



Inspector IV

Salary Group: B17

Class Code: 1324

<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 highly complex (senior-level) inspection work. Work involves coordinating and conducting inspections and quality assurance reviews to ensure compliance with laws, regulations, and agency policies. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Coordinates and/or conducts inspections for compliance with laws, codes, standards, and regulations.

Coordinates the examination of 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, reviews, and evaluates inspection records and reports.

Responds to inquiries and investigates complaints.

Researches and identifies the causes of violations.

Gathers and analyzes data.

Establishes the priorities and methods of securing evidence.

Evaluates programs and procedures to improve operations, and updates operating procedures.

Reviews compliance monitoring reports and coordinates follow-up actions in cases where violations were found.

Assists in identifying and selecting licensees for inspection and evaluation.

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

May supervise the work of others.

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; the principles and methods of field inspection and quality control; the basic rules of evidence; and business practices in regulated occupations and industries.

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

Ability to prepare reports, to interpret laws and regulations, to gather and analyze data, to communicate effectively, and to supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require certification in a specialty area.