



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### LIVESTOCK INSPECTOR

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Livestock Inspector I	S20101	55	60
Livestock Inspector II	S20102	60	65

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

#### Occupation Description

Individuals in this profession conduct livestock inspections and investigations to protect against the loss, theft and injury of livestock and to protect the health of livestock.

#### Nature of Work

Inspects livestock for visible signs of infectious and contagious diseases. Inspects livestock and livestock hides and determines ownership. Conducts complete investigations into violations. Presents cases of violations at Magistrate Level. Issues Certificate of Livestock inspection. Issues Certificate of Hide and Slaughter inspection. Assists other law enforcement agencies.

#### Distinguishing Characteristics of Levels

*Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

#### Level I

This is the full performance level in the Livestock Inspector series. Work is performed under general supervision of a technical superior.

- Enforces non-criminal regulations of the New Mexico Livestock Board.
- Schedules livestock inspections for verification of ownership by identifying brands, tags, tattoos, or paint markings and issues the proper transportation certificates.
- Inspects livestock for visible signs of infectious and contagious diseases and reports to appropriate authorities.
- Inspects imported livestock and out-of-state health certificates to insure compliance with New Mexico's livestock health regulations.
- Inspects livestock hides and determines ownership to prepare and issue a Certificate of Hide and Slaughter inspection.
- Prepares reports and maintains records and logs of inspections, monies received, livestock movement, sales, inventories of expenses, materials used and activity schedules for submission to supervisor.
- Prepares and submits incident and offense reports to management and/or District Attorney.
- Investigates reports and/or complaints of trespassing, missing/stolen or inhumane treatment of livestock and prepares reports of investigation findings.

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- Monitors livestock of unknown ownership and returns those identified to owner.
- Assists law enforcement agencies in livestock incidents.
- Communicates with and educates the livestock industry and general public on board policies, procedures and state statutes regarding livestock.
- Assists federal regulatory agencies in conducting investigations involving health violations.
- Attends and participates in district meetings with New Mexico's livestock association.
- Receives specialized training to participate in meeting the NMLB Rapid Response Team effort in a non-law enforcement capacity.
- May be required to perform specialized assignments in the prevention, response or recovery of a threat to the health of the livestock industry.

### **Recommended Education and Experience for Full Performance\***

Associates Degree in Agriculture or Animal Husbandry and four (4) years of livestock or agriculture related experience.

### **Minimum Qualifications**

High School diploma or GED and two (2) years of livestock and/or agriculture related experience.

### **Level II**

This is the law enforcement level in the Livestock Inspector series responsible for training inspectors and conducting specialized livestock inspections, investigations and law enforcement activities in assigned districts in the state. Work is performed under general supervision of a technical superior. Employee functions as a lead worker.

- Presents evidence of violation at the Magistrate Level.
- Receives classroom and firearms training to maintain certification from law enforcement agencies.
- Investigates inhumane treatment of livestock and prepares seizure warrant at Magistrate level then completes criminal complaint for prosecution of violators.
- Issues citations, files complaints and/or arrests violators of New Mexico livestock laws and regulations.
- Patrols designated areas to prevent livestock theft, unauthorized movement and related illegal activities.
- Conducts vehicle road-stop activity to prevent livestock theft and ensure compliance of health movement regulations.
- Provides court testimony in criminal and/or civil livestock cases.
- Assists other law enforcement agencies in his/her capacity of a law enforcement officer, as well as in livestock incidents.
- Communicates with and educates the livestock industry and general public on board policies, procedures and state statutes regarding livestock.

### **Recommended Education and Experience for Full Performance**

Bachelor's Degree in Agriculture or Animal Husbandry and two (2) years of livestock or agriculture related experience. Current certification as a commissioned Law Enforcement Officer issued by the New Mexico Law Enforcement Academy.

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### Minimum Qualifications

High School diploma or GED and four (4) years of livestock and/or agriculture related experience. Current certification as a commissioned Law Enforcement Officer issued by the New Mexico Law Enforcement Academy is required.

### Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

#### Knowledge

**Law and Government** — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Public Safety and Security** — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

**Education and Training** — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

**Biology** — Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.

**Mathematics** — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

#### Skills

**Quality Control Analysis** — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

**Speaking** — Talking to others to convey information effectively.

**Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.

**Complex Problem Solving** — Identifying complex problems and reviewing related information

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to develop and evaluate options and implement solutions.

**Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Science** — Using scientific rules and methods to solve problems.

**Statutory Requirements:** N/A

**Conditions of Employment:** *Copy of current license/registration/certification must be presented at time of hire if applying for Livestock Inspector Level II. Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions, and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*

**Default FLSA Status:** Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

**Bargaining Unit:** This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

**Established:** 06/01/2007      **Revised:** 09/20/2011

*\*Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*