

**CDFA Suggested Areas of Study and References for Written Exams for:
Agricultural Commissioner/Sealer of Weights and Measures
Deputy Agricultural Commissioners
Deputy Sealer of Weights and Measures**

Deputy Agricultural Commissioners/Sealer of Weights and Measures Core Questions

1. Public Administration Book – All Chapters
 - a. [Public Administration Textbook](#)
2. CACASA
 - a. [CACASA Webpage](#)
3. California State Association of Counties
 - a. [CSAC Webpage](#)
4. Institute of Local Government
 - a. [PDF: Technology, Tools and Techniques to Reach Your Community](#)
 - b. [PDF: Broadening Public Participation Using Online Engagement Tools](#)
 - c.
5. Legislative and Rulemaking Process
 - a. [California Rulemaking Process](#)
 - b. [California Legislative Process](#)

Agricultural Commissioner/Sealer of Weights and Measures Core Questions

1. Organizational Behavior Book – Chapters 2, 3, 4, 5, 6, 9, 11, 12, 13, 14, and 15
 - a. [Organizational Behavior Textbook](#)
2. Cal/OSHA
 - a. [PDF: The Guide to Cal/OSHA](#)

3. CalHR
 - a. [CalHR's Supervisors Guide to Addressing Poor Performance](#)
 - b. [PDF: Model Workplace Violence and Bullying Prevention Program](#)
4. CDFA
 - a. [CDFA Racial Equity Action Plan](#)
5. California Civil Rights Department
 - a. [PDF: Harassment Prevention Guide](#)
6. Related Codes:
 - a. [Food and Agricultural Code, State Administration \[101-1501\], Part 2, Organization \[901 - 906\]](#)
 - b. [California Code of Regulations, § 6131, Actions Allowed Against Licensed or Certificated Employees.](#)
 - c. [Government Code – California Code, GOV 12940](#)
7. Institute of Local Government
 - a. [PDF: Beyond the Usuals Ideas to Encourage Broader Public Engagement in Community Decision Making](#)
 - b. [PDF: Brief Glossary of Financial Management Terms](#)
 - c. [PDF: Dealing with Emotional Audiences](#)
 - d. [PDF: Effective Public Engagement through Strategic Communication](#)
 - e. [PDF: Free Speech vs Hate Speech: Practical Guidelines for Managing Public Forums](#)
 - f. [PDF: How Local Agencies Make Things Happen](#)
 - g. [PDF: Legislative versus Adjudicative Actions](#)
 - h. [PDF: Purchasing and Contracting Practices](#)
 - i. [PDF: Types and Responsibilities of Local Agencies](#)
 - j. [PDF: What Is Public Engagement and Why Do It?](#)
8. Management website:
 - a. [Functions of Management](#)