



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

LIVESTOCK INSPECTOR SUPERVISOR

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Livestock Inspector Supervisor	S2010S	65	70

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

Purpose

Devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees**, acting upon leave requests, conducting annual performance evaluations and recommending disciplinary actions. Interviewing and recommending selection of applicants and conducting training of personnel. 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

Livestock Inspector Supervisor devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees and 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

The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

- Devotes a substantial portion of time assigning and directly supervising work of at least two (2) permanent/full time employees. Acts upon leave requests, conducts annual performance evaluations and recommends disciplinary actions.
- Conducts training of personnel; may interview and recommend selection of applicants.
- Provides career coaching through mentoring and arranges for outside training opportunities when possible.
- Makes well-informed, effective, and timely decisions and perceives the impact and implications of those decisions.
- Makes point of view in a clear and convincing manner.
- Listens effectively and clarifies information as needed.
- Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- Writes in a clear and concise manner.
- Develops networks and builds alliance; collaborates across boundaries to build strategic relationships and achieve common goals.

LIVESTOCK INSPECTOR SUPERVISOR

- Builds and manages workforce based on organizational goals, budget considerations, and staffing needs
- Ensures that employees are appropriately recruited, selected, and appraised; addresses performance issues.
- Keeps up to date on occupationally specific technological developments; makes effective use of technology to achieve results.
- 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 , one (1) year of which must be supervisory. Current certification as a commissioned Law Enforcement Officer issued by the New Mexico Law Enforcement Academy.

Minimum Qualifications

High School diploma or GED and four (4) years of livestock, agriculture and/or law enforcement 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

Leadership - Knowledge of leading through influence and persuasion by establishing mutual trust, respect, and loyalty, through shared beliefs, values, and goals; Being cognizant of subordinates' needs, goals, and aspirations, and to carefully consider these personal variables when making decisions.

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.

LIVESTOCK INSPECTOR SUPERVISOR

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

Leadership - Displaying attributes that makes employees willing to follow; applying effort to increase productiveness in areas needing the most improvement; establishing a spirit of cooperation and cohesion for achieving goals; making the right things happen on time; providing performance feedback, coaching, and career development to individuals to maximize their probability of success; giving subordinates the authority to get things accomplished in the most efficient and timely manner.

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 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 Supervisor.* Working Conditions for

LIVESTOCK INSPECTOR SUPERVISOR

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: Exempt.

Bargaining Unit: Not covered

Established: 07/27/2012 **Revised:**

***Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.*

****Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation. Not to be construed as minimum qualifications.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.