

Plant Quarantine Supervisor I
Knowledge, Skill, Ability, and Personal Characteristic
Statements Rating Results

KSAPC #	Knowledge, Skill, Ability, and Personal Characteristic Statement
K01	Knowledge of methods and procedures used in plant quarantine inspections.
K02	Knowledge of the types of commodities inspected and quarantined in California.
K03	Knowledge of the plant quarantines objectives in California.
K04	Knowledge of Federal and State laws, rules and regulations covering plant quarantine inspections
K05	Knowledge of the names, life history, hosts, and distribution of insects and disease pests, noxious weeds and restricted wild animals being excluded from entry into California.
K06	Knowledge of State laws, rules and regulations dealing with fruit and vegetable quality control, treatment methods for infested products and the proper disposition procedures for intercepted material.
K07	Knowledge of approved methods of plant quarantine inspections.
K08	Knowledge of the principles, methods and techniques of effective supervision to effectively plan, organize, and direct the work of others.
K09	Knowledge of tools and equipment used to perform quarantine activities.
K10	Knowledge of copiers, fax, telephones, etc. to perform general office activities.
K11	Knowledge of computer use and software programs such as Word, Excel, and Access for data entry, creating reports, and communicating.
K12	Knowledge of safety policies and regulations within the work environment.
K13	Knowledge of the Injury Illness Prevention Program including procedures of reporting on the job injuries (e.g., workers compensation forms) to provide a safe and healthy work environment.
K14	Knowledge of the Progressive Discipline process to prevent, correct, and improve employee performance.
A01	Ability to communicate effectively at a level required for successful job performance.
S01	Skill to establish and maintain cooperative working relationships with those contacted in the course of work.
S02	Skill to effectively and appropriately deal with frustrated, angry, or otherwise emotional individuals contacted during the course.
S03	Skill to operate a personal computer.
A02	Ability to interpret laws, rules and regulations and apply them to specific situations.
A03	Ability to follow and give directions orally and in writing to accomplish day to day activities and ensure a safe and secure working environment.
A04	Ability to adapt to changing work demands and priorities.
A05	Ability to analyze various situations accurately to recommend alternative solutions and take appropriate action.

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A06	Ability to work independently using sound judgment in handling daily activities with minimal to no supervision.
A07	Ability to work productively as a member of a team in order to achieve work goals and to ensure a safe and secure working environment.
A08	Ability to work efficiently in order to complete assigned tasks within reasonable or specified time periods.
A09	Ability to conduct on the job training to staff in all aspects of plant quarantine work.
A10	Ability to plan, organize and direct the work of others in a diverse workforce.
A11	Ability to objectively evaluate and review the work of others.
A12	Ability to prepare clear, complete, and concise reports and correspondence.
A13	Ability to make sound decisions in a demanding work environment.
A14	Ability to operate fax machine, telephone, copiers, new technological devices, etc
A15	Ability to operate and care for tools and equipment (e.g. ladders, creepers, power-washers, knives, fruit crushers, microscopes and digital cameras etc.).
A16	Ability to perform light to heavy physical work such as walking, standing, bending, lifting, kneeling, and climbing on a regular basis to perform quarantine inspections.
A17	Ability to apply the Progressive Discipline process to subordinate employees in order to address issues of substandard performance to correct, and improve employee performance.
A18	Ability to effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
SPC01	Leadership qualities in order to provide guidance to others, setting an example for others while being held to a higher standard, demonstrating maturity, stability, tact, ethical/moral behavior, self confidence in order to effectively supervise the shift operations of the facility.
SPC02	Normal vision and/or with corrective aides to ensure personal safety, safety of others and in order to respond to emergency situations, etc.
SPC03	Normal hearing and/or with corrective aides to communicate effectively and to ensure the health and safety of the public and employees.
WC01	Willing to work holidays, Saturdays and Sundays.
WC02	Willing to reside in areas close to Nevada, Oregon, and Arizona borders.
WC03	Willing to work in adverse weather conditions such as excessive heat, snow, sleet, rain, wind, fog, dust, fumes, gases and other odors.
WC04	Willing to work odd and irregular hours on a regular basis.
WC05	Willing to work in a moderate noise environment where noise level is at a moderate level.
WC06	Willing to abide by and adhere to the Department's grooming standards and by wearing the required uniform.

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WC07	Willing to abide by and adhere to safety policies and provisions e.g., wearing safety vests, protective eye wear and gloves, etc. applicable to specific inspection activities and assignments.
WC08	Willing to provide physical and informational assistance to the public as needed.