

Agricultural Program Supervisor IV
Essential Tasks

Task #	Task Statement
1	Plan, organize, and direct the work of an agricultural program.
2	Personally, perform the more difficult or sensitive work of assigned program and provide technical expertise as needed.
3	Prepare and review program related reports and data.
4	Ensure deadlines are met on all activities, projects, and reports; provide guidance when needed; and evaluate completed work.
5	Oversee and/or administer training to staff in all aspects of program work using lessons plans, training courses, various manuals, hands-on-training etc., including mandatory safety, sexual harassment prevention and violence in the workplace, etc
6	Adhere to and apply personnel policies, practices and procedures.
7	Perform and apply sound administrative and fiscal practices
8	Evaluate employee performance, provide feedback, and follow-up by completing probationary reports, annual performance reports, IDP's, and conducting meetings with employees in a timely manner.
9	Schedule employees and/or approve vacation requests including timesheets to ensure work completion and adequate of assigned program.
10	Review and approve travel expense claims and ensure they adhere to Departmental policies and expenditure limits.
11	Review and monitor revenue, expenditures, cash flow and reserves to ensure economy, effectiveness and within program budget.
12	Plan and prepare budget documents including Budget Change Proposals.
13	Ensure contracts are completed in accordance with policy, tracked, and disencumbered accurately and timely per contractual obligations.
14	Approve and monitor procurement activities such as equipment and material requests, vehicle repair, printing orders, and/or CalCard purchases etc.
15	Interpret laws, rules, regulations, policies and procedures to ensure compliance, guide staff and determine the proper response to interested parties.
16	Review and prepare responses to legislation to express position on proposed bills impacting the program (e.g. legislative bill analyses of a bill's impact on the Department, environment, and the public).
17	Prepare legislative proposals to address industry and program needs.
18	Conduct and assist with investigations.
19	Assist and participate in the development of court cases arising relating to assigned work.
20	Advise on and assist in the formulation of rules, regulations, guidelines, policies, procedures and program plans.

Task #	Task Statement
21	Direct, coordinate and oversee program activities with federal, state, county, industry entities and other stakeholders.
22	Conduct or assist in the enforcement of applicable regulations or codes related to the assigned program.
23	Confer with and advise Branch Chief and/or management regarding program issues.
24	May act as Branch Chief as assigned.