

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Agricultural Commissioner/Sealer of Weights and Measures
ALLOCATION: Agriculture & Weights and Measures Department
FLSA STATUS: Exempt
UNION AFFILIATION: Non-Represented
ESTABLISHED: Circa 2000
REVISED: November 2015

JOB SUMMARY:

Plans, organizes and administers all phases of County agricultural inspection, regulation and pest abatement and weights and measures inspection and enforcement; provides expert professional assistance to County management staff in areas of expertise; and performs related work as assigned.

This is the executive level in the agriculture/weights & measures series.

CLASS CHARACTERISTICS:

This position is appointed to a four-year term by the Board of Supervisors and is subject to the supervision and general administrative direction of the County Administrative Officer. This position shall serve according to provisions of the Food and Agricultural Code Section 2121 et seq and Business and Professions Code 12200, et seq.

EXAMPLES OF DUTIES:

Essential:

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department; directs the preparation and administration of the department's budget.
- Plans, organizes, administers, reviews and evaluates the activities of technical, maintenance, and office support staff.
- Contributes to the overall quality of the department's service provision by developing, reviewing, recommending and implementing improved policies and procedures.
- Performs a variety of professional and technical duties to direct and support departmental regulatory activities in such areas as plant quarantine, pest detection and control and pesticide use, weights and measures regulation and device sealing.
- Confers with and represents the County with members of the County Board of Supervisors, members of boards and commissions, various governmental agencies and the public.
- Works with County legal staff to enforce applicable laws, rules and regulations; assists in preparing case information and testifies in court as necessary.
- Serves as hearing officer in administrative due process civil proceedings.
- Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvements and ensures maximum effective service provision.
- Selects staff and provides for their training and professional development; interprets regulations and County policies and procedures to employees; ensures effective morale, productivity and discipline of departmental staff.
- Directs the conduct of analytical studies; develops and reviews reports of findings, alternatives and recommendations; directs the maintenance of accurate records and files.
- Monitors and interprets changes in laws and regulations related to assigned activities and functions; evaluates their impact upon County activities, and develops and implements policy and procedural changes as required; drafts changes to ordinances, regulations and procedures and implements after approval.
- Prepare and direct the preparation of a variety of written correspondence, reports, procedures and other written materials.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use standard office equipment, including a computer, in the course of the work; drive a motor vehicle to attend meetings, perform research and interview clients and witnesses.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices of plant quarantine, weed, insect and rodent pest detection and mitigation and pesticide use.
- Principles and practices of nursery, seed crop and egg regulation and quality control.
- Methods and regulations regarding the inspection and sealing of weighing and measurement devices.
- Principles of administrative due process and civil/penalty hearing procedures.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the supervision of employees.
- Principles and practices of budget development and administration.
- Principles and practices of equipment purchase, maintenance and repair.
- Applicable laws, codes and regulations.
- Techniques for representing the department and the County in meetings and negotiations with a wide variety of individuals and groups.
- Techniques for making effective public presentations.

Skill in:

- Planning, organizing and administering a comprehensive agricultural, weights and measures, pest mitigation and pesticide control program.
- Administering varied programs and associated staff.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Providing for the training and professional development of staff.
- Interpreting, applying and explaining complex federal, state and local laws related to the areas of responsibility.
- Preparing clear and concise reports, correspondence and other written materials.
- Using initiative and independent judgment within general policy guidelines.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.

Ability to:

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Deal tactfully and effectively with the residents, public, regulatory agencies and policy-making bodies, vendors, consultants and others contacted in the course of the work.
- Develop, manage, direct and coordinate a variety of agriculture/weights & measures programs.
- Maintain individual accountability and responsibility by immediately responding to behavior.
- Analyze and evaluate financial and budgetary problems and implement effective solutions.
- Reason both deductively and inductively.
- Coordinate, conduct and facilitate meetings.
- Read, understand, interpret and apply contracts, ordinances, legislation, policies and procedures, directives and manuals.
- Communicate clearly, concisely and effectively verbally and in writing.
- Speak clearly and effectively to groups, board members, peers, public and subordinates.
- Establish and maintain effective working relationships in a diverse work force and community.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group III) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Inspect a variety of commercial and agricultural settings, some of which may have restricted access.
- Strength to lift equipment weighing up to 50 pounds.
- Drive a motor vehicle in order to visit field sites and attend meetings.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Generally a typical office environment.
- Work outdoors in all weather conditions.
- Work with exposure to potentially hazardous materials and pesticides.
- Attend meetings and functions outside of normal working hours.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- Possess valid licenses as a County Agricultural Commissioner and Sealer of Weights and Measures issued by the State of California.
- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which will include Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Bachelor's Degree from an accredited college or university with major course work in agriculture, a biological or physical science or a closely related field and five years experience in agricultural and/or weights and measures inspection including two years in a management or supervisory capacity.

PREFERRED: In addition to the minimum, additional years of professional management experience in a public agency setting.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept Approval:
Date:

EEOC: A
WC: 9410

Human Resources Approval: Analyst
Date:

Signature: _____

Signature: _____