

Special Assistant
Knowledge, Skill, Ability, and Personal Characteristic Statements
Rating Results

KSAPC #	Knowledge, Skill, Ability, and Personal Characteristic Statement
K01	Knowledge of Provisions of the California Food and Agriculture Code, Business and Professions Code, and other Federal, State and local laws, rules, regulations, and policies pertaining to the programs of the Department of Food and Agriculture.
K02	Knowledge of legal and administrative procedures to be followed in the enforcement of related statutes.
K03	Knowledge of organizational structure and purpose of departmental programs and their relation to Federal, State, and county agencies in related work.
K04	Knowledge of principles of public administration including personnel management, procurement, contracting, supervision, budgeting and other fiscal matters.
K05	Knowledge of a manager's or supervisor's responsibility for promoting equal opportunity during the hiring process, during employee development and promotion, succession planning, and for maintaining a work environment that is free of discrimination and harassment.
K06	Knowledge of the legislative process.
K07	Knowledge of the agricultural industry in California.
K09	Knowledge of the infrastructure, jurisdictions, missions, roles, and resources of cooperating and stakeholder agencies, and organizations.
A01	Ability to establish and maintain cooperative working relationships with industry organizations, and Federal, State and local agencies.
A02	Ability to draft and revise laws, rules, regulations, and policies.
A03	Ability to conduct technical and administrative studies and investigations.
A04	Ability to identify and develop effective settlements of controversial and sensitive issues.
A05	Ability to evaluate existing statewide programs and make recommendations for improvement or change to meet present or future needs.
A07	Ability to communicate effectively, both verbally and in writing.
A08	Ability to identify pertinent data/information or sources, to analyze data and provide a clear and concise mechanism of reporting such information.
A09	Ability to prepare memos, letters, reports and correspondence.
A10	Ability to organize and direct the work of administrative and professional staff.
A11	Ability to train and mentor personnel.
A12	Ability to effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

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A13	Ability to develop and analyze budget reports and make appropriate recommendations.
A14	Ability to listen and communicate in an effective manner.
A15	Ability to manage departmental change efforts while helping others deal with the effects.
A16	Ability to effectively recruit, select, develop, and retain competent staff; includes making appropriate assignments and managing staff performance.
A17	Ability to define tasks and establish milestones for achieving objectives, while ensuring the optimal use of resources to meet those objectives.
A18	Ability to act for and represent the Division Director in his or her absence.
A19	Ability to exercise and demonstrate good judgment, discretion, integrity, professionalism, diplomacy, respect, competence, and fairness in all work-related settings and interactions, while working under minimal supervision and guidance.
A20	Ability to complete projects and meet deadlines.
A22	Ability to identify and analyze problems, develop and evaluate options and implement solutions.
A23	Ability to use logic and reasoning to identify and articulate the strengths and weaknesses of alternative solution, conclusions and approaches to complex problems.
A24	Ability to make oral presentations and effectively communicate information in a variety of settings, taking into account the audience and nature of the information.
A25	Ability to generate, review, and understand fiscal information and display.