



COUNTY OF GLENN

An Affirmative Action – Equal Opportunity Employer
We encourage minorities, women and disabled individuals to apply. In addition, bi-lingual (Spanish, Hmong, Laotian) individuals are encouraged to apply.

HAS A JOB OPPORTUNITY FOR

ASSISTANT AGRICULTURAL COMMISSIONER – SEALER OF WEIGHTS AND MEASURES

Promotional – only for Current Glenn County Employees

CLOSE DATE: Friday, May 17th, 2019

SALARY RANGE: \$3,044.00-\$3,700.80 Bi-weekly

FINAL FILING DATE: A complete application packet must be received in the Glenn County Personnel Department by **5:00 P.M., Friday, May 17th, 2019**

THE POSITION

The Assistant Agricultural Commissioner – Sealer of Weights and Measures position plans, coordinates, supervises, and develops the operations of the Agricultural Commissioner's Office, including enforcement of all laws and regulations that pertain to agricultural programs, weights and measures, and to perform technical and administrative tasks related to areas of responsibility. This classification works under the direction of the Agricultural Commissioner/Sealer of Weights and Measures, with emphasis on fiscal responsibility, upper management organization, and the direction and coordination of commissioner/sealer's programs. This position is scheduled for forty (40) hours per week. This recruitment *may* be used to establish a list to fill future vacancies for the next six (6) months.

TRAINING AND EXPERIENCE

<u>Experience:</u>	Five years of experience in agricultural inspection and enforcement of agricultural laws, including two years of experience in a position equivalent to a Deputy Agricultural Commissioner, or any combination of education and experience that provides equivalent knowledge, skills and abilities.
<u>Training:</u>	Possession of a bachelor's degree from an accredited college or university with major course work in one or more appropriate disciplines in agriculture, biological or physical science or chemistry as required by the California Food and Agricultural Code.
<u>License or Certificate:</u>	Requires all county agricultural inspector licenses, county weights and measures inspector licenses a valid State of California Deputy Agricultural Commissioner and Deputy Sealer of Weights and Measures license, as well as either a valid State of California Agricultural Commissioner license or Sealer of Weights and Measures license issued by the California Department of Food and Agriculture. Must possess and maintain throughout employment a valid California class C driver's license.

All applicants are encouraged to review a detailed job description available at <http://www.countyofglenn.net/dept/personnel/job-opportunities/job-descriptions> and apply only if they clearly meet the Minimum Qualifications for the position.

APPLICANT INSTRUCTIONS/INFORMATION - A COMPLETE APPLICATION PACKET MUST INCLUDE:

- A Glenn County Employment Application
- Transcripts and/or Certificates
- Résumé
- Cover Letter

It is the responsibility of the applicant to ensure applications are received at the Glenn County Personnel Office by 5:00 P.M., Friday, May 17, 2019.

GLENN COUNTY EMPLOYMENT APPLICATION: *Application forms must be filled out completely;* please do not include "refer to resume" on the application. All statements made on the application are subject to investigation and verification. A separate application must be filed for each position.

Application forms may be completed on CalOpps.org or obtained from and returned to:

GLENN COUNTY PERSONNEL DEPARTMENT

525 W. Sycamore Street, Willows, CA 95988
Telephone (530) 934-6451 – Fax (530) 934-6452
TDD – No Voice (530) 934-6444
Website: www.countyofglenn.net

RESIDENCE REQUIREMENTS: There is no residence requirement except certain positions may require the employee to reside within a reasonable commuting distance.

TRAVEL AND RELATED EXPENSES: Glenn County does not reimburse applicants for any travel or related expenses incurred in connection with applying for employment.

VETERAN'S PREFERENCE POINTS: Applicants wishing to claim veterans' preference points for an open, non-promotional examination must attach a copy of their DD214 to their application at the time of submission. Submissions after the final filing date will not be accepted.

MEDICAL EXAMINATION: Applicants may be required to pass a medical examination and fingerprinting as a condition of employment or promotion. Medical exams may include a fitness exam and a drug & alcohol screen.

LICENSE OR CERTIFICATE: Possession of, or ability to obtain, an appropriate valid California driver's license. See Training and Experience for any additional required license or certification.

DEGREE OR CERTIFICATIONS: Copies of all required degrees and/or certifications, as outlined in the job description, must be provided. **Please include copies of all required educational degrees beyond high school and special requirement documents such as certificates, licensures, etc. in your job application packet.**

SELECTION PROCESS: The selection process may consist of an application evaluation, oral examination, written exam and fingerprinting process. The most qualified applicants will be invited to participate in an interview wherein their qualifications for this position will be reviewed in more detail. Additional testing may be applicable. If you are selected for an interview, you will automatically be contacted.

Eligible lists are used for Full-Time (40 hrs./wk. with benefits), Part-Time (20-39 hrs./wk. with benefits), and Public Service employee (PSE) temporary (limited benefits).

SUMMARY OF EMPLOYEE BENEFITS

Benefits are subject to negotiations with employee organizations and may vary with individual bargaining units.

ANNUAL LEAVE – SALARIED (FLSA EXEMPT REGULAR EMPLOYEES): 80 hours Annual Leave credited each January 1, pro rata share if hired after January 1 for that year.

CREDIT UNION: Low interest loans and systematic savings through payroll deduction.

DEFERRED COMPENSATION: A tax deferred long-term savings plan is available to all employees.

DIRECT DEPOSIT: The County pays its employees Bi-Weekly through Direct Deposit to any financial institution that is a member of the Federal Reserve Automated ClearingHouse.

HOLIDAYS: 13 paid holidays per year (includes 1 floating holiday) or 5% Holiday Pay.

HEALTH, DENTAL, VISION AND LIFE INSURANCE: The County makes available to employees and their dependents a health, dental and a vision program. The County pays the premium for a group term life insurance policy, and also a short-term disability insurance policy.

SICK LEAVE: 12 days per year; unlimited maximum accrual.

RETIREMENT: Regular full-time and part-time employees participate in the Public Employee's Retirement System and Social Security. Effective January 1, 2013 Local Miscellaneous Benefit Formula: Classic Member 2.5% @ age 55, New Member 2% @ age 62. Safety Benefit Formula: Classic Member 3% @ age 55, New member 2.7% @ age 57.

VACATION: 0-2 Full years; 11 days, 3-12 full years; 16 days, 13-20 full years; 21 days, after 20 full years; 26 days.

LONGEVITY: 10+ Full years; 5%, 15+ full years; 6%, 20+ full years; 7%, 25+ full years; 8%, 30+ full years; 9%.

THE ABOVE INFORMATION IS GENERAL IN NATURE AND DOES NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. THE COUNTY OF GLENN HAS THE RIGHT TO RESCIND THIS RECRUITMENT AT ANY TIME.

AN EQUAL OPPORTUNITY EMPLOYER: All applicants receive consideration for employment without regard to age, ancestry, color, marital status, national origin, political affiliation, race, religion, sex or other non-merit factors (except as limited by law, or bona-fide occupational qualifications). The County has a policy prohibiting discrimination against qualified individuals with disabilities.