



Agricultural Pest Control Supervisor

Class Code: 0553 - Exam Code: 7FA19

Opening Date:	06/16/17
Closing Date:	07/07/17
Type of Examination:	Departmental Open
Salary:	\$3,957 - \$4,954
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-time Limited Term Intermittent
Exam Type:	Spot/Sacramento

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO CAN APPLY

Applicants who meet the minimum qualifications as stated below. This is a Departmental Open Spot examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

Submit a Standard State Application (STD. form 678) and Supplemental Application to the California Department of Food and Agriculture no later than the **Final Filing Date, Friday, July 7, 2017**.

- Standard State Application (STD. form 678) is available through the internet at <https://jobs.ca.gov/pdf/std678.pdf>
- Supplemental Application is attached below. Applicants who do not submit a Supplemental Application will be disqualified.

HOW TO APPLY CONTINUED

- All applications must include “to” and “from” dates (month/day/year) and time base. **Applications received without this information may be rejected.**
- Resumes **will not** be accepted in lieu of a completed State Application, (STD. form 678).
- Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).

WHERE TO APPLY

By mail/In person: California Department of Food and Agriculture
Examination Unit, Attn: Aimee Uhler
1220 N Street, Room 242
Sacramento, CA 95814
(916) 403-6584

By e-mail: exams@cdfa.ca.gov

NOTE: Facsimile (FAX) applications will not be accepted under any circumstances.

FINAL FILE DATE

Final Filing Date: Friday, **July 7, 2017.**

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS are not considered Postmark dates for the purpose of determining timely filing of applications.

All applications must be received by the Final Filing Date, Friday, **July 7, 2017.** Mailed applications must be **POSTMARKED no later than the Final Filing Date.** Applications personally delivered or received via interoffice mail must be received by 5:00 p.m. on the final filing date. Any applications received after the final filing date will not be accepted for any reason.

TEST DATE

It is anticipated that the examination will be sometime in August or September 2017.

TESTING METHOD

The testing method used may be one or a combination of the following: **ORAL OR WRITTEN EXAMINATION, EDUCATION & EXPERIENCE OR SUPPLEMENTAL APPLICATION.**

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, mark the appropriate box in #2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear for a test, call the California Department of Food and Agriculture, Examination Unit, at (916) 403-6584.

ELIGIBLE LIST INFORMATION

A Departmental "Open" list will be established for the California Department of Food and Agriculture. The eligible list will be abolished **12** months after it is established **unless** the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applications must meet the education and/or experience requirements as stated on this examination announcement. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

MINIMUM QUALIFICATIONS**Either I**

One year of experience in the California state service performing the duties of an Agricultural Pest Control Specialist, Range B.

Or II

Experience: Four years of field experience performing agricultural pest control duties, at least one year of which shall have been as a supervisor.

(Completion of one year of college work with courses in agriculture or one of the life sciences may be substituted for one year of the required nonsupervisory experience.)

NOTE: SUBMISSION OF TRANSCRIPTS IS REQUIRED TO VERIFY THE EDUCATION REQUIREMENT. FAILURE TO DO SO MAY RESULT IN A DELAY OF YOUR APPROVAL TO COMPETE IN THE EXAMINATION.

POSITION DESCRIPTION

Participates in, carries out and supervises planned procedures in the field survey, control and eradication of plant pests; when in charge of an area (multicounty or multidistrict) or program activity, manages all field aspects, including planning, training, and coordinating the work of State and county personnel; operates or supervises the operation of equipment; establishes and maintains effective relationships with homeowners, growers, city and county officials; supervises work of pest control operators under contract to the State; negotiates work agreements with county officials, growers, landowners and other governmental agencies; evaluates field conditions affecting the safety or efficacy of program actions; keeps records and prepares reports; acts as aerial strip supervisor; and performs flight duties, such as aerial mapping, insect release or observation in aerial pesticide application.

This is the project supervisor level. Under direction, performs as a supervisor in full charge of all phases of an established area (multicounty or multidistrict) or intermediate project; manages all field aspects, including planning, training, coordinating and supervising work of State and county personnel; within prescribed limits, draws conclusions and takes independent action or makes independent recommendations from technical data.

EXAMINATION INFORMATION

This examination will consist of a Supplemental Application (Weighted Pass/Fail) **AND** a Qualifications Appraisal Interview (Weighted 100%) that will include a number of predetermined job-related questions.

EXAMINATION INFORMATION CONTINUED

Only those candidates who are successful in the Supplemental Application phase of this examination will be invited to the Qualifications Appraisal Interview. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the Qualifications Appraisal Interview. Competitors who do not appear for the interview will be disqualified.

**SUPPLEMENTAL APPLICATION– WEIGHTED PASS/FAIL.
QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%**

The California Department of Food and Agriculture and the CalHR reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

KNOWLEDGE, SKILLS AND ABILITIES

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

KNOWLEDGE OF:

1. Current methods, terminology, materials, and equipment used in the survey, control or eradication of agricultural pests
2. Pesticide regulations, safety techniques, and requirements
3. Applicable sections of the Food and Agriculture Code
4. The pests involved in current control and eradication project within the State
5. Principles of effective supervision and management
6. Equal Employment Opportunity Program objectives
7. A manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives

ABILITY TO:

1. Read and write English at a level required for successful job performance
2. Service and maintain pest control equipment
3. Make or direct emergency repairs to equipment in the field
4. Lead field crews and maintain discipline
5. Keep time records
6. Prepare field operation reports
7. Carry out oral and written instructions
8. Make minute visual observations
9. Learn and carry out varied tasks in biological fieldwork
10. Work effectively with county, Federal and industry personnel
11. Maintain cooperative relations with those contacted in the work
12. Supervise and coordinate field operations carried out over a large geographic area (county or multicounty) and identify organizational and operational resource needs
13. Exercise leadership

KNOWLEDGE, SKILLS AND ABILITIES CONTINUED

14. Prepare budget estimates
15. Act independently
16. Work with a minimum of supervision
17. Effectively contribute to the department's equal employment opportunity objectives

SPECIAL PERSONAL CHARACTERISTICS

Willingness to travel and work irregular hours

EDUCATION AND EXPERIENCE

If conditions warrant, this examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

CAREER CREDITS

Career Credits **will not** be added to the final score of this examination, because it does not meet the requirements to qualify for Career Credits.

CONTACT INFORMATION

If you have any questions regarding this announcement, please contact:

The California Department of Food and Agriculture, Examination Unit
1220 N Street, Room 242
Sacramento, CA 95814
Attn: Aimee Uhler at (916) 403-6584 or aimee.uhler@cdfa.ca.gov

GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Food and Agriculture Examinations Unit at (916) 403-6584 three (3) weeks after the final filing date if he/she has not received his/her notice.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

GENERAL INFORMATION CONTINUED

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. If an offer of employment is made, a medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: ① sub-divisional promotional, ② departmental promotional, ③ multi-departmental promotional, ④ service-wide promotional, ⑤ departmental open, ⑥ open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one (1) to four (4) years unless otherwise stated on this bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1.) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2.) An entrance examination is defined, under the law, as any open competitive examination. And 3.) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device TTY number: 1-800-735-2929 FROM VOICE PHONES: 1-800-735-2922

**CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE
SUPPLEMENTAL APPLICATION EXAMINATION FOR**

AGRICULTURAL PEST CONTROL SUPERVISOR

The California Department of Food and Agriculture's (CDFA) Agricultural Pest Control Supervisor examination is being given on a Departmental Open Statewide basis. The examination will consist on this Supplement Application (weighted pass/fail) followed by a Qualifications Appraisal Interview (weighted 100%).

This Supplemental Application is designed to elicit a range of specific information regarding each candidate's knowledge, skills, abilities, and experience to effectively perform the duties relative to the classification. The information you provide will be evaluated using predetermined rating criteria. A "631 Location Preference Form" is included in this supplemental application to allow you to select the location(s) in which you are interested in working. You will not be scored on the "631 Location Preference Form".

Resumes, letters of reference, and other materials will not be evaluated or considered as responses to items in the Supplemental Application.

NOTE: FAILURE TO COMPLETE AND RETURN THIS SUPPLEMENTAL APPLICATION MAY RESULT IN YOUR ELIMINATION FROM THIS EXAMINATION.

THIS AFFIRMATION MUST BE COMPLETED:

I hereby certify and understand the information provided by me on this Supplemental Application is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand this information may be verified at any time. I also understand if it is discovered I have made any false representations, I will be removed from the examination process, removed from the list resulting from this examination, and may not be allowed to compete in future examinations for State employment and I may be subject to prosecution for misdemeanor or felony offenses under California Law. Additionally, State employees may have adverse action taken against them up to and including dismissal.

Your signature (Required): _____ **Date:** _____

Print your name (Required): _____

Your supplemental application will not be scored if you do not provide your name.

Submit your completed Supplemental Application AND, your completed Standard State Application (Std. Form 678) to the address below by July 7, 2017.

**California Department of Food and Agriculture
Human Resources Branch
1220 N Street, Room 242
Sacramento, CA 95814
Attn: Aimee Uhler
Email: exams@cdfa.ca.gov**

Agricultural Pest Control Supervisor Supplemental Application

PART II

INSTRUCTIONS: For each item listed below in rows "1 through 29", place ONE "X" in the <i>Knowledge</i> column which most accurately represents the knowledge you have with the following tasks. Also, for each item listed below in rows "1 through 29", place ONE "X" in the <i>Experience</i> column which most accurately represents the experience you have with the following tasks. NOTE: Credit will not be given for items not marked.		Knowledge			Experience			
		No Knowledge - I have no knowledge of how to perform this task or what it may entail.	Basic/Limited knowledge - I have some knowledge of how to perform this task, but may require additional instruction to apply my knowledge effectively.	Moderate Knowledge - I possess a sufficient knowledge level that would allow me to perform this task successfully.	Extensive Knowledge - I could effectively perform this action under the majority of circumstances or situations encountered; and/or could instruct others on specific aspects of this action.	No experience - I have no experience performing this task.	Some Experience - I have less than one year experience performing this task.	Moderate Experience - I have one to three years experience performing this task.
1.	Promote and enforce equal opportunity by maintaining a work environment that is free of discrimination and harassment.							
2.	Foster teamwork by motivating and encouraging staff to work together to maintain good working relationships using effective communication skills.							
3.	Assist and/or participate in the Progressive Discipline process to prevent, correct, and improve employee performance and/or address issues of substandard performance utilizing various resources such as knowledge, policies, and procedures in accordance with Departmental policy and State laws, rules and regulations.							
4.	Plan, direct, review and monitor the work of permanent and/or seasonal staff in inspection, survey, detection, eradication, treatment and control of invasive pests and utilize judgment and initiative in identifying, analyzing, and solving problems necessary for planning and decision making.							
5.	Oversee and monitor staff in the mixing, loading, storage, and application of pesticides, storage and proper use of Personal Protective Equipment to promote and provide a safe work environment utilizing Material Safety Data Sheets, Injury Illness Prevention Program, manuals, facility operational procedures, laws, rules, and regulations as required by law.							
6.	Prepare work plans, includes vehicle, personnel, and equipment needs for control, detection, eradication, and/or emergency project activities, and sterile insect technique in a single or multi county program to establish, maintain and enhance operations.							

Agricultural Pest Control Supervisor Supplemental Application

		<i>Knowledge</i>				<i>Experience</i>			
		No Knowledge - I have no knowledge of how to perform this task or what it may entail.	Basic/Limited knowledge - I have some knowledge of how to perform this task, but may require additional instruction to apply my knowledge effectively.	Moderate Knowledge - I possess a sufficient knowledge level that would allow me to perform this task	Extensive Knowledge - I could effectively perform this action under the majority of circumstances or situations encountered; and/or could instruct others on specific aspects of this action.	No experience - I have no experience performing this task.	Some Experience - I have less than one year experience performing this	Moderate Experience - I have one to three years experience performing this task.	Extensive Experience - I have performed this task three or more years.
<p>INSTRUCTIONS:</p> <p>For each item listed below in rows "1 through 29", place ONE "X" in the <i>Knowledge</i> column which most accurately represents the knowledge you have with the following tasks.</p> <p>Also, for each item listed below in rows "1 through 29", place ONE "X" in the <i>Experience</i> column which most accurately represents the experience you have with the following tasks.</p> <p>NOTE: Credit will not be given for items not marked.</p>									
25.	Act as Facility Manager/Director by overseeing the general operation of the facility in the absence of the Facility Manager/Director, Agriculture Program Supervisor III.								
26.	Attend and/or coordinate meetings with staff, management, federal, state, county personnel, the public, homeowners, growers, etc, in order to share and receive information, provide updates, educate on program objectives, etc. regarding current work.								
27.	Collaborate with State, County and Federal agencies to facilitate cooperation in routine and emergency projects, etc., including work agreements (Memorandum of Agreement and Memorandum of Understanding) to establish and maintain effective working relationships.								
28.	Oversee and/or order supplies and equipment in order to maintain a well-equipped office, ensuring staff have the supplies, office equipment, and materials necessary to do their assigned tasks, etc., utilizing inventories of current supplies and equipment, supply catalogues, standard forms, purchase orders, written communication skills, etc. on an as needed basis.								
29.	Approve, review, and/or make travel arrangements for self and/or crew, including transportation, accommodations, and travel advances when traveling to other work locations or emergency projects on an as needed basis.								

**Agricultural Pest Control Supervisor
Supplemental Application**

Part III

- NARRATIVE QUESTIONS:

You are being given two (2) questions on the following pages for which you are to provide your responses.

Instructions

- Limit your responses to the space provided, only one page per question/response.
- No additional pages will be accepted or considered for responses.
- You will be evaluated on content, grammar, spelling and neatness of your answer in addressing each question.

**Agricultural Pest Control Supervisor
Supplemental Application**

Question #1:

You are in charge of a large trapping program. One of your leads reports that she suspects a trapper (Agricultural Technician I) is falsifying trapping records. What steps will you take to determine if the allegations are true or false?

**Agricultural Pest Control Supervisor
Supplemental Application**

Question #2:

You are an Agricultural Pest Control Supervisor in charge of a pesticide application for an invasive pest. To comply with CDFA's Programmatic Environmental Impact Report, the program has developed a Notice of Treatment (NOT) to notify elected officials, regulatory agencies, and other stakeholders of the impending pesticide application. List the important informational items contained within the NOT.

California Department of Food and Agriculture
Agricultural Pest Control Supervisor
(631 LOCATION PREFERENCE FORM)

Please check the location(s) where you will accept employment.

- Fresno (1000)
- Hawaii (0000)
- Kern (1500)
- Imperial (1300)
- Lake (1700)
- Los Angeles (1900)
- Orange (3000)
- Riverside (3300)
- Sacramento (3400)
- San Diego (3700)
- Santa Clara (4300)

PRINT YOUR NAME

SIGN YOUR NAME