RECOMMENDED ACTION AND JUSTIFICATION:

Approve the proposed class specification and designation of Agricultural Commissioner/County Sealer of Weights and Measures and set the salary at $55,862; Allocate this position to the Agricultural Commissioner budget unit; Appoint Cathi Boze as the Agricultural Commissioner/County Sealer of Weights and Measures effective May 1, 2003; Approve the budget action unfunding the Deputy of Agricultural Commissioner/Sealer position and transferring funds within the Agricultural Commissioner budget unit to fund the new position ($9,815).

Please see attached staff report.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Financial Impact? (X) Yes ( ) No Current FY Cost: $ _______ Annual Recurring Cost: $ _______
Budgeted In Current FY? ( ) Yes (X) No ( ) Partially Funded
Amount in Budget: $0
Additional Funding Needed: $9,815
Source:
Internal Transfer X
Unanticipated Revenue _______ 4/5’s vote
Transfer Between Funds _______ 4/5’s vote
Contingency _______ 4/5’s vote
( ) General ( ) Other

LIST ATTACHMENTS, NUMBER PAGES CONSECUTIVELY

STAFF REPORT

CLASS SPECIFICATION

BUDGET ACTION

CLERK’S USE ONLY:
Res. No.: 52-132 Ord. No. _____
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:
Request Action Recommended
No Opinion
Comments:

CAO: _______
To: Board of Supervisors  
From: Richard Inman, County Administrative Officer  
Subject: Agricultural Commissioner/County Sealer of Weights and Measures

Recommendation
Approve the proposed class specification Agricultural Commissioner/County Sealer of Weights and Measures, designate this position as a Department Head, and set the salary at $55,862. Allocate this position to the Agricultural Commissioner budget unit. Appoint Cathi Boze as the Agricultural Commissioner/County Sealer of Weights and Measures effective May 1, 2003. Approve the budget action unfunding the Deputy of Agricultural Commissioner/Sealer position and transferring funds within the Agricultural Commissioner budget unit to fund the new position ($9,815).

Background
Starting in 1977, Mariposa County has contracted with first Madera County and then Stanislaus County for Don Cripe to perform Agricultural Commissioner/County Sealer of Weights and Measures job responsibilities. For these services the County agreed to pay $500/month along with travel costs. Last year Don Cripe, retired from Stanislaus County and Stanislaus County was not willing to extend the existing contract and nor were surrounding counties interested in establishing a contract for these services. On May 7, 2002, the Board of Supervisors approved entering into a personal services agreement with Don Cripe to continue to provide these services to Mariposa County at a cost of $500/month. Recently Don Cripe submitted a letter stating that he no longer wishes to perform these services effective May 1, 2003.

Discussion
Pursuant to the requirements of the California Department of Food and Agriculture, as well as the Business and Profession Code Section 12200, the County is required to provide Agricultural Commissioner/County Sealer of Weights and Measures services. Cathi Boze has served in the Agricultural Commissioner department for 24 years, first as an Inspector, then Senior Inspector, and finally as Deputy Agricultural Commissioner/Sealer. Cathi is fully qualified and has the appropriate licenses to perform the duties of Agricultural Commissioner/County Sealer of Weights and Measures. Additional clerical staff and/or field staff may be necessary in the future to assist with the workload. County Administration and Personnel will continue to work
with the department to determine the staffing needs and will bring this issue back to Board for your review and approval.

**Fiscal Impact**

There is sufficient funding within the department to fund the new position. Unused salary from the Deputy Agricultural Commissioner/Sealer position and savings from Don Cripe's personal services agreement, along with savings in the equipment rental line item are requested to be transferred to fund the new position through this fiscal year.

The new position's additional cost (approximately $5,000) is offset by the savings in contracting out for these services ($6,000). The County receives and will continue to receive the Commissioner's salary subvention funding from the Secretary of Agriculture, which is currently $6,600 annually.
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**TOTAL** | **$9,815** | **$9,815** |

**TRANSFER BETWEEN FUNDS**

**TOTALS** | **$0** | **$0** |

**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 appropriating Reserve for 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:** To fund the new position of Agricultural Commissioner/County Sealer of Weights and Measures

**DEPT HEAD SIGNATURE**

**APPROVED BY RES NO.**

**AGRICULTURAL COMMISSIONER**

**DATE 4.16.03**

**DATE 5.6.03**

**AUDITOR’S USE ONLY**

**BA #**

Budget Revision Form Revised 11/95
AGRICULTURAL COMMISSIONER AND SEALER OF WEIGHTS AND MEASURES

DEFINITION

Under general policy direction, directs, and administers the enforcement of agricultural and weights and measures activities and compliance with local, state and federal laws and regulations; coordinates assigned activities with other departments and outside agencies; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Board of Supervisors. Exercises direct supervision over assigned management and clerical personnel.

EXAMPLES OF ESSENTIAL FUNCTIONS

- Develops and directs the implementation of goals, objectives, work standards and departmental policies and procedures; prepares and administers the department budget.
- Plans, organizes and directs County-wide programs for the inspection, standardization and quarantine of agricultural products, the control and abatement of agricultural pests and noxious weeds and the enforcement of labeling, packing and marketing standards for agricultural products.
- Develops and applies policies conforming with state and federal rules, regulations and orders.
- Plans, organizes and directs County-wide programs for the inspection and standardization of weighing, metering and measuring devices within the County, including programs to enforce standards for petroleum dispensing devices, large and small capacity weighing devices and quality control of prepackaged items.
- Directs the selection and training of staff through subordinate supervisors; provides for professional development of staff; makes final interpretations of laws and regulations.
- Directs the maintenance of inspection, standardization, quarantine and other records and the preparation of periodic and special reports.
- Represents the County in meetings with state and federal personnel, other Agricultural Commissioners and Sealers, and with County department representatives to advise on agricultural matters and weights and measures issues.
- Directs the study of County enforcement problems and related matters; determines the scope and nature of inspection, standardization and quarantine services required to meet changing conditions.
- Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.
EMPLOYMENT STANDARDS

Knowledge of:

- principles and practices of agricultural inspection, weights and measures testing and inspection and detection and eradication of diseases and pests related to agricultural commodities
- pertinent local, state and federal laws, rules and regulations
- state and federal organizations involved in agricultural or weights and measures inspections
- construction, mechanics and operation of weighing and measuring devices
- budget development and control
- principles of project planning, development, coordination, and direction
- principles of public administration, management, staff supervision, employee training, and work evaluation

Ability to:

- organize, staff and budget to meet the legal mandates for the department and to protect the interests of the County and citizens
- plan, organize, supervise, review and evaluate the work of others
- train staff in work procedures
- resolve inspection problems that are highly sensitive or have a significant impact on County residents
- maintain financial records and prepare accurate and detailed activity reports and financial statements to the state and regulatory agencies
- interpret and explain state and federal agricultural and weights and measures regulations
- make accurate and varied inspections as required
- exercise sound independent judgment within established policy and regulatory guidelines
- direct the maintenance of and prepare accurate records, periodic and special reports, correspondence and other written materials
- establish and maintain effective working relationships with those contacted in the course of the work

TYPICAL WORKING CONDITIONS

Work is performed in an office and outdoor environments; work is performed in varying temperature and weather conditions; exposure to dust, pesticides, and hazardous controlled substances; continuous contact with other staff and the public.
TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office and field environment. Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; traverse uneven terrain; lift and/or move objects and materials of up to 50 pounds in weight; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and field equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

EXPERIENCE

Six years of increasingly responsible experience in agricultural inspection, weights and measures testing and inspection, including two years of administrative and management responsibility.

EDUCATION

Equivalent to a Bachelor’s degree from an accredited college or university with major course work in chemistry, agricultural biology or a related physical science or public or business administration, organizational management or a related field.

ADDITIONAL REQUIREMENTS

Possession of valid licenses as both a County Agricultural Commissioner and as a County Sealer of Weights and Measures issued by the California Department of Food and Agriculture; and possession of a valid California driver’s license.

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.
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