RECOMMENDED ACTION AND JUSTIFICATION:

Approve the proposed job description of Agricultural and Standards Program Technician, allocate one position to the Agricultural Commissioner’s department, set the salary at $2,592.20-$3,150.85/month, and assign the classification to SEIU; in addition, approve the budget action form to move existing appropriations from one budget to another. This classification will provide administrative support as well as perform a variety of non-professional tasks in support of agricultural and weights and measure program activities. The incumbent in this class will not be participating in tasks that require licensing or the skill and knowledge level of the Agricultural and Standards Inspector series. (315, 335)

The responsibilities of the department are growing as the Departments of Agriculture on both the State and federal levels require more programs to deal with invasive pests introduced into California. This position will be able to assist with those programs and alleviate some of the workload that does not require the licensing or skills of an Inspector. Relative to the weights and measures side, activities in this area would be more safely performed with two people on site and this position could assist with the workload as well.

The cost to support this position will be offset by increases in unclaimed gas tax and pesticide mill tax subventions as well as revenue from new programs. These offsetting revenues will continue to increase in subsequent years as they are based on net cost.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

During the 2007/2008 budget hearings, the Board deferred all new position requests to staff for review and possible further action.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this action, however, a negative action would result in a backlog of workload that would impact existing staff.

Financial Impact? Yes [ ] No, Current FY Cost: $ [ ] Not Available
Budgeted In Current FY? Yes [ ] No, Partially Funded
Amount in Budget: $0
Additional Funding Needed: $0
Source: Internal Transfer
Unanticipated Revenue: 4/5’s vote
Transfer Between Funds: 4/5’s vote
Contingency: 4/5’s vote
( ) General ( ) Other

CLERK’S USE ONLY:
Res. No.: 35
Ord. No. 28
Vote - Ayes: 5 Noes: __
Absent: ___
Approved [ ] Minute Order Attached [ ] No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
Date: ___
Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: Deputy

COUNTY ADMINISTRATIVE OFFICER:
[ ] Requested Action Recommended
[ ] No Opinion
Comments:

CAO: ___
BUDGET ACTION FORM

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<th>DESCRIPTION</th>
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| TOTALS | 16,335 | (16,335) |

TRANSFER BETWEEN FUNDS

DEBIT

CREDIT

ACTION REQUESTED: (Check all that apply)

( ) Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or transferring appropriation from contingencies

( x ) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit.

JUSTIFICATION:

Sr. Ag & Standards Inspector position has remained unfilled for over 6 months, resulting in salary savings sufficient to fund the Ag & Standards Program Technician position for the remainder of FY 2007/08.

DEPT HEAD SIGNATURE: [Signature]

DATE: 1/15/08

APPROVED BY RES NO. OR-35 CLERK

DATE: 1/22/08

DEPARTMENT: Agricultural Commissioner/Sealer

AUDITOR'S USE ONLY

BA #:
AGRICULTURAL AND STANDARDS PROGRAM TECHNICIAN

DEFINITION
To perform a variety of administrative support for the County Agricultural Commissioner/Sealer of Weights and Measures, including tasks such as information gathering, information preparation, and public relations assignments that do not require licensing nor the skill and knowledge of an Agricultural and Standards Inspector. Employees in this classification receive general supervision and work independently within fixed guidelines. Incumbents are expected to have knowledge of the programs, policies, and procedures of the department.

SUPERVISION RECEIVED AND EXERCISED
Receives direction and general supervision from the Agricultural Commissioner/Sealer of Weights and Measures.

Exercises supervision over lower-level clerical classifications as assigned. May provide lead direction over lower-level seasonal workers.

EXAMPLES OF ESSENTIAL FUNCTIONS
Performs responsible administrative, clerical and/or clerical accounting work to support the operations of the department.

Provides support with public information and public relations assignments, including receiving office visitors and telephone calls.

Provides comprehensive information about department policies, functions, and procedures to the public.

Assists the public with application and pesticide permit procedures, including preliminary review of material submitted to support applications.

Performs a variety of insect pest detection and exclusion activities including the deploying and servicing of traps as well as conducting quality control on the detection trapping program.

Maintains equipment; maintains accurate and legible field notes and prepares routine reports.

Learns and applies routine inspection and sampling procedures.

Assists with inspections of produce and plant shipments within specific guidelines.

Assists with inspections of weighing and measuring devices within specific guidelines.

Assists in the collection and compilation of crop production data within specific guidelines.
Assists with collecting insects and plant specimens for identification.

Assists in field surveys to determine the presence of insect pests, noxious weeds, plant diseases, or parasites.

Provides assistance with fiscal operations of the department, including but not limited to processing accounts payable and receivable, preparing deposits, assisting with budget preparation and monitoring, maintaining petty cash fund, and preparing financial reports as required.

Trains, schedules, supervises and evaluates the work of assigned clerical personnel; offers advice and assistance as needed.

**EMPLOYMENT STANDARDS**

**Knowledge of:**
Pertinent federal, state and local laws, codes, ordinances and regulations.

County and department organization, policies and procedures.

Basic principles and methods of administration, personnel, staff development, fiscal and data processing management.

Basic principles of public and community relations.

Modern office practices and technology, including record-keeping and filing systems, receptionist / telephone techniques, business letter and report writing, and the use of computers for word processing and database management, e-mail, fax, and document production equipment.

Methods of preparing and processing various records, reports, forms and other documents.

Financial record-keeping and reporting methods.

Proper English usage, spelling, grammar and punctuation.

Principles of training, supervision and work coordination.

Basic understanding of entomology, biology, botany, and physical sciences.

Basic understanding of identification, treatment, and control of vertebrate pests, basic insects, plant pests and diseases, plants, trees, and noxious weeds.
Tools, methods, and equipment pertaining to County Agricultural and Weights and Measures inspection and enforcement.

Safe work practices.

**Ability to:**
Understand, interpret and apply pertinent federal, state and local laws, rules and regulations, and County / department policies and procedures.

Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.

Provide effective supervision and training as assigned.

Learn, apply, and perform routine inspection and sampling procedures.

Perform a wide variety of complex and specialized administrative support work

Interpret, explain, and apply a variety of departmental policies, rules, and regulations.

Provide lead direction and work coordination for other support staff, as assigned.

Work with considerable independence and initiative while exercising good judgment in recognizing scope of authority.

Gather, organize, analyze, and present a variety of data and information.

Provide support for the maintenance and control of the department’s budget.

Prepare clear, concise, and accurate records and reports.

Prepare public relations and informational material.

Use a personal computer and software for word processing and administrative support work.

Deal tactfully and courteously with the public, representatives of other agencies, and other County staff when explaining the functions and policies of the department.

Maintain effective communications and good relations with the public.

Establish and maintain cooperative working relationships.
TYPICAL WORKING CONDITIONS
Work is performed both in office and outdoor environments; exposure to cold, heat, noise, chemicals, dust, allergens, plant, animal, food material or water, petroleum products, explosive materials, mechanical hazards, and electrical hazards; some exposure to controlled and hazardous substances; some exposure to smoke, gases, and fumes; continuous contact with staff and the public.

TYPICAL PHYSICAL REQUIREMENTS
Sit for extended periods; frequently stand and walk; walk, stand, or crouch on narrow, slippery, and erratically moving surfaces; stoop, crouch, squat, twist, kneel, climb, bend to pick up and move heavy objects up to 50 lbs; crawl through various areas requiring moving on hands and knees; walk on sloped ground/floor and uneven surfaces; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; ability to perform tasks requiring visual color discrimination, ability to detect odors and aromas; verbal communication; use of office equipment, including computers, telephones, calculators, typewriters, copiers, and FAX.

MINIMUM QUALIFICATIONS
Experience:
Five years of responsible work experience performing a variety of administrative and office support work, including substantial experience in a public contact position as well as knowledge of local agricultural industry and practices.

Education:
High school diploma or GED equivalent, preferably including classes in typing, bookkeeping and related subjects. Completion of at least 30 units of college level course work in agricultural, biological, or physical science, public or business administration, computer science, or a closely related field.

Substitution:
An additional year of qualifying experience may be substituted for the 30 units of college level course work.

Additional Requirements
Possession of a valid California driver’s license. Under certain circumstances, the Personnel Director may accept a valid driver’s license if applicant acknowledges his/her intent to acquire a California driver’s license within three months by signing an acknowledgement form. Ability to drive a standard transmission vehicle.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Creation date: 1/08 (B/S Res. 08-35)