



FRUIT AND VEGETABLE QUALITY CONTROL INSPECTOR

Class Code: 0684 - Exam Code: 6FA16

Opening Date:	04/22/16
Closing Date:	05/13/16 <u>Extended to 05/18/16</u>
Type of Examination:	Departmental Open
Salary:	A - \$3,122 - \$3,909 B - \$3,410 - \$4,272
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-time Limited Term Intermittent
Exam Type:	Statewide

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 Statewide 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 the Supplemental Application to the address below no later than the **Final Filing Date, Friday, May 13, 2016. Extended to Wednesday, May 18, 2016.**

- Standard State Application (STD. form 678) is available through the internet at <https://jobs.ca.gov/Public/StateForms.aspx>
- 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. Only applications with original signature will be accepted.

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

WHERE TO APPLY**HAND DELIVER OR MAIL TO:**

California Department of Food and Agriculture
Examination Unit, Attn: Suzanne Conrad
1220 N Street, Room 242
Sacramento, CA 95814
(916) 403-6579

NOTE: Facsimiles (FAX) or emailed applications will not be accepted under any circumstances.

FINAL FILE DATE

Final Filing Date: ~~Friday, May 13, 2016.~~ **Extended to Wednesday, May 18, 2016.**

Applications must be **POSTMARKED** no later than the Final Filing Date, ~~Friday, May 13, 2016.~~ **Extended to Wednesday, May 18, 2016.** (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 an application.) 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 June or July 2016.

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) 403-6579.

REQUIRED IDENTIFICATION

NOTE: Applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

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

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.

Either I

Experience: Six months of experience performing the duties of an Agricultural Services Technician II, Range B, in California state service; and

Education: Equivalent to completion of nine semester units of college level course work in job-related sciences. (Applicants who are enrolled for the minimum appropriate college courses required may be admitted to the examination, but must show proof of completion before they will be considered eligible for appointment.)

Or II

Six months of experience in the State's Fruit and Vegetable Quality Control Program sampling agricultural products for inspection in a class equivalent to that of an Agricultural Aid.

Or III

Two years of experience growing, harvesting, grading, packing, or inspecting fruits, nuts, or vegetables. (College work in agricultural subjects may be substituted for the required experience on the basis of two years of education being equivalent to one year of experience.) (Registration as a senior in a recognized college will allow admittance to the examination, but applicants must produce evidence of graduation or its equivalent before they can be considered for employment.)

POSITION DESCRIPTION

This is the entry, first working and journey level of this series. Incumbents under direction perform a variety of inspection tasks while becoming proficient in the inspection and certification of fruits, vegetables and other commodities. As journeypersons, incumbents perform lead inspection duties, perform the more difficult inspections, train and guide lower level inspectors and supervise a crew of seasonal inspectors during peak seasons.

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. 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.

SCOPE OF EXAM AND 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. Car lot shipping and loading methods;
2. Quality, size condition, pack, and other factors involved in inspecting fruits, nuts, and vegetables;
3. Provisions of laws, rules, regulations and grade standards applicable to fruits, nuts, and vegetables.

Ability to:

1. Communicate effectively a level required for successful job performance;
2. Interpret and apply Federal and State standards for packing, grading, and shipping of fruits, nuts, and vegetables;
3. Deal tactfully with other members of the industry;
4. Analyze situations accurately and act effectively.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to travel extensively throughout the State and color vision adequate to successfully perform the job as measured by the Ishihara Pseudo-Chromatic Plate Test or for persons failing the Ishihara, the Farnsworth D-15 Arrangement Test.

ADDITIONAL DESIRABLE QUALIFICATIONS

Education equivalent to completion of the twelfth grade.

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

EDUCATION AND EXPERIENCE CONTINUED

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: Suzanne Conrad at (916) 403-6579 or suzanne.conrad@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) 403-6579 three (3) weeks after the final filing date if he/she has not received his/her notice.

If a candidate’s notice of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

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 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.

GENERAL INFORMATION CONTINUED

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.

High School Equivalence: Equivalence to completion of the twelfth (12th) grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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**

FRUIT AND VEGETABLE QUALITY CONTROL INSPECTOR

The California Department of Food and Agriculture's Fruit and Vegetable Quality Control Inspector examination is being given on an Open Statewide basis. This examination will consist of this Supplemental Application (Weighted Pass/Fail) and 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. Only those candidates who are successful in the Supplemental Application phase of this examination will be invited to the Qualifications Appraisal Interview.

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

NOTE: FAILURE TO ACCURATELY AND PROPERLY COMPLETE THIS SUPPLEMENTAL APPLICATION WILL RESULT IN YOUR ELIMINATION FROM THIS EXAMINATION.

THIS AFFIRMATION MUST BE COMPLETED

I hereby certify and understand that 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 that if it is discovered that 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.

- **Return your completed Supplemental Application AND your completed Standard State Application (Std. Form 678) to the address below.**
- **Your completed Supplemental Application Must Be Postmarked No Later Than ~~Friday, May 13, 2016.~~ Extended to Friday, May 20, 2016.**
- **Supplemental Applications postmarked after ~~Friday, May 13, 2016~~ Extended to Friday, May 20, 2016, will not be accepted.**

**California Department of Food and Agriculture
Human Resources Branch
1220 N Street, Room 242
Sacramento, CA 95814
Attn: Suzanne Conrad**

**Fruit and Vegetable Quality Control Inspector
Supplemental Application**

PART I

WILLINGNESS

The following questions are job requirements. Please read each question carefully and respond by marking either YES or NO for the following eight (8) questions. If you are not willing or unable to comply with some or all of the following job requirements, it may be grounds for elimination from the examination process. Not providing a response to an item will be considered a "NO" response.

Are you willing to?

1. Work on holidays, Saturdays and Sundays? YES NO
2. Work odd and irregular hours on a regular basis (shift work)? YES NO
3. Work in remote locations throughout the state of California? YES NO
4. Travel extensively, including overnight, throughout the state of California? YES NO
5. Use various transportation methods on the job using a personal vehicle, state vehicle, train, or aircraft? YES NO
6. Work in adverse working conditions such as excessive heat, snow, sleet, rain, wind, fog, dust, fumes, gases, odors, loud noise? YES NO
7. Abide by and adhere to safety policies and provisions (e.g. wearing safety vests and hard hats, safety goggles, hearing protection, hair nets, shoe covers, and gloves, etc.) applicable to specific inspection activities and to meet biosecurity requirements. YES NO
8. Take a color vision exam? YES NO

If you have answered "NO" to any of the above "WILLINGNESS" questions, please explain why on the next page.

Fruit and Vegetable Quality Control Inspector Supplemental Application

PART II

INSTRUCTIONS: For each item listed below in rows "1 through 14", place ONE "X" in the <i>Experience</i> column which most accurately represents the experience you have with the following tasks. Also, for each item listed below in rows "1 through 14", place ONE "X" in the <i>Amount of Time</i> column which identifies how much time you have performed the following tasks. NOTE: Credit will not be given for items not marked as unmarked items will not be scored.		<i>Experience</i>			<i>Amount of Time</i>			
		I have had no training, education, or experience with this task.	I have had some training or education with this task, but no experience.	I have performed this task on the job.	I have no experience.	I possess 1-3 months of experience.	I possess 4-9 months of experience.	I possess 10 or more months of experience.
1.	Ability to use a computer for data entry.							
2.	Ability to use a computer for electronic mail (e-mail), such as Microsoft Outlook.							
3.	Ability to perform basic mathematical calculations accurately.							
4.	Interpret laws, rules, and regulations and applied them to ensure compliance to specific situations.							
5.	Act as a lead person where you had to provide training and/or guidance to others in the performance of job related tasks.							
6.	Operate computers, digital cameras, and/or microscopes.							
7.	Follow safety guidelines and procedures in the work place.							
8.	Ability to conduct yourself in a professional manner with clients, co-workers, or in difficult situations.							
9.	Follow both verbal and written directions from managers, supervisors, or lead persons to complete assignments.							
10.	Ability to communicate effectively in writing by preparing clear, concise, and comprehensive correspondence and reports.							

**Fruit and Vegetable Quality Control Inspector
Supplemental Application**

PART II

		<i>Experience</i>			<i>Amount of Time</i>			
INSTRUCTIONS: For each item listed below in rows "1 through 14", place ONE "X" in the <i>Experience</i> column which most accurately represents the experience you have with the following tasks. Also, for each item listed below in rows "1 through 14", place ONE "X" in the <i>Amount of Time</i> column which identifies how much time you have performed the following tasks. NOTE: Credit will not be given for items not marked as unmarked items will not be scored.		I have had no training, education, or experience with this task.	I have had some training or education with this task, but no experience.	I have performed this task on the job.	I have no experience.	I possess 1-3 months of experience.	I possess 4-9 months of experience.	I possess 10 or more months of experience.
11.	Prepare neat, complete, and accurate reports using data collected.							
12.	Write reports, memos, letters, summaries, notes, and other job-related documents using correct and appropriate English grammar to ensure complete assigned projects and reports.							
13.	Work as part of a team.							
14.	Work independently with minimal to no supervision.							

**FRUIT AND VEGETABLE QUALITY CONTROL INSPECTOR
Supplemental Application**

PART III

NARRATIVE QUESTIONS

You are being given two (2) questions on the following pages for which you are to provide a narrative response.

Instructions

- **Your response to each question must be handwritten. Typewritten responses will not be accepted.**
- **You may only use a pen or pencil.**
- **Limit your responses to the space provided.**
- **No additional pages will be accepted or considered for responses.**
- **You will be evaluated and scored on content, grammar, spelling, and neatness of your answer in addressing each question.**

**Fruit and Vegetable Quality Control Inspector
Supplemental Application**

PART III

Question #1

Your supervisor asks you to relieve an inspector who has been inspecting fruit being packed at a facility for four hours. The fellow inspector gives you his inspection worksheets and leaves the facility. Upon reviewing his worksheets you find that the facility, under his/her inspection, has been packing product which is not in compliance with grade standards. Based on your work and/or life experiences, what procedures will you take to correct this type of situation?

**Fruit and Vegetable Quality Control Inspector
Supplemental Application**

PART III

Question #2

You are working with another inspector at a retail store. When you have completed your inspection, you discuss your findings with the store manager. Before leaving, the manager tells you and your co-worker to help yourselves to snack items in the store free of charge. You know the department's policy prevents employees from accepting gratuities. You say to the manager, "I appreciate it, but no thank you." Your co-worker, however, helps himself to several items and leaves the store without paying. How will you handle a situation in which your department's integrity may have been compromised?

**Fruit and Vegetable Quality Control Inspector
Supplemental Application**

631 LOCATION PREFERENCE FORM

Please mark only the location(s) where you are interested in working.

**NOTE: YOU WILL NOT BE OFFERED EMPLOYMENT IN COUNTIES
THAT ARE NOT SELECTED.**

Stockton Regional Office

- San Joaquin (3900)
- Stanislaus (5000)
- Merced (2400) All
areas west
- Sacramento (3400)

Oakland Regional Office

- San Francisco
(3800)
- Santa Clara (4300)
- Santa Cruz (4400)

Fresno Regional Office

- Fresno (1000)
- Kings (1600)
- San Luis Obispo
(4000)
- Merced (2400) All
areas East
- Madera (2000)
- Santa Barbara
(4200)
- Kern (1500)
- Tulare (5400)

Ontario Regional Office

- Riverside (3300)
- Los Angeles (1900)
- Ventura (5600)
- San Bernardino
(3600)
- Orange (3000)
- San Diego (3700)
- Imperial (1300)