



# Inspector

| CLASS TITLE   | CLASS CODE | SALARY GROUP | SALARY RANGE        |
|---------------|------------|--------------|---------------------|
| INSPECTOR I   | 1321       | B11          | \$29,332 - \$44,355 |
| INSPECTOR II  | 1322       | B13          | \$32,439 - \$49,388 |
| INSPECTOR III | 1323       | B15          | \$35,976 - \$55,045 |
| INSPECTOR IV  | 1324       | B17          | \$39,976 - \$61,399 |
| INSPECTOR V   | 1325       | B19          | \$45,244 - \$72,408 |
| INSPECTOR VI  | 1326       | B21          | \$51,278 - \$82,901 |
| INSPECTOR VII | 1327       | B23          | \$58,184 - \$94,913 |

## GENERAL DESCRIPTION

Performs inspection work involving conducting inspections and quality assurance reviews to ensure compliance with laws, regulations, and agency policies.

## 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.

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, an employee at level VII may also perform work listed within the previous levels.*

**Note:** Factors that may distinguish between the journey and journey-levels include the degree of independence in performing the work, the complexity of the work, the scope of responsibility, and the employee's related experience, education, and certifications. Other factors may include the type, scope, nature, impact, and complexity of inspections performed. Employees at the

*journey levels may independently perform the full range of work listed in the examples or may assist others in that work.*

**INSPECTOR I:** Performs entry-level to routine (journey-level) inspection work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may have limited or no experience and spend the majority of their time performing simple to routine work following standard procedures. Employees may also occasionally assist others in performing work of greater complexity.

**INSPECTOR II:** Performs moderately complex (journey-level) inspection work. Works under general supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may rely on direction from others to solve problems that are not standard, routinely assist others in performing work of greater complexity, and may:

- Research and identify the causes of violations.
- Review compliance monitoring reports, and monitor follow-up actions in cases where violations were found.

**INSPECTOR III:** Performs complex (journey-level) inspection work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may work more independently than those at the previous levels, and may provide guidance regarding inspection activities to others.

**Note:** *Any senior-level employee (levels IV-VII) may serve in a lead or supervisory role; however, supervisory responsibilities within this job classification series will typically be found at level VI or VII, depending on the structure and size of the supervised workgroup.*

*A senior-level employee may perform the full range of work identified in the levels preceding their own and/or may coordinate or oversee that work for others. Factors that may distinguish between senior levels include the scope of responsibility, oversight, and authority; the complexity of the work performed; the type, scope, nature, and impact of the assigned project(s) or inspection caseload. Other factors may include the employee's related experience, education, and certifications.*

**INSPECTOR IV:** Performs highly complex (senior-level) inspection work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Establish the priorities and methods of securing evidence.
- Assess programs and procedures to improve operations, and update operating procedures.
- Identify and select licensees for inspection and evaluation.

**INSPECTOR V:** Performs advanced (senior-level) inspection work. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Testify at administrative hearings or before courts of jurisdiction.
- Develop and/or deliver specialized inspection training or educational sessions.

**INSPECTOR VI:** Performs highly advanced (senior-level) inspection work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level typically assume direct accountability for the work product, and may independently work on the most complex investigation activities or projects.

**INSPECTOR VII (Added 9-1-2023):** Performs highly advanced and/or supervisory (senior-level) inspection work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may be considered technical experts in their field and may often provide strategic direction and oversight on highly complex inspection work, including performing some of the most challenging, significant and/or impactful inspections.

## **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.

**For all levels**

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of laws, codes, standards, and regulations related to the area of responsibility; the principles and methods of field inspection and quality control; and 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 a computer and applicable 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.

### **Additional for Inspector IV - VII**

- Knowledge of the basic rules of evidence.
- Ability to oversee and/or supervise the work of others.

### **REGISTRATION, CERTIFICATION, OR LICENSURE**

May require certification in a specialty area.