

## ***Agricultural Program Supervisor II***

### *Knowledge, Skill, Ability, and Personal Characteristic Statements*

<b>KSAPC #</b>	<b>Knowledge, Skill, Ability, and Personal Characteristic Statement</b>
K01	Knowledge of provisions of the California Agriculture Code or Business and Professions Code and other Federal, State, and local laws, rules, regulations, policies and procedures pertaining to the assigned agricultural program area.
K02	Knowledge of legal and administrative procedures to be followed in the enforcement of related statutes.
K03	Knowledge of organization and purpose of the department and division, and their relation to Federal, State, and county agencies in related work.
K04	Knowledge of the principles, methods and techniques of effective supervision to effectively plan, organize, and direct the work of others.
K05	Knowledge of principles of administrative organization, business administration/management and supportive staff services such as budget, personnel, purchasing, leases, contracts, inventory, training, and travel.
K06	Knowledge of agriculture industry practices and organizations, as appropriate for the assigned program area.
K07	Knowledge of the supervisor's responsibilities in the Equal Employment Opportunity (EEO) Program and the processes available to promote and maintain a workforce free of discrimination and harassment.
K08	Knowledge of training techniques to educate staff on job tasks and responsibilities to improve performance, safety and productivity.
K09	Knowledge of the Progressive Discipline process to prevent, correct undesirable behavior, and improve employee performance.
K10	Knowledge of performance management systems such as probation reports, Individual Development Plans (IDP) to develop staff and improve productivity.
K11	Knowledge of collective bargaining agreements to ensure compliance.
K12	Knowledge of State and Federal labor laws including Workers' Compensation, Family Medical Leave Act and State Disability forms and requirements to ensure compliance.
K13	Knowledge of legislation and regulation review and writing processes.
K14	Knowledge of relevant scientific terms and principles applicable to program success.
K15	Knowledge of personal computers, software programs and other electronic devices (i.e. tablets, smart phones, etc.) for communicating, preparing reports and various other documents.

<b>KSAPC #</b>	<b>Knowledge, Skill, Ability, and Personal Characteristic Statement</b>
K16	Knowledge of the laws, rules, regulations, and standards to assigned agricultural program area. Such as pertaining to fruits, vegetables, nuts, honey, eggs, grains, and other commodities or pertaining to pesticide regulatory and administrative procedures in environmental protection or pertaining to agriculture chemicals and products or applicable to pest exclusion, pest detection, control and eradication programs or pertaining to weights and measures or pertaining to animal health, food safety or livestock identification program areas.
A01	Ability to establish and maintain cooperative relations with industry organizations, Federal, State, and local agencies, and others contacted in the course of work.
A02	Ability to apply and recommend changes in regulations, policies, and procedures.
A03	Ability to communicate effectively at a level required for successful job performance.
A04	Ability to prepare clear, complete, and concise reports and correspondence.
A05	Ability to work independently to complete assignments and meet deadlines.
A06	Ability to conduct investigations, and/or prepare evidence, and/or initiate civil and criminal prosecutions, and/or present expert testimony.
A07	Ability to analyze issues, identify alternate solutions, project consequences of proposed actions and implement recommendations to achieve program goals and objectives in a timely and effective manner.
A08	Ability to operate standard office equipment such as computer, copy machine, fax, and telephone.
A09	Ability to work productively as a member of a team to achieve work goals and to ensure a working environment free of discrimination and harassment.
A10	Ability to mentor staff to develop skills, improve staff performance and promote career development.
A11	Ability to appropriately delegate and monitor work to staff to ensure work projects are completed on time and within budget.
A12	Ability to maintain attention to detail and accuracy when reviewing work, balancing budgets and documenting activities.
A13	Ability to apply the progressive discipline process to prevent, correct undesirable behavior and improve employee performance.
A14	Ability to recognize the need for issues, activities and/or decisions to be elevated to higher level supervisor/manager.

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A15	Ability to interpret, explain and apply the laws, rules, regulations and standards applicable to assigned agricultural program area. Such as pertaining to fruits, vegetables, nuts, honey, eggs, grains, and other commodities or pertaining to pesticide regulatory and administrative procedures in environmental protection or pertaining to agriculture chemicals and products or applicable to pest exclusion, pest detection, control and eradication programs or pertaining to weights and measures or pertaining to animal health, food safety or livestock identification program areas.