

Plant Quarantine Supervisor I
Department of Food and Agriculture
Essential Task Rating Results

1	Conduct on the job training: Conduct on the job training to staff to assist in all aspects of plant quarantine work by using lesson plans, training courses, various manuals, hands-on training, etc. as directed by Station Manager and/or Area Managers.
2	Plan, direct, organize and review work: Plan, direct, organize, review, and monitor the work of subordinate staff on rotating shifts in a small, medium or large border station to ensure the station is operating effectively and efficiently by utilizing effective supervisory skills.
3	Evaluate and provide feedback: 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	Assist in Progressive Discipline: 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.
5	Foster teamwork: Motivate and encourage staff to work together to maintain good working relationships using effective communication skills.
6	Promote and enforce equal opportunity: Maintain a work environment that is free of discrimination and harassment.
7	Act as Station Manager: Act as Station Manager by overseeing the general operation of the station in the absence of the Plant Quarantine Supervisor II.
8	Inspect commercial vehicles: Inspect commercial shipments entering California via commercial vehicles for agricultural pests and quarantine compliance by verbally questioning truck drivers, interpreting shipping manifests and quarantine certificates, visually inspects commodities, physically climbs into trailers, opening containers to inspect for pests or verify contents.
9	Inspect Commodities: Inspect shipments of nursery stock, fruits, vegetables or other plant material for the presence of invasive pest species by inspecting material surfaces, cutting samples with a knife, crushing fruit, and taking soil samples.
10	Inspect private vehicles: Inspect private vehicles (automobiles, recreational vehicles, buses, watercraft, and self movers) entering California for agricultural pests and quarantine compliance by verbally questioning drivers, physically checking trunks, ice chests, vehicle chassis, boat hulls and trailers, and other areas or containers within the vehicle.
11	Observe and maintain the safety and security of persons: Observe and maintain the safety and security of persons, property, and equipment of the facility to ensure a safe and secure environment in accordance with Departmental policies.
12	Communication: 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.

13	Communicate with the traveling public: Establish a professional working relationship with the traveling public, truck drivers, and others contacted during the course of the day by communicating in a clear and concise manner the purpose of inspections; soliciting their cooperation during an inspection; answer questions and educates the public regarding program mission, quarantines, concerns and complaints of disgruntled parties, etc.
14	Follow and give directions: Follow and give verbal and written directions provided by management, station manager, or recorded by state law or departmental policy.
15	Interpret and apply laws and regulations: Interpret and apply laws, rules and regulations, policies and procedures, etc. to ensure consistency and compliance to specific situations utilizing various resources.
16	Dispose of quarantined material: Dispose of rejected pests or infested material for quarantine compliance by grinding, burning, placement in dumpster, or calling appropriate government agency and may require the use of wheel barrels, hand trucks, and incinerators.
17	Adhere to bargaining unit contracts: Adhere to employee bargaining unit contracts, by meeting with staff and union representatives to discuss and resolve labor concerns.
18	Operate office equipment: Operate standard office equipment such as copiers, computers, facsimile machines, calculators, telephone, etc. maintains inventory and accountability of equipment and supplies to ensure the station operates effectively and efficiently.
19	Clean and maintain grounds: Clean and maintain restrooms, storerooms, offices, inspection booths, and lanes etc. including picking up and emptying trash, washing windows, mopping, sweeping, etc. as directed by Station Manager.
20	Maintain supervisor working files: 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.
21	Authorize work schedule changes: Authorize changes in employee work schedules to maintain adequate shift coverage to ensure the effective and consistent operation of the station.
22	Perform minor maintenance: Perform minor maintenance of the structures and surrounding grounds including restrooms, storerooms, offices, inspection booths by painting, minor building repair, use of power equipment to cut lawns or weeds; monitors safe work habits and conditions; enforces and practices safety precautions.
23	Collaborate with other agencies: Collaborate with State, County and Federal agencies to facilitate cooperation in special projects; to resolve and enforce plant quarantine regulatory issues.
24	Answer telephone inquiries: Answer telephone inquiries from the general public, headquarters office, trucking companies, agricultural shippers, etc. to provide accurate information using good telephone etiquette.
25	Prepare written reports: Prepare neat, detailed and complete written reports (daily traffic logs, incident reports, citation investigation reports, injury, and accidents, etc.) from data collected associated with regulatory inspection activities or other situations in the workplace to document significant or unusual events using correct English grammar and spelling.

26	Review data input: Review data input from staff for completeness and accuracy.
27	Handle stressful situations: Appropriately handle stressful situations in the work place in a professional and tactful manner to avoid further escalation by utilizing effective interpersonal skills and techniques.
28	Complete forms: Complete forms from data collected associated with regulatory inspection activities including rejection notices, warning hold notices, pest damage reports, etc. by entering data into a computer system.
29	Make preliminary identification of pests: Collect and make preliminary identification of pests found in commercial and private vehicles, and commodities such as nursery stock, fruits, vegetables or other plant materials, by comparing collected specimens with samples, or printed or electronic reference materials; preserve and ship suspect pest specimens for laboratorial identification.
30	Attend meetings with staff: Attend meetings with staff in order to share and receive information and provide updates regarding current work.
31	Disseminate information: Disseminate information to interested parties including staff, etc. for legal and statistical purposes by posting information on bulletin boards, using fax, email, and postal systems.