

PART I	DEPARTMENT OF PERSONNEL SERVICES	8.487
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AGRICULTURAL COMMODITY MARKETING SERIES

This series includes all classes of positions, the duties of which are to advise on, supervise or perform work pertaining to: (1) the development and operation of agricultural marketing, adjustment and distribution; (2) the regulation and enforcement of marketing or trade practices; (3) the establishment, revision, and enforcement of grade and quality standards; and/or (4) the study and application of improved organization, facilities, methods and practices in the marketing of agricultural commodities.

The basic objectives of the State's agricultural commodity and marketing programs are to regulate, stabilize and expand produce markets; to facilitate trading and provide for orderly marketing; to improve the quality of agricultural products grown and exported or consumed in Hawaii; to enhance the competitive status of Hawaii—grown products; and to protect the public and industry against misrepresented products or unfair practices.

To achieve these objectives, the State enters into cooperative agreements with the federal government to administer federal requirements; establishes grades and standards on a wide range of commodities; establishes and enforces packaging and minimum export requirements; prescribes and enforces labeling requirements; provides inspection and certification services for fresh and processed agricultural commodities on a fee basis; registers commercial feeds and economic poisons and inspects same for labeling conformance; maintains facilities and services for chemical, microscopy and other laborative analysis; provides essential support services to contract arrangements between military and farmer cooperatives, wholesalers and others; establishes federal-State matching fund projects in marketing development; conducts studies for improvement and development of harvest-to-market processes, facilities, techniques, methods, practices, procedures and technology; promotes the orderly marketing of fresh and processed agricultural and horticultural products; conducts educational informational activities; and continually updates and improves program methods, procedures, policies, techniques, practices and related management controls consistent with changing program requirements.

Agricultural marketing includes all of the processes by which agricultural commodities and products are prepared by and delivered from the producer to the consumer, ranging from the simple to the complex with some highly specialized functional areas. This series has been designed to optimize the interweaving of functional relationships and responsibilities of the commodity and marketing specializations that are inherent in the program. Common to the entire series are the

essential knowledge of the production elements, marketing operations, commodity characteristics, and standardization and regulatory elements.

Levels I through IV reflect technical support, stressing the adaptation, interpretation, and application of standards and regulations and/or the collection, analysis, and reporting of commodity and developmental data. Levels V and VI are responsible for designing and formulating standards, regulations, and programs and for providing technical guidance in their development, conduct and evaluation.

The levels of classes in this series are established by the differences in levels of duties and responsibilities of the work performed. Each class in the series is established by a combination of differences in the following classification factors:

1. Nature and Purpose of Work
2. Nature of Supervision Received by Incumbent
3. Nature of Available Guidelines for Performance of Work
4. Nature and Scope of Recommend Decisions, Commitments and Conclusions
5. Purpose and Nature of Personal Contacts
6. Nature and Extent of Supervision Exercised Over Others
7. Knowledge and Abilities Required

All of the above factors are not discussed at each level and are combined at some levels to avoid repetition.

This is an amendment to the class specification for the classes AGRICULTURAL COMMODITY MARKETING SPECIALIST I, II, III, IV, V, and VI approved on September 24, 1968 due to incorporation of managerial level in EMCP in accordance with Act 254, SLH 1980,

DATE APPROVED: 11/8/82

/c/ Clement L. Kamalu
for DONALD BOTELHO
Director of Personnel Services

AGRICULTURAL COMMODITIES MARKETING SPECIALIST I 8.487
(AGRIC COMMOD MKTG SPCLT I)

Duties Summary:

Serves in a trainee capacity, receiving on-and of-the-job training in the principles, concepts, work processes, laws, rules, regulations and technical reference material pertinent to the production, distribution and marketing facilities for agricultural commodities; and performs other related duties as assigned.

Distinguishing Characteristics:

Nature and Purpose of Work: This is the entry trainee level in the Agricultural Commodities Marketing Specialist series, designed to provide a career-oriented introduction to the background, philosophy, concepts, scope and inter-relationships of the State agricultural commodities and marketing program. On-the-job assignments provide an initial introduction and a practical understanding of the organization, programs, policies and objectives of the agency as well as furnish preliminary experience in the application of principles, procedures, and work techniques to actual situations.

Supervisory Control: At this level, an incumbent receives formal and informal training in the basic principles, techniques and methodology relating to standardization, regulation, development and marketing functions. Instructions are specific and detailed as to scope of tasks, sources of factual information, techniques to be used, procedures to follow, contacts to be made and approximate results to be expected. The supervisor or a higher-level specialist is readily available for guidance and direction. Work is reviewed in detail for compliance with procedures, instructions and regulations.

Guidelines Available: At this level incumbent receives orientation on available reference pertaining to the work. He is responsible for becoming familiar with State, federal, other jurisdictional laws, rules, regulations, policies, procedures, manuals and directives on agricultural commodities grading and marketing studies; publications on diseases and other causes of damage; methods and practices used in harvesting, shipping, storing, packing, and marketing agricultural commodities; official notices and technical publications on unusual weather or crop conditions that would affect commodities in the Hawaii markets; departmental policies, procedures and instructions; related precedents, prescribed work methods and procedures, operational guidelines, and other such guidance pertaining to the work. Strict conformance with explicit and detailed procedures and instructions is required.

Nature and Scope of Recommendations, Commitments, and Decisions: This level is guided by program precedents and well-defined work methods and procedures. Incumbents seek responses to or answer questions of a specific or purely factual nature. Such statements do not commit the organization to an individual action or a

course of action. There is no responsibility for independent recommendation and decision at this level.

Personal Work Contacts: Personal contacts are not significant at this level, although incumbents work with others in the department in securing information, in discussing their findings, or in answering inquiries pertaining to the specific subject studied. Trainees at this level are principally observers in contacts with members of the agricultural industries, cooperatives, federal agencies and others concerned with the commodities and marketing program.

Examples of Duties:

Attends orientation and training sessions; learns the fundamental practices, principles, techniques and methodology of agricultural commodities inspection and grading; under close technical supervision, performs simple tasks at shipping and destination points and at wholesale and retail outlets of checking labels for conformance, accuracy and compliance, of drawing official samples according to prescribed regulations, of noting and reporting deceptive or non-standard practices or other violation in sufficient detail to substantiate review and follow-up action; accompanied by a higher-level specialist, inspects commodities for which specifications and standards are specific and permit no latitude for interpretation or deviation for such factors as weight and temperature which may be checked by mechanical devices, and when the product inspected or graded is consistent and normal in all respects; accompanies higher-level graders on inspection visits to various outlets to view equipment, facilities, procedures and practices employed by outlets for stacking, storing, packaging, selection, processing and handling; assists higher-level graders in performing simple laboratory analysis; participates in the construction of visual aids and demonstrator models of various commodities illustrating varying grades and standards; participates in the study and recognition of abnormal conditions in agricultural products and possible causes, in the study of insect infestations and damage to agricultural commodities, in the study of Hawaii's market structure and various approaches to encourage export markets for Hawaii-grown products, and in the review of market news, trade journals, technical and other publications to understand the multiple influences and relationships bearing on the condition of agricultural commodities and affecting their salable value or dumping assessments.

Knowledge and Abilities Required:

Knowledge of: Fundamental principles and practices of agriculture.

Ability to: Learn the fundamental practices, principles, techniques and methodology of agricultural commodities regulation and investigation; quickly acquire

practical understanding of the program's role and relationships; learn and understand the practices and procedures of the transportation, shipping, import- export industries and other aspects of the marketing structure as applied to the movement, storage, packaging, holding, handling and processing of agricultural commodities; learn, understand and interpret a variety of federal, other states, foreign and domestic import, export and other standards and requirements; learn to apply established methods, procedures and techniques of regulatory and investigative work; keep updated on pertinent technical and scientific literature; collect and organize data as instructed; make obvious interpretations of marketing data; make oral and written reports and presentations clearly, concisely, and effectively; understand and follow directions; gain cooperation of and cooperate with others; use tact and good judgment; and be safety conscious.

AGRICULTURAL COMMODITIES MARKETING SPECIALIST II 8.489
(AGRIC COMMOD MRKTG SPCLT II)

Duties Summary:

Receives progressive training in agricultural commodities and marketing program and in a trainee capacity, applies this knowledge to a wide range of work tasks typical of higher class levels; and performs other related duties as assigned.

Distinguishing Characteristics:

Nature and Purpose of Work: This class is the advanced trainee level through which the incumbent progresses to full performance as an independent worker. Work tasks, on-the-job training and instructions are provided to broaden knowledge of agricultural commodities and marketing fundamentals, to develop proficiency in grading and investigational techniques and methods, to develop sampling, laboratory and analytical competence and to apply and interpret wide variations of standards and regulations. Assignments progress from problems of narrow scope and limited complexity involving direct application of specific standards and requirements to those for which specifications are stated in broad, general terms and are susceptible to varying interpretations and for which judgment and experience are required in the application of laws, broad rules and technical knowledge and in the collection and analysis of development data.

Supervisory Control: Trainee receives specific guidance, instruction and orientation in all aspects of the work during the intensive training period. The supervisor

assigns work to be accomplished, discusses methods and possible problems to be met, and is available for consultation and guidance. Completed work is reviewed for compliance with instructions, adherence to policies, reliability of judgment, technical accuracy and adequacy, and consistency with established procedures and precedents.

Guidelines Available: Same as Level I except that this level is expected to have familiarity with the location and types of resources available.

Nature and Scope of Recommendations, Commitments and Decisions: Same as Level I. Recommendations made at this level are reviewed by a higher grade specialist, or supervisor for soundness, thoroughness, and accuracy in analyzing a situation.

Personal Work Contacts: Person-to-person contacts at this level involve giving and securing information of a factual or specific nature. Contacts are with shippers, wholesalers, buyers and other members of the trade and with employees of transportation companies, each of whom is concerned with the grade as certified as such grade may affect or establish the liability of such shippers, carriers, service agencies or buyers.

Examples of Duties:

Attends and participates in training sessions; reports on assigned studies and laboratory findings; visits terminal markets, wholesale warehouses, dry or cold storage plants, receivers' stores, and piers to (a) make general survey of an agricultural commodity lot to note any evidence of significant quality, condition and pack factors, (b) observe methods of packing, landing, refrigeration, heating and other possible causes of damage, and (c) select representative samples of each commodity on the basis of percentages detailed in official standards or as indicated by the general appearance of the product; draws as many representative samples of a given lot as there are different methods of packing, varieties, commodities or brands; inspects and grades commodities based on detailed standards defining a wide range of characteristics which vary extensively from commodity to commodity; distinguishes between defects due to poor quality and those caused by improper handling, delays in shipment, adverse weather conditions and other similar factors; ascertains the grade of a product by considering the degree in which each grade factor is present and the relative weight of contributing factors; calculates the percentage of decayed or defective stock in a lot; records notes on all quality, condition and pack characteristics and any unusual conditions found, reporting same for referral; collects and submits samples of unidentified pathological conditions for laboratory analysis; reports or refers to supervisor (a) all findings in connection with appeal matters, (b) unusual interceptions or defects not specifically covered by official standards and regulations, (c) copies of all

inspection certificates issued, and (d) records of the number inspections made and the volume of products inspected.

Knowledge and Abilities Required:

Knowledge of: Basic principles, techniques and methodology relating to standardization, regulation, development and marketing; pertinent federal, State and other regulations on grading and marketing; methods and practices used in harvesting, shipping, storing, packing and processing agricultural commodities; and working knowledge of the relationships and inter-relationships with federal, other states, other agencies and industry in agricultural commodities inspection and grading.

Ability to: Apply established practices, procedures, techniques and methodology of inspection, grading, sampling, and laboratory analysis to agricultural commodity problems of the difficulty described above; gather, correlate, analyze facts and draw conclusions there from; recognize and distinguish pertinent details; make oral and written reports and presentations clearly, concisely and effectively; secure and maintain the cooperation of others; understand and follow instructions; observe, conduct interviews and establish and maintain effective relationships with supervisors, coworkers and others; use tact and sound judgment; and visualize the effects of recommendations made.

AGRICULTURAL COMMODITIES MARKETING SPECIALIST III 8.491
(AGRIC COMMOD MKTG SPCLT III)

Duties Summary:

Independently applies a wide range of agricultural commodities standards and regulations; study, investigate and analyze market development factors; collects, evaluates, organizes and reports market data; and performs other related duties as assigned.

Distinguishing Characteristics:

Nature and Purpose of Work: This is the first level of independent worker in the agricultural commodities marketing series. Work assignments routinely encompass problems of average difficulty requiring the application of technical knowledge, skills and sound judgment in the use of pertinent standards, guides, rules, regulations, laws, techniques; in the recognition of differences in quality and condition factors and the

determination of degree of adherence to or deviation from official standards; in the recognition of disease problems and various kinds of damage and causes thereof; in the recommendation for issuance or suspension of licenses; in the adjustment of disagreements between lower-level specialists and trade representatives; in the study and analysis of segments of the marketing operations and production process; and in the communication of market news data.

Supervisory Control: A supervisor or team leader assigns work to this level and provides general instructions as to the scope of the assignment, problems to be anticipated, objectives to be achieved and any limitations on the procedures or methodology to be used. Supervisor is readily available to advise and guide on unusual quality or condition factors, on special assignments or investigations dealing with new factors, new products, new processing methods or controversial appeal matters, or in the collection and analysis of data for development of new standards or for communication purposes. This level is expected to apply standard practices, procedures, principles, techniques and methodology to assignments of the above described level of complexity without frequent assistance from a higher-level specialist.

Guidelines Available: In addition to requirements for Levels I and II, this level is expected to be thoroughly familiar with the available guidelines of agricultural commodities grading and regulation. At this level guides are used as indications of appropriate action with respect to problems not covered by established policies and procedures, such as the feasibility of proposed changes in processing methods.

Standards and requirements undergo continuing changes due to new innovations, new methods and techniques, new and revised grades, changing products, new technology, new developments in harvesting, processing and handling of products, and other improvements and knowledge must be continually updated.

Nature and Scope of Recommendations, Commitments and Decisions: This level has authority to notify the processor of improper conditions or practices which if continued could result in withdrawal of inspection service; to recommend withdrawal in cases of willful or continued deviation from good commercial practices; to apply official standards and regulations in appeal cases and recommend appropriate action; and to recommend on improvements in facilities, procedures and practices used in the trade level. However, decisions and determinations made at this level are based on clearly applicable procedures, instructions, precedents, decisions, rules and/or regulations, and other guides. Advisory or informational services furnished are based on well established and accepted practices, principles, techniques, regulations, methodology and precedents.

Personal Work Contacts: At this level, this factor includes contacts with members of the trade for the purpose of securing market information on supply, demand, prices, movements, trends and significant transaction or other economic factors; of explaining the proper interpretation and application of official standards and regulations in appeal and protest cases; and of explaining the advantages of the inspection and certification program. Personal work contacts require courtesy, tact, discretion, impartiality, and the exercise of independent judgment in dealing with unusual situations.

Examples of Duties:

Independently plans inspection-certification activities; contacts and interviews tradesmen to collect economic factors of supply, demand, prices and others; evaluates data for reliability and accuracy; draws representative samples; examines specimens; applies standards and regulations and other factors in making distinctions on deterioration and commodity damage as to nature, cause and degree; appraises the extent of deterioration and certifies the dumping and value of the commodities involved; conducts special grading, inspectional and investigational assignments in appeals or financial disputes; performs inspection and grading in all commodity groups and in wide range of commodities involved; explains the use of grade standards and regulations and their advantages to the tradesmen, lower-level specialists and when called upon, to other interested parties; assists in the training of lower-level specialists in formal sessions and on-the-job assignments; notes critical or unusual situations requiring the attention of a higher-level specialist for review and corrective action; reports on all findings in connection with appeals; issues certificates, violation notices, and registrations; studies processing, methods, practices and operations of shipping and destination points, wholesale and retail outlets in a designated geographical area to enforce requirements, to observe new developments and improvements, to detect need for adjustment or correction, to collect data for market reports, and to improve standardization, regulatory, educational and informational measures.

Knowledge and Abilities Required:

Knowledge of: Thorough knowledge of official standards and regulations in the grading and inspection of a wide range of agricultural commodities, including such broad classes as processed foods, fresh fruits and vegetables, economic poisons, eggs, commercial feeds, and flowers and foliage; thorough knowledge of standard laboratory methods, techniques, and equipment used in the analysis of fruit and vegetable products; very good knowledge of methods and practices used in the preparation, harvesting, shipping, processing, packing, packaging, handling, storing, distribution and

marketing of agricultural commodities; very good knowledge of plant diseases and insects, and climatic conditions.

Ability to: Apply established practices, procedures, techniques, methodology, standards, regulations and precedents of agricultural commodities grading and inspection; distinguish among the kinds of defects and report effectively on the causes for appropriate study and corrective action; acquire and apply detailed knowledge of cause-effect analysis influencing the quality and condition of agricultural commodities; collect, evaluate and communicate market data through various news media; meet, interview, establish and maintain effective relationships with supervisors, co—workers, tradesmen and others; visualize the impact of actions taken or recommendations made; understand and follow directions; apply tact and sound judgment.

AGRICULTURAL COMMODITIES MARKETING SPECIALIST IV 8.493
(AGRIC COMMOD MKTG SPCLT IV)

Duties Summary:

Plans, schedules and participates in the servicing and enforcement of the entire range of official standards and regulations of other states, foreign, federal and domestic origin; conducts highly technical and specialized studies and investigations; serves as a licensed grader or federal collaborator; may supervise journeyman and trainee specialists; and performs other related duties as assigned.

Distinguishing Characteristics:

Nature and Purpose of Work: At this level, the incumbent is assigned to either of the following situations:

- A. Working supervisor of a crew of specialists assigned on a rotational or workload basis to one or more of five broadly classified sections, where the work involvement is complex in nature, widely varied, substantial in volume, and highly susceptible to seasonal and peak fluctuations and where performance requires interpretation and application of a wide range of standards and regulations, on-the-spot decisions and considerable flexibility to cope with changing requirements. Coordination with other team leaders is essential to ensure uniform interpretation and application of standards and regulations and optimum development and utilization of manpower.

- B. Master journeyman with specialized knowledge and skills essential to the support of grading and inspection; to the performance of difficult laboratory analysis; to the conduct of highly technical investigations of farmer-dealer transactions; to the solution of controversial problems of a highly technical nature; to the certification of specific commodities to the conduct of special studies for improving trade methods, procedures, techniques, processes, and other aspects of the grading and inspection requirements; and to the review of standards or revisions in grading factors. This assignment may include supervision over other specialists as assigned and responsibility for their training and development in these specialized skills.
- C. Master journeyman in charge of a market area of the size, density and scope of Kauai or Maui where the workload variety, volume and complexities are limited to a portion of the normal range of agricultural commodities; where the market requirements and work demands are nominal requiring one or two graders; where emphasis in grading and inspection services may focus on one or two of the broad classifications of commodities in the program such as processed foods, and where the responsibility for overall planning includes such administrative considerations as budgeting, equipment, day-to-day assignments, and coordination with commercial and government organizations and others.

Supervisory Control: Incumbent receives general instructions as to the scope of assignment, the broad objectives to be achieved, and any new major problems to be expected. Supervisor may be consulted to obtain advice and guidance in resolving unusual problems and difficulties; however, an incumbent is expected to provide initial recommendations to their solution. Work is reviewed for compliance with policies, uniformity in application of standards and regulations and effectiveness of working relationships with other agencies and with industry. This level has considerable latitude to take appropriate action and freedom from review.

Guidelines Available: Controlling precedents, policies, procedures, and decisions are not immediately apparent and not self-applying to problems being analyzed at this level. Critical judgment and extensive knowledge of the planting, growing, harvesting, processing, shipping, storing, marketing and other elements influencing the quality condition of the commodity must be applied in determining final actions to be taken, nature and extent of those actions, risks involved, impact, etc.

Nature and Scope of Recommendations, Commitments and Decisions: Incumbent determines applicability of established policies, standards, regulations and methods in unusual situations; determines the order and priority of work assignments,

makes changes as required, acts on controversial matters; recommends changes to official standards and regulations; recommends staffing, budgeting and training requirements; determines accuracy and uniformity in the interpretation and application of such standards.

Personal Work Contacts: Personal contacts at this level are with representatives of the trades, trade associations, consumer groups, other interested organizations and personnel of their government agencies. Contacts involve advising on the advantages of and demonstrating approved methods of sorting, packing, handling and preparing fresh products for market; advising on methods of improving the quality of processed products and explaining the relative value of variations in methods and operations; explaining the advantages of grading and inspection services; discussing proposed changes and obtaining pertinent feedback on their needs and reactions to such change; and obtaining data to facilitate and support planning and development.

Examples of Duties:

Organizes, coordinates and implements work plans for agricultural commodity grading and inspection of the level of assignment described for Situation A, B or C; plans work details with other crew leaders and within a specific shift or area assignment to determine work order and priority, making any adjustments required by circumstances, maintaining continuity of effort and approach, and providing for prompt and effective coverage; participates in the development and conduct of training programs; analyzes work performance and requirements to determine training needs, recommends group and individual training plans, conducts formal and informal training sessions and evaluates training effectiveness; participates in the regulation, investigation, development, and related activities to grade, certify and facilitate the movement and sale of agricultural commodities or to take corrective or remedial action on problems; reviews performance and recommendations of lower-level specialists for substance, accuracy and soundness; collaborates with other jurisdictions on specific areas of processed and fresh foods certification, laboratory analysis (feed microscopy) and market development to enforce standards and regulations; conducts demonstrations and lectures to advise buyers, shippers and other members of the trade, cooperative and procurement associations, and public; modifies prescribed work methods and procedures to meet special circumstances or local needs and variations; serves as liaison, representing the views of management to subordinates and vice versa; investigates alleged violations through examining fiscal and other records, developing pertinent factual data, securing signed statements, recommending appropriate action, and testifying in formal prosecution.

Knowledge and Abilities Required:

Knowledge of: In addition to the knowledge required at Level III, thorough knowledge of practices, principles, theories, techniques and methodologies of agricultural commodities grading and inspection; precedents applicable to assignments under Situations A, B or C as discussed under Nature and Purpose of Work; extensive knowledge of administrative guides, of official standards and regulations covering all types and kinds of fresh fruits and other commodities; thorough knowledge of developments in methods and equipment used in one or more of the specialized areas discussed in Situation B under Nature and Purpose of Work; extensive knowledge of the harvest-to-market factors influencing the quality, condition and grade of the products.

Ability to: Learn principles and practices of supervision; apply practices, principles, theories, techniques and methodologies of agricultural commodities grading and inspection to problems of the level of difficulty described above in Situations A, B or C; plan, coordinate, organize and supervise the work programs of the size and complexity characteristic of Situations A, B or C; act promptly and effectively on a technical or operational problem, particularly where economic or highly controversial factors are involved; make oral and written reports and presentations; establish and maintain effective working relationships with employees, subordinates and representatives of private industry and other governmental jurisdictions; visualize the effect of recommendations; apply tact and sound judgment.

AGRICULTURAL COMMODITIES MARKETING SPECIALIST V 8.495
(AGRIC COMMOD MKTG SPCLT V)

Duties Summary:

Serves as subject matter specialist in the standardization, regulation and development of agricultural commodities production and marketing elements and/or related factors; provides advisory and consultative services; supervises and participates in the development, definition, modification, interpretation and application of standards, grades, and regulations; and performs other related duties as assigned.

Distinguishing Characteristics:

Nature and Purpose of Work: At this level, responsibility is characterized by (a) the formulation and development of recommendations for policies, program plans and

operations, (b) the complex factual or policy issues in the drafting, interpretation, or application of legislation, regulations, contracts, orders or decisions, (c) the formulation, development or revisions of criteria, requirements, standards or specifications controlling the handling, processing, packaging, storing, grading, inspecting and reporting, (d) the interpretation of complex questions relating to the application of standards and specifications, and (e) the development of new or revised guidelines and procedural manuals.

Supervisory Control: General instructions are received as to scope of the assignment, broad objectives to be achieved and any major problems anticipated. For unusual problems and difficulties, the supervisor may be consulted for advice and guidance as to general policy. At this level, incumbent has considerable freedom from supervisory control over sequences of assignment, planning and organizing details of work or deciding methods to produce a given result. Work is reviewed primarily for overall effectiveness and conformance with general policies and objectives.

Guidelines Available: Guidelines include mission and policy statements, procedural manuals and other regulatory and directive material, standards, systems and procedures for establishment and implementation of related programs. Determinations are based on special knowledge, interpretations and adaptations of legislation, rules, policies, regulations and directives, much of which are applied only through the use of extensive experience and judgment. This level is responsible for initiating, developing and recommending new or revised guides.

Nature and Scope of Recommendations, Commitments and Decisions: At this level, incumbent has authority to make commitments within established policies, precedents and administrative regulations; recommendations are made to higher-level specialists in final form for consideration and include new, revised or improved policies, practices, procedures, standards, regulations and methods; recommendations also include proposed changes to organization structure, operational programming and similar matters. Actions regarding standards and regulations have considerable interest from various segments of the public and industry and may require formal public hearings.

Personal Work Contacts: Personal contacts are an important aspect at this level. Contacts are made with a variety of officials in State and federal government and industry, including growers, shippers, processors, brokers, receivers and others. Contacts are for the purpose of securing, furnishing, or exchanging information, advice, cooperation or assistance in the development, revision, modification, interpretation and application of standards, regulations and procedures or in negotiating conflicts or

resolutions to controversial cases with major impact on widespread industrial or public interests.

Examples of Duties:

Supervises the conduct of a functional segment of the commodities and marketing program; develops, modifies and revises standards, regulations, procedures, policies, instructions, handbooks, and other guides; initiates, organizes and conducts standardization, regulatory and other developmental studies of a commodity or marketing area; designs survey format and questionnaires and directs interview of representatives in industry and government to collect pertinent survey data; summarizes, evaluates, organizes, publishes and/or presents data with appropriate recommendations; structures and revises sampling techniques compatible with changing dimensions of the programs; develops program requirements and performance standards with subordinates and superiors; evaluates performance or reviews appraisal with the view of strengthening individual and group capabilities; plans and structures training program in coordination with other commodity and market development segments; maintains close liaison and working relationships within the department and program and with various segments of industry, other government agencies, cooperatives and other farmer, producer, or wholesaler organizations; develops substantiating data for budget, program, manpower and other administrative requirements on a short- and long-term basis; provides advisory service and consultation in a commodity area; interprets and adapts federal guides.

Knowledge and Abilities Required:

Knowledge of: In addition to the knowledge required at the IV level, must have thorough knowledge of either a substantial variety of marketing activities or commodities or a highly specialized marketing function, service, program or commodity area; and knowledge of principles and practices of supervision.

Ability to: In addition to the abilities characteristic of the IV level but applied to the above described difficulty, must be able to use sound judgment in the development, revision, application, interpretation and adaptation of guidelines, or use originality in the application of standard practices, methods or techniques to normal operating situations. Must have ability to obtain assistance, cooperation, support or acceptance; to apply general policies; and to exercise ingenuity and inventiveness in devising solutions to problems of unusual difficulty and of a precedent establishing nature.

AGRICULTURAL COMMODITIES MARKETING SPECIALIST VI 8.497
(AGRIC COMMOD MKTG SPCLT VI)

Duties Summary:

Plans, directs and coordinates the agricultural commodities standardization, regulatory, development and service programs for a marketing area assignment the size, complexity, density and diversity of the counties of Oahu or Hawaii; and/or serves as top level staff consultant and technical advisor in the development of new techniques, new programs, new and revised standards, procedures, policies and guidelines; plans, directs and coordinates employee development and training programs, educational and training conferences and other specific courses or institutes; and performs other related duties as assigned.

Distinguishing Characteristics:

Nature and Purpose of Work: At this level, this class is assigned to one of the following situations:

- A. Supervisor-in-charge of substantial area program such as Oahu or Hawaii which involves responsibility for the planning, direction, management and coordination of the complex system of program activities in varying degrees of intensity, scope and desired results, varying combinations of application and adaptation, and variations in diversification and emphasis. Activities include inspection, grading, regulation, certification, enforcement, investigation, and development within the broad commodity classifications of Fresh Fruits and Vegetables, Processed Foods, Commercial Feeds, Eggs, Economic Poisons, Flowers and Foliage, Farmer-Dealer Transactions and Market Development. At this level, administrative involvement becomes significant in planning and developing budget and manpower requirements; optimizing staff capabilities and potential; programming, training and employee development consistent with new technology, other scientific and research advances and projections, available resources, market growth and potential, socio-economic and other influencing factors.
- B. Top staff consultant and technical advisor in the formulation and development of policies, program plans and operations; the development of new and revised standards, grades, procedures, methods, technology, handbooks, manuals, and other guides; and the review, recommendation and development of legislative, executive, scientific, professional, and technical action and support. At this level, consultation and advice may be

of such complexity to require the use of support staff with position in this class providing direction and supervision.

Supervisory Control: In Situation A, this level has considerable freedom from supervisory controls and functions within established administrative guides and technical directives. In Situation B, the technical consultant resolves most questions or problems of a technical nature. In both situations, matters affecting agency policy or which have far-reaching impact are referred to higher levels for decision. Work is reviewed primarily for overall effectiveness and compliance with general policies and procedures.

Guidelines Available: Guides are extremely limited in their usefulness; decisions and determinations are generally based on specialized knowledge, interpretations and adaptations of legislation, policies, rules and regulations; scientific and technological development advances, new approaches and organizational concepts and new developments at the farmer, producer, shipper, wholesaler, cooperative, retailer and consumer levels.

Nature and Scope of Recommendations, Commitments and Decisions: Impact of assignments at this level are either extensive in range, influence or applicability or have major economic significance in the promotion, development and/or servicing of a new commodity, a new market, or a new facility. Supervision of multiple activities and inter-relationships on Hawaii, supervision over the activities on Oahu through subordinate section chiefs, or supervision of and participation in the marketing developmental functions include authority to adjust and effect changes in procedures, methodology, techniques and policies. Characteristically, actions and recommendations have a significant role in setting or establishing precedents.

Personal Work Contacts: Contacts at this level include high level administrative or executive personnel in the agency, private business, State, federal, county governments, cooperatives, extension service and other facets of higher educational sources, and other sources interested in agricultural development. Contacts are consequential and difficult because of the diversity and complexity of the activities, the seasonal and fluctuating work requirements, the multiple relationships and inter-relationships, and other wide variations involved, all of which require a high degree of coordination within the assigned geographical market area.

Examples of Duties:

Plans, organizes, directs and coordinates the programming and implementation of agricultural commodities activities of the level of difficulty and expertise described in

Situation A and B; supervises the program through a staff of working supervisors or a team of specialists, such program involving high fluctuations in work demands, variations in work processes and operational requirements, wide range of conditions and influences affecting interpretation and adaptation of standards and regulations; initiates meeting of staff, trade, related organizations and others to discuss program status, progress, direction, and modification; conducts or directs advanced studies to update and upgrade techniques, approaches, methods and procedures; directs the preparation of project plans, special studies investigations, reports and publications; develops appropriate activity controls; prepares appropriate correspondence, operational reports, and other technical directives; participates in planning, developing and conducting training programs; establishes performance standards, evaluates performance of subordinate graders and determine training needs; participates in statewide program planning and development to coordinate approaches, concepts, adaptations and applications toward optimum gains in standardization, uniformity and timely realization of overall objectives; assists in developing and justifying program expansions, workload increases, facility improvements, and other budgetary requirements; and assists in development and communication of performance and service standards for the statewide program.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the next lower level, an incumbent at this level must have the ability to assist in the development of broad program goals and objectives.