

Fruit and Vegetable Quality Control Supervisor I
Essential Task Ratings Results

Task #	Task Statement
1.	Assist and/or participate in the Progressive Disciplinary process to prevent, correct, and improve employee performance or address issues of substandard performance utilizing various resources (e.g. knowledge, policies, and procedures etc.) in accordance with Departmental policy and State laws, rules and regulations.
2.	Plan, organize, direct, review, and monitor the work of staff including seasonal staff, federal, state and county inspectors in all phases of the inspection and certification of fruits, nuts and vegetables and other commodities at wholesale, production, and farmer's market by utilizing effective supervisory skills.
3.	Evaluate, provide feedback, and follow-up on employee performance by completing probationary reports, annual performance reports, IDP's, and conducting meetings with employees in a timely manner.
4.	Motivate and encourage staff to work together to maintain good working relationships using effective communication skills.
5.	Ensure staff is in compliance with EEO policy by monitoring, train, documenting, taking immediate action to promote a work environment that is free of discrimination and harassment pursuant to local and Federal laws.
6.	Act as assistant to the Fruit & Vegetable Quality Control Supervisor II (FVQCS II) by overseeing the general operation of the program in the absence of the FVQCSII and/or Agricultural Program Supervisor II.
7.	Conduct on the job training to staff, Federal, State, and county personnel to assist in all aspects of inspection and certification work by using training courses, various manuals, hands-on training, etc. as directed by Program Supervisor.
8.	Observe and maintain the safety and security of persons, property, and equipment to ensure a safe and secure environment in accordance with Departmental policies.
9.	Communicate and cooperate in a professional and effective manner with management, staff, and various state and county agencies utilizing tact and interpersonal communication skills to establish and maintain effective working relationships in all situations.
10.	Follow and give verbal and written directions provided by management or recorded by state law or departmental policy.

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11.	Interpret and apply laws, rules and regulations, policies and procedures, etc. to ensure consistency and compliance to specific situations utilizing various resources.
13.	Maintain supervisor working files (e.g. disciplinary documents, contact information, duty statements, etc.) to keep accurate records of employees, ensuring materials are available for future reference.
14.	Appropriately handle stressful situations and take immediate action including respond to urgent and emergency situations in the work place in a professional manner to avoid further escalation with a reasonable conclusion by utilizing effective interpersonal skills and techniques at all times.
15.	Review, maintain, and correct records/reporting documents for completeness and accuracy including certificates, field notes, daily reports and logs, timesheets, travel claims, food safety audits, California/USDA Good Agriculture Practices/Good Handling Practices, and regulatory inspection activities, etc. for accuracy, uniformity and correctness.
16.	Prepare and respond to routine correspondence, reports, and telephone inquiries
17.	Coordinate and evaluate inspection and enforcement activities by county agricultural commissioners.
18.	Perform and/or supervise commodity inspections indoor and outdoor such as packing sheds, cold storage rooms, and in the field.
19	Perform and/or supervise product compliance by testing various commodity samples using appropriate standards.
20.	Travel by car to district offices or wherever required to certify product, conduct quarterly reviews, attend meetings, and training activities, etc.
21.	Enforce minimum quality standards, marketing requirements, Food and Agriculture Code, and California Code of Regulations.
22.	Review Branch Internal Quality Management Systems (BIQMS) manual, policies, procedures and specifications and provide statewide notification to all appropriate staff of changes within the program.
23.	Works closely with Inspection and Food Safety Unit Branch Chief and other Agriculture Program Supervisors to establish and maintain appropriate BIQMS processes to ensure compliance with established policies and procedures.
24.	Maintain, update, and reconcile billing statements and statistical database, charges and payments to resolve errors and make appropriate corrections.