

Fruit and Vegetable Quality Control Supervisor II
Essential Task Ratings Results

Task #	Task Statement
1	Oversee and/or plan, direct, and coordinate the day-to-day operation of staff including contracted workers, Federal/State/County and industry staff in the performance of regulatory inspection, certification and/or enforcement of fruits and vegetables and other products, including Egg Quality Control Activities, enforcement and registration activities to assure compliance with standards set forth in the CA Food and Ag and Administrative Codes, Federal and State Marketing Orders, industry, institutional and military specs or U.S. Grade Standards by utilizing effective supervisory skills.
2	Initiate 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.
3	Oversee and/or administer training to staff including Federal, State, and county personnel to assist in all aspects of inspection, investigation, compliance and certification work by using training courses, various manuals, hands-on training, etc. as directed by program manager, memorandum of understanding with Federal, State and county agencies.
4	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.
5	Oversee, evaluate and monitor the performance of county, state, federal, and industry staff in all aspects of inspection work to ensure compliance with State and Federal laws, regulations, inspection, bio-security and food safety procedures.
6	Oversee and/or 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.
7	Supervise and monitor staff at inspection facilities or other field offices regarding personnel practices (e.g. hiring issues, disciplinary issues, performance, etc.) to comply with laws, rules and regulations, departmental policies and procedures by utilizing effective communication and supervisory skills.

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8	Promote, motivate and encourage staff including first level supervisors to work together to maintain good working relationships using effective communication skills.
9	Ensure staff and first level supervisors are 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.
10	Act as assistant to the program supervisor within a large geographical area or statewide by overseeing the general operation of the facility in their absence.
11	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.
12	Follow and give verbal and written directions provided by management or recorded by state law or departmental policy.
13	Interpret and apply laws, rules and regulations, policies and procedures, etc. to ensure consistency and compliance to specific situations utilizing various resources.
14	Adhere to employee bargaining unit contracts, by meeting with staff and union representatives to discuss and resolve labor concerns.
15	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.
16	Appropriately handle stressful situations and take immediate action including responding 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.
17	Review, maintain, monitor, and correct records/reporting documents for completeness and accuracy including expenditures, cash flow, certificates, field notes, daily reports and logs, timesheets, travel claims, enforcement and regulatory inspection activities, etc. for accuracy, uniformity and correctness.
18	Prepare and respond to correspondence, reports, and telephone inquiries on a daily basis.
19	Act as a representative for the department on issues pertaining to various industry groups by attending and participating in meetings, hearings, etc.
20	Participates in the preparation of the programs annual budget.

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21	Assist in the preparation of new or modified regulations and legislation pertaining to the program.
22	Assist, advise, and consult with County Agriculture Commissioners and their staff, Federal, State, industry, other government agencies, and the public in resolving compliance issues, complaints, food safety and bio-security problems.
23	Conduct investigations, develop case files, and gather evidence on suspected violations of the California Food and Agriculture Code as needed to utilize the Administrative Civil Penalty process, or peruse prosecution through the Attorney General or the District Attorney's Office.
24	Audit out of state egg shipments for compliance with California Code of Regulations and California Food and Ag Code.