DEPARTMENT: Personnel
BY: Rich Inman
PHONE: 966-322

RECOMMENDED ACTION AND JUSTIFICATION:

Approve the proposed job description of Senior Agricultural and Standards Inspector and set the salary at range 242 ($3,153 - $3,832). This position will be assigned to SEIU.

Currently the Ag Commissioner/Sealer’s office is staffed with the Ag Commissioner/Sealer and a seasonal detection trapper. Critical meetings and/or workshops that the Ag Commissioner must attend take her away from the day-to-day operation of the department. In order to adequately staff the department so that these obligations are met, it is recommended that a Senior Agricultural and Standards Inspector position be allocated to the Ag Commissioner’s department to assist in the coordination of all departmental operations.

The Board approved funding for this position during the 2004/2005 budget hearings. The State will subvent a large portion of the net cost back to the County for this position.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

At one time, there existed an Agricultural Inspector III position that was eliminated and replaced with a Deputy Ag Commissioner/Sealer position when the Ag Commissioner/Sealer function was performed by an off-site contractor under a Personal Services Agreement.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

| Financial Impact? ( ) Yes ( ) No | Current FY Cost: $ | Annual Recurring Cost: $ |
| Budgeted In Current FY? ( ) Yes ( ) No ( ) Partially Funded |
| Amount in Budget: $ |
| Additional Funding Needed: $ |

Source:
- Internal Transfer
- Unanticipated Revenue
- Transfer Between Funds
- Contingency
- General
- Other

Job Description

COUNTY ADMINISTRATIVE OFFICER:
Requested Action Recommended
No Opinion
Comments:

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

CAO: [Signature]
COUNTY of MARIPOSA
P.O. Box 784, Mariposa, CA 95538 (209) 966-3222

BOB PICKARD, CHAIR
LEE STETSON, VICE CHAIR
LYLE TURPIN
JANET BIBBY
DIANNE FRITZ

DISTRICT V
DISTRICT I
DISTRICT II
DISTRICT III
DISTRICT IV

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: RICH INMAN, County Administrative Officer
FROM: MARGIE WILLIAMS, Clerk of the Board
SUBJECT: SENIOR AGRICULTURAL AND STANDARDS INSPECTOR JOB DESCRIPTION AND SALARY RANGE

Resolution No. 05-50

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on February 15, 2005

ACTION AND VOTE:

Approval of Consent Agenda (See End of Minutes)

BOARD ACTION: Supervisor Bibby pulled items 3, 4, and 6. (M)Bibby, (S)Stetson, the balance of the items was approved/Ayes: Unanimous.

Consent Agenda item 3 – Supervisor Bibby initiated discussion relative to the request; stated she wanted to make sure that this does not create a salary compaction between this position and the department head; and asked about the job description relative to law enforcement powers and substitution of education. She asked that “does” be changed to “performs” weigh master inspections in the job description. (M)Bibby, (S)Turpin, item 3 was approved with the change of “does” to “performs” as suggested/Ayes: Unanimous.

CA-3 Approve the Proposed Job Description of Senior Agricultural and Standards Inspector and Set at Salary Range 242 ($3,153 - $3,832) (County Administrative Officer); Res. 05-50, with a change in the job description

cc: Mary Hodson, Deputy County Administrative Officer
    Ken Hawkins, Auditor
    Cathi Boze, Agricultural Commissioner
    File
SENIOR AGRICULTURAL AND STANDARDS INSPECTOR

DEFINITION
Assists the Agricultural Commissioner/Sealer of Weights and Measures in the planning, coordinating, and administration of all phases of departmental operations; performs inspections and enforces laws and regulations pertaining to the California Food and Agricultural Code, the Business and Professions Code, and the California Code of Regulations; performs pest regulation, pest prevention, and regulation; inspects and tests weighing and measuring devices; verifies consumer transactions and product quality; performs specialized work assignments and prepares reports related to assigned functions, provides training and performs related work as required.

This is the advanced experienced working level in the Agricultural and Standards Inspector class series. Incumbents are expected to be licensed and work in all of the fields requiring State licensing to County agricultural and weights and measures inspection and enforcement. Assignments may also include training responsibilities and departmental administrative tasks.

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

May exercise lead direction over lower level classifications as assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS
Examines various agricultural products at point of origin or at markets for compliance with grades and standards; issues violation notices indicating required reconditioning and reinspects for compliance; issues permits for disposal of agricultural products.

Examines plant materials in nurseries for insect pests, plant diseases, and noxious weeds; notes findings and control procedures or plant destruction as required; examines retail nursery stock for proper labeling; issues certificates of compliance and notices of non-compliance.

Surveys fields, orchards, gardens, and mills to locate pests; inspects range and farmland, roadsides, warehouses, and farm buildings to ascertain the degree the extent of rodent infestation.

Demonstrates to farmers, landowners and homeowners proper application of insect and rodent control measures and advises them regarding materials and safety precautions.

Makes surveys to locate infestations of noxious or poisonous weeds; assists in field surveys to determine the presence of insect pests, plant diseases, or parasites.

May inspect apiaries and equipment for evidence of disease and issues inspection certificates and permits for removal of apiaries as required; directs appropriate disease control measures; maintains County beekeeper registration file.
Responds to and investigates inquiries from the public; investigates complaints and prepares an appropriate response.

Performs a variety of insect and vertebrate pest detection and exclusion activities including the deploying and servicing of traps as well as monitoring and surveying natural and other vectors and habitats.

Examines plant material and agricultural products held by common carriers for insect pests, plant disease, weeds, or weed seeds and for compliance with pertinent quarantine regulations; issues certificates of quarantine compliance for outgoing plant material or indicates pest or disease found and recommends proper control methods.

Performs pesticide monitoring and site inspections for pre-application, application and field worker safety; inspects equipment and storage facilities and reviews records maintained.

Processes requests for restricted materials permits; certifies and monitors private applicators and advisors; issues grower and site identification numbers; conducts appropriate inspections and prepares reports; and enforces pesticide use regulations.

Inspects, tests, and seals petroleum dispensing, electric and vapor meters, livestock, vehicular, hopper, and small retail scales, linear measuring devices and a variety of other weighing and measuring devices for adherence to state and federal laws, regulations and specifications.

Checks, weighs, measures, and counts the contents of packaged commodities to verify the accuracy of the labels for quantity control violations; investigates complaints related to consumer transactions; inspects service stations for compliance with petroleum labeling laws and takes samples as required; performs weigh master inspections and audits of records.

Pursues enforcement actions when violations of agriculture or weight and measure regulations are suspected; gathers and assembles evidence; prepares written reports; presents evidence and assists in the preparation of cases in court or in administrative hearings.

Surveys and gathers various types of statistical information necessary to complete monthly and annual reports to the State and other appropriate agencies.

Prepares and participates in appropriate training sessions. Represents the Department to outside groups and organizations.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Pertinent State and Federal laws and regulations related to the functions of the County Agricultural Commissioner and the Sealer of Weights and Measures.

Law enforcement powers, procedures, and policies of the County Agricultural Commissioner and Sealer of Weights and Measures.
Proper inspection methods and procedures.

Statistical testing techniques.

Rules for proper evidence gathering and sampling procedures.

Identification, treatment, and control of vertebrate pests, basic insects, plant pests and diseases, plants, trees, and noxious weeds.

Agricultural practices of County crops.

Principles of training and program coordination.

**Ability to:**

Interpret and enforce agricultural and weights and measures laws and regulations.

Impartially perform field inspections and gather a variety of information and data.

Perform specialized work assignments.

Gather and maintain information concerning County crops.

Prepare and maintain records and reports.

Understand and carry out oral and written directions and policies.

Communicate clearly and concisely, both orally and in writing.

Work independently.

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 or move heavy objects up to 50 lbs; crawl through various areas requiring moving on hands and
County of Mariposa
Senior Agricultural and Standards Inspector
Page 4

knees; walk for long distances; 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:
Three years experience in the technical inspection and enforcement of agricultural and weights and measures laws at the journey level.

Education:
Graduation from an accredited college or university with a Bachelor’s degree with major course work in agricultural, biological, chemical, or physical sciences or a closed related field.

Substitution:
Additional qualifying experience may be substituted for the college education on a year-for-year basis.

Additional Requirements:
Possession of a valid California driver’s license.

Possession of 8 valid state-issued licenses in the following fields of Agricultural and Weights and Measures Inspection: Pesticide Regulation, Investigation & Environmental Monitoring, Integrated Pest Management, Commodity Regulation, Pest Prevention & Plant Regulation, Weight Verification, Measurement Verification, and Transaction & Product Verification

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: 02/05 (B/S Res. 05-50)