

# COUNTY OF SOLANO

## CLASS SPECIFICATION

### Assistant Agricultural Commissioner/Sealer of Weights and Measures

#### CLASS SUMMARY:

Under general direction, this class assists the Agricultural Commissioner/Sealer of Weights and Measures in managing and directing a group of assigned staff and operational and administrative functions within the Agriculture Department and the Division of Weights and Measures. This is an assistant department head level position, responsible for assisting in the planning, coordination and administration of one or more phases of departmental operations. The employee in this position assists in establishing and administering operational policies, goals and procedures and in developing and administering the department budget. Responsibilities of this position, demand thorough knowledge of and expertise in executing programs within state legal requirements, county ordinances, policies, and procedural guidelines that benefit the consumer, the environment, public safety, and the agricultural industry.

#### DISTINGUISHING CHARACTERISTICS

This class is distinguished from the:

- Agricultural Commissioner/Sealer of Weights and Measures class which is a department head with the responsibility for overall management of the department.
- Deputy Agricultural Commissioner/ Sealer of Weights and Measures class which the Assistant Agricultural Commissioner/Sealer of Weights and Measures is responsible for supervision over the Deputy Commissioner and has a broader scope of administrative and program responsibility.

#### SUPERVISION RECEIVED AND EXERCISED:

- Supervision is provided by the Agricultural Commissioner/Sealer of Weights and Measures.

#### AND

- Employees of this class exercise supervision over supervisors in addition to employees in clerical, technical/paraprofessional, and professional classes.

**ESSENTIAL DUTIES:** This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Exercises management authority for assigned services and activities of the Agriculture Department and performs managerial responsibilities such as:
  - planning and managing the agricultural/weights and measures inspection programs;
  - approving non-routine expenditures for workplace improvements, training, computer software and hardware, etc.;
  - assisting in the preparation of the budget;
  - gathering information and preparing reports relative to projected costs;
  - monitoring purchases and expenditures;

- assisting in the formulation of long range goals of the department and in developing plans for accomplishing them;
- monitoring goals and objectives of the unit and taking corrective actions as appropriate;
- recommending and implementing new policies and procedures to eliminate or reduce barriers to efficient or effective production and/or to improve customer service;
- coordinating and monitoring the work of consultants and contractors by reviewing the performance and quality of work to ensure compliance with the applicable contract and by reviewing and approving claims for payments to ensure conformance with contract provisions and to prevent cost overruns;
- identifying areas for organizational improvement and initiating changes to improve organizational efficiency and customer service; analyzing problems and developing or delegating the development of improved processes, procedures, or systems;
- reviewing legislative bills of interest, and analyzing potential impacts on Department workload; ensuring that personnel is kept informed of law and regulation revisions, as well as new inspection techniques, procedures, and policies;
- Instituting investigations to ascertain facts and gather evidence; holding hearings on violations of laws and regulations pertaining to agriculture/weights and measures, and other matters; conferring with the Department Head to determine the need for further action and making requests for prosecution by the District Attorney; and
- acting for the Agricultural Commissioner/Sealer of Weights and Measures during absences or as directed.
- Performs supervisory duties to direct reports and to others through subordinate supervisors such as:
  - Oversees the work of subordinate supervisory personnel engaged in the various inspection and enforcement programs;
  - establishing standards for acceptable work products and evaluating performance;
  - interviewing applicants and making selections;
  - reviewing, approving and implementing disciplinary actions and terminations;
  - ensuring that staff are properly trained;
  - assigning work and planning and scheduling staff's work activities and deadlines;
  - reviewing work and recognizing employees' work efforts and accomplishments;
  - providing career development mentoring and recommending training and career development opportunities;
  - reviewing and approving timesheets and requests for leave;
  - supporting and ensuring compliance with County and Department policies and procedures including those related to equal opportunity and to safety; and
  - providing a safe working environment for staff; updating and maintaining compliance with safety policies and procedures; serving as a member of safety committee.
- Represents the Department in community outreach efforts by:

- developing and maintaining collaborative partnerships with community leaders, local, regional, and statewide organizations, non-profit agencies, local businesses, and other County departments to develop, implement, and/or promote a variety of programs and projects consistent with the Department's goals and services;
  - representing the Department's needs and priorities within these partnerships;
  - representing the Department in a variety of community outreach activities and public awareness programs;
  - speaking to groups and individuals regarding departmental activities and services; drafting news releases and interacting with the media; and
  - participating as an active and contributing member of designated community organizations, committees/project teams, and special interest work groups as a representative of the Department.
- Performs other duties of a similar nature or level as assigned.

#### **EDUCATION AND EXPERIENCE:**

- **Education:** A Bachelor Degree from an accredited college or university; with major in agriculture, biological sciences, physical sciences, or a related field.

**AND**

- **Experience:** Five years of increasingly responsible experience in agricultural inspection and weights and measures testing and inspection with at least two years of experience equivalent to a Deputy Agricultural Commissioner/Sealer of Weights and Measures in Solano County.

#### **LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:**

- Applicants shall possess a valid license as a Deputy Agricultural Commissioner and/or a Deputy Sealer of Weights and Measures issued by the California Department of Food and Agriculture. If incumbent does not possess both licenses, incumbent must achieve the other license within three (3) years of appointment.
- Possession of a valid license as an Agricultural Commissioner and/or Sealer of Weights and Measures issued by the California Department of Food and Agriculture is highly desirable. If incumbent does not have either license, then the incumbent must achieve one of the licenses within three (3) years of appointment and the other license within five (5) years from appointment.
- Possession of a valid Class C California driver's license is required; independent travel and some overnight travel is required. **Note:** The driver's license must be kept current while employed in this class.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:**

- Applicable sections of the California Food and Agricultural Codes, California Business and Professions Code, California Code of Regulations, County ordinances, and federal laws, and regulations pertaining to agricultural and weights and measures programs
- Public administration as related to budgeting, operations design/justification/evaluation and supervision.
- Program planning, implementation, and evaluation techniques.
- Research and analysis practices and techniques; methods for gathering and evaluating statistics.
- Principles and practices of supervision; performance evaluation and discipline processes applicable to the public sector; staffing requirements for the program; training and supervisory practices.
- Insects, diseases, pesticides, weeds, animals, pest animals, modern control and enforcement methods.
- Modern methods of producing, packing, labeling, shipping, and marketing agricultural products; basic mechanical principles, especially as applied to vehicles, pumps and valves.

**Skills and/or Ability to:**

- Supervise, evaluate, train, and develop staff and organize and manage their work.
- Assist in planning, organizing, and managing a complex department engaged in several different areas of inspection, enforcement, control, and service delivery; develop, communicate and direct operations toward accomplishment of goals and objectives; assist in developing and directing implementation of operational procedures.
- Identify, analyze, and resolve administrative problems; make sound decisions and exercise independent judgment.
- Develop, implement and communicate procedures and programs to respond to changing laws, rules and regulations and public demands; keep abreast of, understand, interpret, and explain laws, rules, regulations and policies governing departmental administrative practices; comply with laws, regulations, and professional practices governing the Agriculture Department.
- Understand and respond appropriately to local community and political needs; interpret and use political direction to participate in development of responsive and effective operational policy; determine the appropriate course of action in stressful or emergency situations;
- Direct the collection and analysis of data to establish and identify needs and evaluate program effectiveness.
- Assist in preparing, and monitoring the budget and controlling expenditures.
- Secure cooperation and teamwork from management, professional, technical and/or support staff; effectively delegate responsibility and authority; determine and evaluate achievements and performance levels; supervise managers, supervisors, and support staff.
- Direct research of laws, regulations, and technical reference manuals; prepare/present various narrative and statistical reports.

- Work effectively in an environment with considerable regulatory change and high public interest.
- Communicate effectively both verbally and in writing; perform various public relations activities; establish and maintain cooperative working relationships with a wide variety of groups and individuals.
- Administer contracts and grants according to designated guidelines and regulations..
- Represent the office in meetings with representatives from various County and non-County organizations, with local businesses, with customers, and/or with the general public.
- Prepare a variety of written communications to include reports, policies and procedures.
- Maintain accurate records and document actions taken.
- Perform a variety of technical and specialized tasks and functions in an independent, competent and timely manner.
- Maintain confidentiality of records and information per pertinent laws/regulations.
- Use modern office equipment to include computers and related software applications.

**PHYSICAL REQUIREMENTS :**

- **Mobility and Dexterity:** This class typically requires employees to perform the following: stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion. This class typically requires employees to perform the following: stooping, kneeling, reaching, occasional standing, occasional walking, pushing, pulling, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- **Lifting, Carrying, Pushing and Pulling -- Sedentary Work:** Employees in this class exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- **Vision:** This class typically requires employees to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer terminal, read, etc. This class requires employees to have depth perception in order to operate a motor vehicle.
- **Hearing/Talking:** This class typically requires employees to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Employees in this class are also required to be able to communicate to express or exchange ideas.

**WORKING CONDITIONS:**

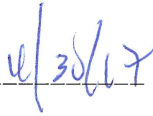
- **Office Work plus Outdoor Work:** While most work will be in an office setting, visits to outdoor worksites will require an employee in this class to occasionally work outside and be subject to a variety of weather conditions, walking on uneven terrain, and working around vehicles in operation and around machinery with moving parts. Employees in this class will often be walking through agricultural land and thus will be subject to exposure to chemicals, plant/animal diseases or poison oak and must have a tolerance for chemical and agricultural odors.

- Traffic Hazards: Employees in this class may be required to operate a vehicle and thus will be subject to traffic hazards while driving. Employees may be required to drive autos or small trucks through fields and orchards and may spend a great deal of time in a vehicle during hot weather.

**OTHER REQUIREMENTS:**

- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class
- Independent Travel: Incumbents are required to travel independently, for example, to perform work at other work sites, to attend meetings with other County employees, to attend meetings with community organizations, etc.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.

  
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Director of Human Resources



**Established:** 12/99  
**Revised:** 02/07, 11/17  
**BOS Date:** 02/13/07