

Washington State Department of Personnel
Class Specification

SEED ANALYSIS LABORATORY SUPERVISOR

566Q

Abolished; adopted 2/10/2011, effective 2/11/2011

Definition:

Supervises, plans and directs the operation of the official seed analysis laboratory of the Washington State Department of Agriculture.

Typical Work:

Plans, coordinates and directs the work of seed analysts and other staff assigned to the official seed analysis laboratory; oversees laboratory functions; develops short-term and long-term plans to promote laboratory efficiency and meet changing industry needs; conducts employee performance evaluations; devises and determines employee development and training needs; initiates corrective action and recommends disciplinary action as appropriate;

Establishes testing priorities within the laboratory to promote efficiency and meet industry needs; reviews and evaluates test results with analysts answering questions on procedures, methods or identification; assures that proper analytic procedures or rules are used depending upon the market requirements for the seed;

Plans, develops and implements general and individual training programs for seed analysts in germination and seed purity analysis; provides periodic testing of analysts to determine levels of proficiency; provides training on the Federal Seed Act requirements and Association of Official Seed Analyst (AOSA), International Seed Testing Association (ISTA), Canadian and Organization of Economic Cooperative Development/European Economic Community (OECD/EEC) rules for seed testing; provides samples and instruction in specialized seed testing procedures including tetrazolium (TZ) analysis to visually identify degrees of potential seed viability, ultraviolet light (fluorescence) testing of Ryegrass and other grasses, hydrochloric acid testing to separate Brassica species, ferric acid testing for mechanical damage in legumes, sodium hydroxide analysis for wheat mixes, and phenol test in wheat and Kentucky Bluegrass identification; develops and provides reference and identification materials on crop and weed seeds; maintains the herbarium collection (800+) reference type samples;

Periodically reviews seed certification standards in rule and recommends changes to meet industry needs;

Prepares activity and other special reports on seed laboratory activity as needed or directed; oversees maintenance of inventory and supplies; oversees maintenance of file samples and analysis records;

Coordinates laboratory activity with Seed Inspectors, answers questions and provides training for Seed Inspection staff in analytic procedures;

Coordinates laboratory activity with the Federal Seed Laboratory, other state and private industry laboratories; acts as the principal laboratory representative in referee testing, and arbitrator of conflicting test results from other laboratories;

Responds to consumer and industry questions and complaints; answers questions from other states and agencies regarding laboratory inspection procedures for certified seed; provides training programs and procedural demonstrations on laboratory operation and seed testing procedures to industry upon request; represents the seed laboratory at seed industry sponsored meetings and conferences to provide technical advice and answer questions;

Analyzes safety concerns, performs risk analysis and develops procedures and training for the protection of employees and minimizing the risk exposure of the Department;

Performs other duties as required or assigned.

Knowledge and Abilities:

Knowledge of: Knowledge of: Washington State, Federal and other states' and foreign country's regulations governing the inspection and certification of seed; regulatory principles and procedures; Association of Official Seed Analyst (AOSA), International Seed Testing Association (ISTA), Canadian and Organization of Economic Cooperative Development/European Economic Community (OECD/EEC) rules for seed testing; phytosanitary requirements and procedures; crop seed and weed seed identification; special testing procedures for seed quality; principles and practices of supervision; Merit System Rules, personnel practices, union-management agreements.

Ability to: plan, assign, direct, and review the work of seed analysts; explain, interpret, and apply State and Federal laws and regulations governing the inspection and certification of seed; effectively supervise and train staff in seed analysis and germination procedures; write clearly, effectively, accurately and informatively; clearly explain technical data and inspection procedures to non-technical audiences; answer questions and deal with the seed industry with tact and maturity of judgment.

Legal Requirement(s):

There may be instances where individual positions must have additional licenses or certification. It is the employer's responsibility to ensure the appropriate licenses/certifications are obtained for each position.

Desirable Qualifications:

A Bachelor's degree with major study in Agronomy or closely allied field.

AND

Four years of experience in a seed testing laboratory, two of which must have been in a supervisory or lead capacity.

AND

Certification as a Seed Analyst in Purity Analysis and Germination from the Association of Official Seed Analysts.

Additional qualifying experience in a seed testing laboratory will be substituted, year for year, for the required education.

Class Specification History:

New class: 7-25-74

Revised distinguishing characteristics, general revision: 11-14-83

Revised definition, minimum qualifications, and title changed (formerly Seed Inspector 3): 1-10-92

New class code: (formerly 45160) effective July 1, 2007