



Inspector I

Salary Group: B11

Class Code: 1321

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
INSPECTOR I	1321	B11	\$26,332 - \$41,355
INSPECTOR II	1322	B13	\$29,439 - \$46,388
INSPECTOR III	1323	B15	\$32,976 - \$52,045
INSPECTOR IV	1324	B17	\$36,976 - \$58,399
INSPECTOR V	1325	B19	\$42,244 - \$68,960
INSPECTOR VI	1326	B21	\$48,278 - \$78,953

GENERAL DESCRIPTION

Performs entry-level to routine (journey-level) inspection work. Work involves conducting inspections and quality assurance reviews to ensure compliance with laws, regulations, and agency policies. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Conducts inspections for compliance with laws, codes, standards, and regulations, and proper display of current licenses.

Examines permits, licenses, applications, and records to ensure compliance with licensing requirements.

Makes recommendations on how to correct violations and conducts follow-up inspections to determine compliance.

Prepares and maintains inspection records and reports.

Gathers and analyzes data.

Responds to inquiries and investigates complaints.

Assists in researching and identifying the causes of violations.

Assists in reviewing compliance monitoring reports and may monitor follow-up actions in cases in which violations were found.

May appear at administrative hearings or testify before courts of jurisdiction.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in inspection work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of laws, codes, standards, and regulations related to the area of responsibility; of the principles and methods of field inspection and quality control; and of business practices in regulated occupations and industries.

Skill in conducting inspections, in determining proper courses of action, in using instruments or tools necessary to perform inspections, in using applicable computer programs and databases, and in maintaining records and written reports.

Ability to prepare reports, to interpret laws and regulations, to gather and analyze data, and to communicate effectively.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require certification in a specialty area.