

DEPUTY AGRICULTURAL COMMISSIONER – SEALER OF WEIGHTS AND MEASURES

DEFINITION

To plan, coordinate, supervise and implement the operations of the Agricultural Commissioner's Office, including enforcement of all laws and regulations that pertain to agricultural programs and weights and measures, and to perform technical and administrative tasks related to areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This management-level position functions as a program administrator and supervisor; planning, training, coordinating, and maintaining statewide uniformity of program operations for agricultural and weights and measures programs. Incumbents perform the more complex work of the unit without direction except as new or unusual circumstances arise. Judgment is required both in interpreting established policies, goals and objectives, and in applying concepts, plans and strategies which may deviate from traditional methods and practices.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Assistant Commissioner/Sealer of Weights and Measures and Assistant Commissioner/Sealer; functions as a program manager for agricultural and weights and measures programs, supervises the duties of assigned agricultural biologists.

EXAMPLES OF DUTIES –

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.

Supervises subordinate agricultural biologists; supervisory duties include instructing, planning and assigning work, reviewing work, maintaining standards, coordinating activities, and acting on employee problems.

Conducts performance evaluations on subordinate staff.

Provides and coordinates staff training in all agricultural and weights and measures fields.

Assists in developing and implementing departmental policies and procedures.

Assists in preparing the department's annual budget.

Deputy Agricultural Commissioner
Rev.- 03/12/06
Rev.- 02/11/07
Rev.- 07/01/07
Rev.- 01/13/08
Rev.- 07/13/08
Rev.-07/01/11

M.O. #6-3/21/06
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #11-7/5/11

Establishes and maintains cooperative working relationships with other county and state officials and outside agencies.

Attends Deputy Commissioner/Sealer meetings and other meetings as appropriate.

Represents the department at various meetings and makes informational presentations.

Assists with investigations and preparation of Notices of Proposed Action (NOPA).

Review and Monitors a variety of departmental reports, time sheets, program level data, and related materials; prepares various reports and correspondence. Makes recommendations to the Assistant Agricultural Commissioner/Sealer when appropriate.

Reviews new legislation to remain current on changes in regulations, policies and procedures of the division; confers with the Assistant Agricultural Commissioner/Sealer to develop plans and initiate procedural change.

Administers the pesticide Use enforcement program. Investigates reports of loss or illnesses in pesticide use enforcement.

Evaluates requests for pesticide permits and reviews permit conditions for adequacy.

Designs and schedules field inspection activities; monitors pesticide applications.

Guides and assists staff; provides coaching, counseling and direction to staff on program management, technical skills, and professional responsibilities.

Supervises and participates in major program issues, investigations, functions, and program management, technical skill, and professional responsibilities.

Receives and responds to inquiries.

Manages the use of computers, and trains lower-level staff on proper computer procedures and uses.

Performs duties of senior biologist as needed.

Reviews and approves/denies employee requests for time off and creates monthly duty calendar.

Performs other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state laws and regulations and county ordinances.

Principles and practices of agricultural, weights and measures, vegetation and pest abatement programs.

Proper pesticide use and enforcement, including methods of control and eradication of various weeds and pest animals.

Types of weighing and measuring devices and methods used in verifying the accuracy and content of packaged commodities.

Methods, equipment, chemicals and techniques used in spraying noxious weeds.

Principles of supervision, training and performance evaluation.

Principles and procedures of record keeping.

Computer programs, software and hardware operation.

Budget preparation methods.

Basic arithmetic, algebra and geometry, and statistical analysis.

Department policies and procedures.

Ability to:

Understand, apply and enforce pertinent laws, policies, rules and regulations.

Supervise, train and evaluate assigned staff.

Effectively manage, lead and delegate tasks.

Make sound, educated decisions and work independently with little supervision.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

Make required calculations accurately and quickly as required.

Mix and safely prepare pesticides.

Conduct necessary inspections and prepare complete and accurate technical reports.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years in agricultural inspection or weights and measures work, including one year of supervisory responsibility.

Training:

Possession of a bachelor's degree from an accredited college or university with major course work on one or more appropriate disciplines in agricultural, biological or physical science or chemistry as required by the California Food and Agricultural Code.

LICENSE OR CERTIFICATE

Requires all county agricultural inspector licenses, county weights and measures inspector licenses and a valid State of California Deputy Agricultural Commissioner License or State of California Deputy Sealer of Weights and Measures License.

Must possess and maintain throughout employment a valid California class C driver's license and Qualified Applicator Certificate issued by the California Department of Food and Agriculture.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to perform inspections, to operate a motor vehicle and to visit various County and meeting sites, vision to read printed materials and on a computer screen, and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office classification, the job also involves field inspection work requiring frequent walking at inspection site areas to monitor performance and to identify problems or hazards, standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 50 pounds, as necessary to perform job functions. Appropriate personal protective equipment will be work as required.

WORKING CONDITIONS

Employees partially work in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and may occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. This position is Federal Labor Standards Act (FLSA) exempt and does not earn overtime or compensatory time off (CTO).

Classification Code:	0576907
Bargaining Unit:	10
FLSA Status:	N
Workers' Compensation Code:	9410
Pay Table:	CNTY
Range:	451