

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: November 2014

JOB SUMMARY:

Under limited supervision, learn and perform a variety of agricultural inspection and regulation, pest exclusion/quarantine and weights and measures inspection and enforcement activities for the protection of public health and safety; enforce Federal, State and County laws and regulations in assigned areas of responsibility; perform a variety of technical mapping functions using geographic information systems (GIS) permit issuance programs and perform 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:

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 and incumbents may advance to the II level after gaining sufficient experience, obtaining the required licensing and demonstrating proficiency to meet the requirements of the next higher level. This is the entry level in the agricultural weights and measures inspection series.

Agricultural Weights & Measures Specialist II:

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

Agricultural Weights & Measures Specialist III:

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

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 is focused on field inspection and enforcement work.

EXAMPLES OF DUTIES:

Essential:

Agricultural Weights & Measures Specialist I:

- Conducts entry level pesticide use monitoring and record inspections
- Inspect fruits, vegetables, nuts, honey and other agricultural products in markets and packing and storage areas for compliance with standards, grades, pesticide residue and related state requirements.
- Test and seal commercial and non commercial weighing and measuring devices.
- Ensure that proper federal and state regulations are followed regarding the packaging and labeling of food materials for sale to the public.
- Inspect shipments of plants, seeds, and other nursery and agricultural materials for pests; take samples for laboratory identification.
- Inspect hives for compliance with state apiary laws and regulations.
- Attend informational meetings with members of boards and commissions, various governmental agencies and the public, growers and homeowners.
- Work with Agricultural Commissioner management staff to enforce applicable laws, rules and regulations; assist in preparing case information for compliance actions or enforcement actions and testify in court or administrative hearings as necessary.

- Prepare a variety of written correspondence, reports, procedures, and other written materials; maintain accurate records and files.
- Generate standard and customized geographic (GIS) products such as computer developed maps and diagrams.

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

- Enforce federal, state and local laws and regulations pertaining to: agricultural product standards, labeling and distribution, pesticide monitoring and residue and weighing and measuring devices.
- Inspect weighing and measuring devices for compliance and accuracy with national and state standards and sealing requirements; investigate complaints of shortages and/or fraud and make recommendations depending upon investigation results.
- Inspect agricultural commodities and growing sites for insect, vertebrate and weed identification; assist in performing tests for new control measures.

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

- Issue permits and monitor the application of various pesticides to control plant, animal and insect pests; monitor records of pesticides applied and inventory of chemicals used for application.
- Examine and certify individuals and issue restricted materials permits for pesticide users; train the public in the control and use of various pesticides; investigates pesticide incidents to ensure compliance with federal and state laws and regulations.
- Provide crop statistics for publication.

Important duties for all classifications:

- 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 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 measuring 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 including the environment.
- English language structure and content, including the meaning and spelling of words, rules of composition, and grammar.
- Arithmetic, algebra, geometry, statistics and their applications.
- 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 mechanics, 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 processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

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, resources allocation, leadership techniques, 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 kinds 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:

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Develop constructive and cooperative working relationships with others and maintain 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 outdoors in all weather conditions.
- Work with exposure to potentially hazardous materials and pesticides.

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:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.
- 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.
- I level: 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.
- II level: Possess and maintain at least three County Agricultural Inspector /Biologist license and two of the Weights and Measures licenses issued by the State of California as specified by the department.
- III level: Possess and maintain all five of the County Agricultural Inspector/Biologist licenses and all three of the Weights and Measures licenses.
- Accreditation as a Certifying Officer (ACO) from the United States Department of Agriculture (USDA) may be required.

Special Requirements:

- Must successfully complete an extensive background investigation which may include Live Scan fingerprinting prior to hire.
- DMV printout prior to hire for certain positions.
- Must comply with U.S. Department of Transportation regulations as a "Safety Sensitive" or "Safety Supportive" classification depending on license, including pre-employment, random, reasonable suspicion and post accident drug and alcohol testing as a condition of employment.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

AGRICULTURAL WEIGHTS AND MEASURES SPECIALIST I:

MINIMUM: Bachelor's degree from an accredited college or institution 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 AND MEASURES SPECIALIST II:

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 AND MEASURES SPECIALIST III:

MINIMUM: In addition to the II-level minimum, two 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.

Agriculture Approval: Louie Mendoza
Date:

EEOC: A
WC: 9410

Human Resources Approval: Cindy Clark
Date:

Signature: _____

Signature: _____