RESOLUTION - ACTION REQUESTED 2013-549

MEETING: December 10, 2013

TO: The Board of Supervisors

FROM: Tessa Pritchard, Human Resources Director/Risk Manager

RE: Amend Agricultural/Standards Inspector I/II Job Description; Approve Recruitment

RECOMMENDATION AND JUSTIFICATION:
Amend the Agricultural and Standards Inspector I/II job description and approve the recruitment of an Agricultural and Standards Inspector I effective immediately. The Senior Agricultural and Standards Inspector resigned in May 2013. The department has requested and received approval to recruit for not only the Senior Agricultural and Standards Inspector position but also for the Deputy Agricultural Commissioner/Sealer and Agricultural and Standards Inspector II because it was anticipated that it would be difficult to recruit a qualified candidate as these classifications require specialized licenses.

In an effort to fill the vacant allocation, the department is requesting that the job description for the lowest level of the Inspector series (Inspector I) be amended to allow a candidate to obtain one of the licenses within one year of the date of hire instead of requiring a candidate to be in possession of one of the licenses before being hired. By approving this change and authorizing the recruitment for the Inspector I position, efforts to fill the vacant allocation should be successful.

Further, a minor change to the Inspector II classification needs to be made because it was discovered that one particular license was not included in the minimum qualifications, i.e., the Transaction and Product Verification license. This oversight has not attributed to the unsuccessful efforts to find a qualified candidate.

Once the department has made a candidate selection, a request to the Board will be prepared to authorize the filling of one of the positions and if necessary, to authorize a change to the allocation schedule as well as possible budgetary changes.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
On May 28, 2013, the Board authorized the recruitment of the Deputy Agricultural Commissioner/Sealer, Senior Agricultural and Standards Inspector, and Agricultural and Standards Inspector II because the incumbent Senior Inspector had submitted their resignation. In the past, the Board of Supervisors has authorized recruitment when vital positions have become vacant.
ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
If the recruitment is not authorized to eventually fill one of these positions, this would leave the department understaffed as well as negatively impact the services provided to the public and hinder the ability of the Agricultural Commissioner/Sealer to provide mandated services by licensed personnel.

FINANCIAL IMPACT:
A Senior Agricultural and Standards Inspector position is allocated and budgeted in the FY 2013/14 budget.

ATTACHMENTS:
Agricultural and Standards Inspector I-II  (PDF)

CAO RECOMMENDATION
Requested Action Recommended

RESULT:  ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER:  Merlin Jones, District II Supervisor
SECONDER:  John Carrier, District V Supervisor
AYES:  Stetson, Jones, Bibby, Cann, Carrier
DEFINITION
Inspects for compliance in the program areas where licensed. 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.

Agricultural and Standards Inspector I is the entry-level in the Agricultural and Standards Inspector series and receives close supervision within well-defined policies and procedures. Incumbents will learn on-the-job and perform assignments limited by the licenses held and the training and experience received. Assignments are subject to close review and evaluation while in progress and upon completion. This classification is flexibly staffed with the Agricultural and Standards Inspector II and incumbents normally advance to the higher level after gaining experience and achieving proficiency which meet the requirements for the Agricultural and Standards Inspector II. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series.

Agricultural and Standards Inspector II is the journey level in the Agricultural and Standards Inspector class series. Incumbents are expected to be licensed and work in those programs where licensed. Requires state licensing for County agricultural and weights and measures inspection and enforcement. Assignments may also include training responsibilities.

SUPERVISION RECEIVED AND EXERCISED
I - Receives direction and close supervision from the Agricultural Commissioner/Sealer of Weights and Measures and Sr. Agricultural and Standards Inspector.

II - Receives direction and general supervision from the Agricultural Commissioner/Sealer of Weights and Measures and Sr. Agricultural and Standards Inspector.

May exercise lead direction over lower level classifications as assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS
Depending on classification, essential functions will vary in degree of responsibility.

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; does 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.

May perform in a lead capacity for training purposes.
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.

Basic principles of training.

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 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
Education: Agricultural and Standards Inspector I and II
Graduation from an accredited college or university with a Bachelor’s degree with major course work in agricultural, biological, chemical, physical sciences, or other appropriate disciplines as determined by the Secretary of the California Department of Food and Agriculture.

Experience:
Agricultural and Standards Inspector I
None required.

Agricultural and Standards Inspector II
Two years experience in the technical inspection and enforcement of agricultural and weights and measures laws as a licensed Agricultural and Standards Inspector.

Additional Requirements: (both Agricultural and Standards Inspector I and II)
Possession of a valid California driver’s license. Under certain circumstances, the Human Resources Director may accept a valid driver’s license from another State if applicant acknowledges his/her intent to acquire a California driver’s license within three months by signing an acknowledgement form.

Agricultural and Standards Inspector I
Possession of, or the ability to obtain within one (1) year from the date of hire, at least one (1) valid state inspection license issued by the California Department of Food and Agriculture in one of the following three (3) fields of agricultural and weights and measures inspector work: Pesticide Regulation, Pest Prevention and Plant Regulation, or Weight Verification. Failure to obtain one license may be cause for termination of employment.

Agricultural and Standards Inspector II
Possession of at least five (5) valid state-issued licenses issued by the California Department of Food and Agriculture. Of the five licenses required, three must be Pesticide Regulation, Pest Prevention and Plant Regulation, and Weight Verification, and the other two may be any combination of the following: Investigation and Environmental Monitoring, Integrated Pest Management, Commodity Regulation, Measurement Verification, and Transaction and 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.