

## CLASS SPECIFICATION



<b>CLASS:</b>	Assistant Ag & Weights & Measures Commissioner	<b>ESTABLISHED:</b>	March 1996
<b>ALLOCATION:</b>	Agriculture Department	<b>REVISED:</b>	July 2016
<b>FLSA STATUS:</b>	Exempt		
<b>UNION AFFILIATION:</b>	Non-Represented		

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### **JOB SUMMARY:**

Under administrative direction, plan, organize, administer, supervise and review the work of the department on a day-to-day basis, including agricultural inspection, regulation, pest abatement and weights and measures inspection and enforcement; assist the Agricultural Commissioner in a variety of administrative areas, which may include policy development, program planning, fiscal and personnel management; provide expert professional and administrative assistance as needed; act on behalf of the Agricultural Commissioner / Sealer of Weights and Measures on a relief or as-needed basis; and perform related work as assigned.

This is the managerial level in the professional agriculture and weights and measures series.

### **CLASS CHARACTERISTICS:**

This position reports directly to Agricultural Commissioner / Sealer of Weights and Measures. Assignments are presented in terms of broad practice, precedents, policies and goals. This class is distinguished from the Agricultural Commissioner in that the latter has overall management responsibility for all departmental activities and functions and establishes department vision, goals, policies, practices and procedures.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Manage the day to day operations of the Agriculture Department.
- Establish policies and procedures in compliance with federal and state mandated programs; work closely with the Agricultural Commissioner to design and implement goals, objectives, policies and work standards for the department; confer with management, supervisors and County staff to serve as a resource in area of assignment.
- Interpret Federal, State and County policies and procedures to employees and ensure programs are in compliance with laws, rules, regulations and procedures; ensure consistency of operations and resolution of issues.
- Supervise, assign, plan, review and evaluate the work of assigned professional, technical and administrative staff; implement department policies, procedures, and service standards in support of county and departmental initiatives; evaluate staffs' job performance; provide direction and coaching, through regular feedback sessions; create individual development plans with employees; discuss job performance problems to identify causes and issues, and to work on resolving problems; recommend discipline and implement discipline procedures as needed/directed.
- Participate in complex fiscal accounting activities for assigned departmental budgets; review, monitor and analyze the activity of assigned revenue and expense accounts; update management staff; make recommendations regarding budget and program issues and implement appropriate cost recovery or expense reduction policies to maintain balanced budget.
- Direct the planning of work, setting of schedules and development of controls to ensure that short and long-range goals of the department are accomplished.
- Confer with and represent the County with members of boards and commissions, various governmental agencies and the public.
- Serve as departmental advocate in administrative due process hearings and ensure that remedial actions are carried out to ensure compliance with laws and regulations; work with County legal staff to enforce applicable laws, rules and regulations; assist in preparing case information and testify in court as necessary.
- Monitor changes in legislation that may affect program operations; evaluate their effect upon department and/or program activities and recommend appropriate policy and procedure modifications.
- Conduct a variety of on-site and in-field inspections of seeds, crops, orchards, gardens, hives, pesticide application sites, air pollution control sources and related locations, particularly in complex

and difficult situations.

- Examine and certify individuals and issue restricted materials permits for pesticide users; trains County staff in the control and use of various pesticides.
- Test commercial mechanisms such as scales and liquid measuring devices for compliance with State accuracy and sealing requirements; investigate complaints of shortages and/or fraud and determines appropriate action depending upon investigation results.
- Conduct analytical studies; develop and review reports of findings, alternatives and recommendations; direct the maintenance of accurate records and files.
- Prepare or review a variety of narrative and/or statistical reports, correspondence, agenda items, policy papers, presentations and other written materials; prepare or direct preparation and distribution of written and verbal information to inform County management, supervisors and employees of program requirements; make presentations before the Board, committees, the public, etc.

**Important:**

- Act on behalf of the Agricultural Commissioner / Sealer of Weights and Measures on a relief or as-needed basis.
- Act as department representative in emergency or disaster response activities.
- 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:**

- Administrative principles and practices, including goal setting and program development, implementation and evaluation.
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation and employee training and discipline.
- 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.
- Applicable local, State and Federal laws and regulations pertaining to agriculture and weights and measures programs.
- Principles and practices of County budget development and administration.
- Principles and practices of equipment purchase, maintenance and repair.

**Skill in:**

- Planning, organizing, directing, and coordinating the work of others engaged in enforcement, investigation and inspection of agriculture and weights and measures programs.
- Supervising, training, reviewing and evaluating the work of others.
- Effectively planning, scheduling and assigning staff resources.
- Project management.
- Preparing clear, concise and organized written reports, correspondence and other materials by compiling various sources of information into professional administrative reports.
- Performing on-site inspections.
- Maintaining accurate records and files.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.

**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.
- 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.
- Exercise initiative, ingenuity and sound judgment to solve administrative, operational and technical programs.
- Evaluate program operations and develop more efficient and effective work methods and

programs.

- Maintain individual accountability and responsibility by immediately responding to behavior.
- Collaborate on topics that are sensitive in nature, involving many stakeholders with competing interests.
- Understand, interpret, apply and explain laws, codes and regulations pertaining to agriculture and weights and measures programs.
- Communicate information and ideas in a manner others will understand.
- Make rational judgments and decisions in a timely manner particularly in situations involving potential risks.
- Interact with others and demonstrate sensitivity to their needs in order to establish and maintain a supportive and professional working relationship.
- Work within a team framework, both as a leader and a member.
- Organize own work, manage multiple projects/programs and meet critical deadlines.

**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.
- Occasional walking on uneven surfaces, bending, stooping, squatting, climbing, reaching above or at shoulder level, kneeling, pushing/pulling, and twisting at waist.
- Strength and mobility to lift and/or maneuver up to 50 pounds.
- Mobility to drive a motor vehicle to attend meetings or visit various field sites.

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

**Work Environment:**

- Work is performed both in an office and in the field at various commercial and agricultural locations throughout Yuba County.
- Work outdoors in all weather conditions.
- Work with exposure to potentially hazardous materials and pesticides.
- The work may require extended hours, weekends, holidays, evenings or irregular 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 a valid license as a Deputy County Agricultural Commissioner and a Deputy County Sealer as 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 may 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 four years of experience in agriculture inspection and/or weights and measures inspection with at least two years in a lead or supervisory capacity.

**PREFERRED:** In addition to the minimum, two or more years of public agency management experience in agriculture inspection and/or weights and measures inspections.

**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.**

Approval: Department Head  
Date:

EEOC: A  
WC: 9410

Human Resources Approval: Analyst  
Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_