

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

SEED ANALYST II

POSITION CODE: 39952

Effective: 8-1-86

DISTINGUISHING FEATURES OF WORK:

Under direction, gives leadership and work direction to lower level seed analysts engaged in purity, germination, or receiving section analysis work; determines value of seeds for planting by analyzing agricultural, grass, vegetable, or other seed samples for purity and germination; uses procedures of the Association of Seed Analysts (AOSA), whose member seed laboratories are State, USDA and Canadian; uses Canadian rules for testing seeds from Canada; performs clerical duties associated with analysis, handling upon receipt, and billing of seed samples.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Serves as a lead worker to seed analysts by assigning and reviewing work for accuracy and completion; advises on differences in the classification of sample component parts and noxious weeds; assists seed analysts and clerical employees by explaining billing charges assessed and advises on the handling of lab records.
2. Understands and demonstrates the germination test requirements and purity test separation procedures, chemical test procedures for germination such as tetrazolium test or other AOSA recognized procedures such as electrophoresis for varietal differentiation; answers inquiries from the public and industry concerning seed purity and germination.
3. Checks official sample tags against analysts' work sheets; puts a "stop sale" on sample if percentages are not within tolerances allowed by AOSA rules; checks figures on official sample tag and on analyst's work sheet for addition to 100%.
4. Operates and demonstrates the operation of seed analysis equipment such as the computer terminal, scales, microscope, portable germination chambers and blowers.
5. Examines labeling for agriculture and seed being offered for sale on "as requested basis" to verify label information requirements needed to comply with the AOSA rules, State of Illinois, and federal seed laws.
6. Advises seedsmen on problems relating to seed identity, new methods and techniques used for seed testing as recognized or adopted by AOSA; interprets lab referee participation results to maintain the laboratory's expertise level in identifying seeds.
7. Uses and illustrates to lower level seed analysts the using of the crop code list and the billing list for data entry into the computer; codes work for receipt, update, or completion of analysis work corrections to be made in the computer data base.

SEED ANALYST II (Continued)

8. Uses opinions made in interpretation of referee work by AOSA, reviews and implements new procedures based on AOSA adoption.
9. Performs clerical duties relating to seed analysis as assigned by the lab manager; uses codes for computer entry work; uses and understands the names/address listing and other computer work involved with the receiving section.
10. Continues to develop expertise by studying various seed and weed books, herbariums, by attending seed referee sessions for identifying seeds and by taking AOSA examinations until receiving AOSA accreditation in purity and in germination.
11. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of four years of high school with, preferably, a laboratory course in biology or chemistry.

Requires Association of Seed Analysts (AOSA) accreditation for purity or for germination.

Requires two years experience in laboratory seed analysis.

Requires successful completion of an agency sponsored training program or an additional year of experience in laboratory seed analysis.

Knowledges, Skills and Abilities

Requires extensive knowledge of the purpose and intent of federal and state law for seed labeling requirements.

Requires extensive knowledge of AOSA rules for testing seeds.

Requires the ability to plan, coordinate and direct the work of subordinates within any section of the seed laboratory for testing, using the AOSA rules for testing to promote timely reporting of analysis results.

Requires the ability to use lab equipment such as microscopes, torsion or other scales and calculators to make mathematical calculations for percentages or conversions to other units of measure.

Requires the ability to analyze, identify and classify materials in samples as pure seed, weed seed, inert matter, or other crop seed using AOSA rules for testing.

Requires the ability to assist in the training and instruction of lower level seed analysts in preparation for purity and/or germination portions of the AOSA accreditation examinations.

Requires the ability to maintain a work atmosphere that will promote timely analysis and reporting of the results back to the enforcement section and seed industry of Illinois.

Requires ability to review new procedures that are introduced for purity/germination testing based on referee or other data gathered in the lab.