points

The incumbent adheres to existing policies, regulations, and instructions concerning personnel staffing, promotions, transfers, reassignments, and technical procedures incidental to the field application of grade standards purchase specifications, etc. When applicable, the employee is required to use initiative and resourcefulness to interpret policies and traditional methods which are written in general terms. The employee is responsible for recommending new methods, amendments to existing instructions, or proposing new policies which will more effectively and efficiently accomplish the operations and missions of the Section.

Factor 4. Complexity Level 4-4 225 points

The incumbent performs a wide-range of related and unrelated duties involving both administrative and technical job elements. Under the supervision of the National Field Director and his assistants, the employee reviews and evaluates all aspects of the national dairy grading and inspection programs to ensure accurate and uniform application of Federal grade standards and purchase specifications as well as all policies, procedures, instructions, rules and regulations which govern Section operations. The employee is responsible for analyzing, developing, revising, updating, etc., various subject matter materials to exercise personal judgment in developing approaches, methodologies, and evaluation processes to facilitate the changing needs of the Section, the industry, the consumers, or new technological developments.

Factor 5. Scope and Effect Level 5-4 225 points

