

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Agricultural Weights & Measures Specialist I/II/III
ALLOCATION: Agricultural Commissioner / Weights & Measures
FLSA STATUS: Non-exempt
UNION AFFILIATION: YCEA

ESTABLISHED: Prior to 1990
REVISED: September 2007

JOB SUMMARY:

Under limited supervision, learns and performs a variety of agricultural inspection and regulation, pest abatement and weights and measures inspection and enforcement activities for the protection of public health and safety; enforces Federal, State and County laws and regulations in assigned areas of responsibility; performs a variety of technical mapping functions using geographic information systems (GIS) permit issuance programs and performs related work as assigned.

This is a deep class series, in which placement is normally determined by two requirements: level of experience and the number of California State licenses obtained in the agricultural inspector/biologist and/or weights and measures areas.

Agricultural Weights & Measures Specialist I is the entry-level professional classification in the agricultural weights and measures inspection series. Initially under close supervision, incumbents learn County and departmental policy and procedures and perform the more standard inspections. As experience is gained, assignments become more complex and are performed independently. This class is flexibly staffed with Agricultural Weights & Measures Specialist II and incumbents may advance to the higher level after gaining sufficient experience, receiving the required licensing, and demonstrating proficiency to meet the requirements of the next higher level.

Agricultural Weights & Measures Specialist II is the journey-level professional classification in the agricultural weights and measures inspection series. Under general supervision, incumbents perform more complex inspection and enforcement work independently. As experience is gained, assignments grow in complexity. This class is flexibly staffed with Agricultural Weights & Measures Specialist III and incumbents may advance to the higher level after gaining sufficient experience, receiving the required licensing, and demonstrating proficiency to meet the requirements of the next higher level.

Agricultural Weights & Measures Specialist III is the advanced journey-level professional classification in this agricultural weights and measures inspection series. Under limited supervision, incumbents perform the most complex and technical inspection and enforcement work. Specialists at the III-level may also assist with the training of less experienced specialist staff and may have programmatic or geographic lead responsibility, as well as, be assigned to special projects.

CLASS CHARACTERISTICS:

This position reports directly to the Assistant Agricultural Commissioner / Director of Weights and Measures. This class is distinguished from Assistant Agricultural Commissioner / Director of Weights and Measures as the scope of responsibility are focused on field inspection and enforcement work.

EXAMPLES OF DUTIES:

Essential:

Agricultural Weights & Measures Specialist I:

- Inspects fruits, vegetable, nuts, honey, and other agricultural products in markets and packing and storage areas for compliance with standards, grades, pesticide residue and related state requirements.
- Tests and seals commercial scales, weights, measures, and metering devices.
- Insures that proper federal and state regulations are followed regarding the packaging and labeling of food materials for sale to the public.
- Inspects shipments of plants, seeds, and other nursery and agricultural materials for pests; takes samples for laboratory identification.
- Inspects hives for compliance with state apiary regulations.
- Attends informational meetings with members of boards and commissions, various governmental agencies and the public, farmers and homeowners.
- Works with Agricultural Commission management staff to enforce applicable laws, rules, and regulations; assists in preparing case information and testifies in court as necessary.
- Prepares a variety of written correspondence, reports, procedures, and other written materials; maintains accurate records and files.
- Generates standard and customized geographic products (GIS) such as computer developed maps and diagrams.

Agricultural Weights & Measures Specialist II (in addition to the above):

- Enforces federal, state, and local regulations regarding agricultural product standards, labeling and distribution, pesticide application and residue and weight and measuring devices.
- Inspects weighing and measuring devices for compliance with national and state accuracy and sealing requirements; investigates complaints of shortages and/or fraud and makes recommendations depending upon investigation results.
- Inspects agricultural commodities and growing sites for insect, vertebrate and weed identification and to suggest methods of control; assists in performing tests for new control measures.

Agricultural Weights & Measures Specialist III (in addition to the above):

- Issues permits and monitors the application of various pesticides to control plant, animal, and insect pests; monitors records of pesticides applied and inventory of chemicals used for application.
- Examines and certifies individuals and issues restricted materials permits for pesticide users; trains the public in the control and use of various pesticides; investigates pesticide spills and drifts to ensure compliance with federal and state laws and regulations.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Uses standard office equipment, including a computer, in the course of the work.
- Drives a motor vehicle to perform field visits throughout the County and to attend meetings.

EMPLOYMENT STANDARDS:

Knowledge of:

Agricultural Weights & Measures Specialist I:

- Principles and practices of plant quarantine, weed, insect, and rodent pest detection and mitigation and pesticide use.
- Principles and practices of nursery, seed, crop, honey, and egg regulation and quality control.
- Methods and regulations regarding the inspection and sealing of weighing and measurement devices.
- Techniques and equipment for planting, growing, and harvesting food products (both plant and animal) for consumption, including storage/handling techniques.
- Laws, legal codes, court procedures, precedents, government regulations, executive orders governing law enforcement powers and applications pertaining to the work.
- Relevant equipment, policies, procedures, and strategies to promote effective national, state, and local security operations for the protection of people, animals and property.
- English language structure and content, including the meaning and spelling of words, rules of composition, and grammar.
- Arithmetic, algebra, geometry, statistics, and their applications.
- Raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- Plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.
- Chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
- Principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life.
- Prediction of physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic, and sub-atomic structures and processes.
- Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Safe work methods and safety regulations and precautions pertaining to the work.
- Computer applications related to the work.
- Principles and process of providing customer service, including meeting quality standards for services.

Agricultural Weights & Measures Specialist II (in addition to the above):

- Methods and techniques of project management, development, and review.
- County and departmental operations, terminology, rules, policies and procedures. Techniques and equipment for planting, growing, and harvesting food products (both plant and animal for consumption, including storage/handling techniques).
- Group behavior and dynamics, societal trends and influences. Techniques for representing the department and the

County in meetings and negotiations with a wide variety of individuals and groups.

Agricultural Weights & Measures Specialist III (in addition to the above):

- Basic business management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources.
- Principles and methods for training, teaching and instructing on a one-on-one basis or in a group setting and measuring the training effects.

Skill in:

Agricultural Weights & Measures Specialist I:

- Using scientific rules and methods to solve problems.
- Using mathematics to solve problems.
- Reviewing information to determine appropriate cause of actions.
- Conducting tests and inspections of products, services, or processes to evaluate quality.
- Talking to others to convey information effectively.
- Adjusting actions in relation to others' actions.
- Understanding written sentences and paragraphs in work related documents.
- Teaching others how to do something.
- Entering, recording, storing, or maintaining information in written or electronic form.

Agricultural Weights & Measures Specialist II (in addition to the above):

- Analyzing and using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- Identifying complex problems, analyzing the information and evaluating the results to develop and evaluate options and implement solutions.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Controlling operations of equipment or systems.
- Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Understanding the implications of new information for current/future problem-solving and decision-making.
- Being aware of others' reactions and understanding why they react as they do.
- Determining the kind of tools and equipment needed to do a job.
- Bringing others together and trying to reconcile differences.
- Managing one's own time.

Agricultural Weights & Measures Specialist III (in addition to the above):

- Managing one's own time and the time of others.
- Selecting and using training methods and procedures appropriate for the needs of the audience.

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.
- Develop constructive and cooperative working relationships with others and maintaining them over time.
- Apply general rules to specific problems to produce answers that make sense.
- Recognize something is wrong or is likely to go wrong.
- Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Choose the right mathematical or scientific methods or formulas to solve a problem.
- Read and understand information and ideas presented in writing and verbally.
- Communicate effectively in writing and verbally as appropriate for the needs of the audience.
- Create a unified team environment.
- Observe, receive and obtain information from all relevant sources.
- Maintain composure in difficult situations.
- Apply detail and thoroughness in completing tasks.
- Concentrate on a task over a period of time without being distracted.

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:

- Work with exposure to potentially hazardous materials and pesticides.
- Work outdoors in all weather conditions.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County 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:

Special Requirements:

- Possession of a valid California Class A or B driver's license may be required. Possession of Commercial Driver's License at application will be subject to Department of Transportation (DOT) requirements.
- The ability to obtain a valid California Class C driver's license within ten (10) days of employment.

Agricultural Weights & Measures Specialist I:

Licenses and Certification:

Possess and maintain at least one County Agricultural Inspector/Biologist license issued by the State of California within the first 12 months as specified by the department. The license should be one of the following: test #5 Pest Prevention & Plant Regulation or test #1 Pesticide Regulation.

MINIMUM: Bachelor's degree from an accredited four-year college or university with specialization in agricultural, biological, chemical, or physical sciences, or other appropriate discipline.

PREFERRED: In addition to the minimum, one year of experience in agricultural and/or weights and measures inspection.

Agricultural Weights & Measures Specialist II:

Licenses and Certification:

Possess and maintain at least three County Agricultural Inspector/Biologist licenses and two of the Weights and Measures licenses issued by the State of California as specified by the department.

MINIMUM: In addition to the I-level minimum, one year of experience at a level equivalent to the County's class of Agricultural Weights and Measures Specialist I.

PREFERRED: In addition to the minimum, two years of experience in agricultural and/or weights and measures inspection at a level equivalent to the County's class of Agricultural Weights and Measures Specialist I.

Agricultural Weights & Measures Specialist III:

Licenses and Certification:

Possess and maintain all five of the County Agricultural Inspector/Biologist licenses and all three of the Weights and

Measures licenses.

MINIMUM: In addition to the II-level minimum, three years of experience at a level equivalent to the County's class of Agricultural Weights and Measures Specialist I and II.

PREFERRED: In addition to the minimum, additional years of experience in agricultural and/or weights and measures inspection at a level equivalent to the County's class of Agricultural Weights and Measures Specialist II.

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: Luis Mendoza

Date:

Signature: _____

Personnel Approval: Cindy Clark

Date:

Signature: _____