



CALIFORNIA DEPARTMENT OF
FOOD & AGRICULTURE

SENIOR BRAND INSPECTOR

Class Code: 4429 - Exam Code: 6FA21

Opening Date:	06/17/16
Closing Date:	07/08/16
Type of Examination:	Departmental Promotional
Salary:	\$3,472 - \$4,295
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

This is a Departmental promotional examination for the California Department of Food and Agriculture. Applicants must meet one of the following criteria to participate in this examination.

1. Applicants must have a permanent civil service appointment with the California Department of Food and Agriculture as of the final filing date, in order to participate in this examination; or
2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability or honorably discharged from active duty as defined in Government Code § 18991; or
5. Under certain circumstances, other employees (i.e. former Department employees or current employees on TAU, T&D, and LT status) may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. This is a promotional examination. Career credits do not apply.

NOTE: Veterans must provide a copy of their DD214 for entrance requirements.

HOW TO APPLY

Submit a Standard State Application (STD. form 678) and the attached Supplemental Application to the California Department of Food and Agriculture no later than the **Final Filing Date, Friday, July 8, 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.
- 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.

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

WHERE TO APPLY

By mail/In person: California Department of Food and Agriculture
Examination Unit, Attn: Cindy Torres
1220 N Street, Room 242
Sacramento, CA 95814
(916) 403-6581

By e-mail: exams@cdfa.ca.gov

NOTE: Facsimile (FAX) applications will not be accepted under any circumstances.

FINAL FILE DATE

Final Filing Date: **Friday, July 8, 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 applications.

All applications must be received by the Final Filing Date, Friday, July 8, 2016. Mailed applications must be **POSTMARKED** no later than the Final Filing Date. 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 August or September 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.**

ELIGIBLE LIST INFORMATION

A Departmental “Promotional” 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

One year (or 1920 hours) of experience in the California state service performing the duties of a Brand Inspector.

Or II

Three years of experience in breeding, raising, buying, selling, shipping, or inspecting cattle. (Experience must include two years in a position with a level of responsibility equivalent to Brand Inspector.) (College training in animal husbandry or in a related agricultural subject may be substituted for two years of the required experience, on the basis of one year of college being equivalent to six months of experience.)

SPECIAL PERSONAL CHARACTERISTICS

Willingness to travel and to work long and irregular hours. Possession of a valid California driver license.

ADDITIONAL DESIRABLE QUALIFICATIONS

Education equivalent to completion of the twelfth grade.

POSITION DESCRIPTION

Incumbents perform or supervise inspections of livestock at stockyards, shipping points, ranches, slaughterhouses, feedlots, and rendering plants for identifying marks and brands, and otherwise facilitate livestock transfer of ownership transactions; they assure lawful ownership, enforce brand registration and inspection laws, and prevent irregular transactions. Incumbents perform or supervise the collection of fees and forward them with proper reports to the central office, issue certificates of inspection, check licenses of dealers and slaughterers, work with livestock owners on recording and renewing brands; assist in theft and estray investigations including gathering information and assisting Bureau investigative staff, sheriffs, and district attorneys in preparing court actions; and prepare reports as necessary. In central office assignments, incumbents may provide staff support to register brands, maintain brand files and records, prepare and update the brand book and provide other technical support.

This is the advanced journey-lead level. Under direction, incumbents perform the full range of brand inspection duties in an assigned area. Incumbents are expected to regularly perform the more complex field work, including leading and training less experienced inspectors.

EXAMINATION INFORMATION

This examination will consist of a Supplemental Application – weighted 100%. Competitors who do not submit the Supplemental Application will be disqualified.

SUPPLEMENTAL APPLICATION – WEIGHTED 100%

The California Department of Food and Agriculture and the California Department of Human Resources (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. Methods of branding and marketing cattle;
2. Principles and practices of animal husbandry and operation of livestock ranches;
3. Methods of operation used by cattle thieves;
4. Provisions of laws and regulations designed to prevent theft of cattle;
5. Production, marketing, and trade practices of the cattle industry;
6. Familiarity with rules of evidence and court procedures.

ABILITY TO:

1. Communicate effectively at a level required for successful job performance;
2. Apply provisions of laws and regulations designed to prevent theft of cattle to specific situations;
3. Detect altered brands;
4. Make investigations;
5. Analyze situations accurately and take effective action;
6. Develop and maintain cooperative relations with people contacted in the work;
7. Understand and follow directions;
8. Make arithmetical calculations;
9. Write legibly, spell correctly, use good English, and prepare clear and accurate reports;
10. Assist in investigations;
11. Provide leadership to lower level employees.

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 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 not be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference.

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: Cindy Torres at (916) 403-6581 or cindy.torres@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) 403-6581 three (3) weeks after the final filing date if he/she has not received his/her notice.

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.

The California Department of Food and Agriculture 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.

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.

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.

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 SENIOR BRAND INSPECTOR
EXAM CODE: 6FA21**

The California Department of Food and Agriculture's (CDFA) Senior Brand Inspector examination is being given on a Departmental Promotional Statewide basis. This examination will consist solely on this Supplemental Application.

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. This Supplemental Application will account for 100% of the weight of your examination for this classification. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. If successful, your name will be placed onto a list based on your final score.

A "631 Location Preference Form" is included in this supplemental application to allow you to select the location(s) in which you are interested in working. You will not be scored on the "631 Location Preference Form".

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 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 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 by the FINAL FILING DATE, FRIDAY, JULY 8, 2016.

**California Department of Food and Agriculture
Examination Unit
Attn: Cindy Torres
1220 N Street, Room 242
Sacramento, CA 95814**

NARRATIVE QUESTIONS

You are being given eight (8) questions on the following pages for which you are to provide a narrative response.

Instructions

- Your response to each question **must** be complete.
- If you are not able to limit your responses to the space provided, additional pages will be accepted.
- Your name and question number must be on any additional pages.
- You will be evaluated and scored on content, grammar, spelling, and neatness of your answer in addressing each question.

**Supplemental Application Examination
SENIOR BRAND INSPECTOR**

Question #1

As a Senior Brand Inspector, you are training a new Brand Inspector. What steps would you take to provide training for this new Brand Inspector?

**Supplemental Application Examination
SENIOR BRAND INSPECTOR**

Question #2

A new Brand Inspector is having trouble filling out his/her Travel Expense Claim (TEC) for private car mileage and needs your assistance.

Complete the TEC on the following page with the information below:

When and where is the completed TEC to be sent?

John Smith

1234 Northwest 7th Ave

Sacramento, CA 95828

Jan 1, 2016 drove 66 miles from home to Galt and back home

Jan 3, 2016 drove 43 miles from home to Davis and back home

Jan 5, 2016 drove 68 miles from home to Elk Grove and back home

Use the current mileage rate

Position Number 018 180 0000 000

CB/ID R07

Vehicle License 7D34512

**Supplemental Application Examination
SENIOR BRAND INSPECTOR**

Question #3

Please name the specific authorities in the Food and Agricultural Code and the California Code of Regulations that govern the duties of the Bureau of Livestock Identification. Also, provide one specific section of the Code or Regulation and give an explanation of that section.

**Supplemental Application Examination
SENIOR BRAND INSPECTOR**

Question #4

You are training a new Brand Inspector to complete an Auto Log. What information is to be filled out on an Auto Log, when is it supposed to be filled out, and where is the completed auto log sent?

**Supplemental Application Examination
SENIOR BRAND INSPECTOR**

Question #5

**A Brand Inspector calls you to tell you that their mobile app is not working.
What steps would you take to fix the problem?**

**Supplemental Application Examination
SENIOR BRAND INSPECTOR**

Question #6

Your supervisor is on vacation and as the Senior Brand Inspector, you are asked to oversee the work schedule. Two Brand Inspectors are on vacation and on Monday morning a third Brand Inspector calls and asks for vacation time off for the remainder of the week. What do you tell the Brand Inspector?

**Supplemental Application Examination
SENIOR BRAND INSPECTOR**

Question #7

A Brand Inspector is not issuing violations. What would you tell him/her is the purpose for issuing violations?

**Supplemental Application Examination
SENIOR BRAND INSPECTOR**

Question #8

Why are daily reports important and give examples of what they are used for?

California Department of Food and Agriculture

SENIOR BRAND INSPECTOR

(631 LOCATION PREFERENCE FORM)

Please check the location(s) where you will accept employment.

Northern Region (5200)

Includes the following counties

Del Norte	Siskiyou	Modoc
Humboldt	Trinity	Shasta
Lassen	Mendocino	Tehama
Plumas	Glenn	Butte
Sierra	Lake	Colusa
Sutter	Yuba	Placer
Sonoma	Napa	Yolo
Solano	Sacramento	El Dorado
Marin	Amador	Nevada

Central Region (5000)

Includes the following counties

Contra Costa	San Joaquin	Calaveras
Alpine	Alameda	Stanislaus
Tuolumne	Mono	San Mateo
Santa Clara	Santa Cruz	San Benito
Monterey	Fresno	Merced
Mariposa	Madera	

Southern Region (5400)

Includes the following counties

Kings	Tulare	Inyo
Kern	Ventura	Los Angeles
Orange	Riverside	San Diego
San Luis Obispo	Santa Barbara	San Bernardino
Imperial		

PRINT YOUR NAME

SIGN YOUR NAME