

Plant Quarantine Supervisor I
Department of Food and Agriculture

Knowledge, Skill, Ability, and Personal Characteristic Statements

Rating Results

K01	Knowledge of methods and procedures used in plant quarantine inspections.
K02	Knowledge of the types of commodities inspected and quarantined in California.
K03	Knowledge of the objective of plant quarantines in California.
K04	Knowledge of Federal and State laws, rules and regulations covering plant quarantine inspections
K05	Knowledge of the names, life history, hosts, and distribution of insects and disease pests, noxious weeds and restricted wild animals being excluded from entry into California.
K06	Knowledge of State laws, rules and regulations dealing with fruit and vegetable quality control, treatment methods for infested products and the proper disposition procedures for intercepted material.
K07	Knowledge of approved methods of plant quarantine inspections.
K08	Basic knowledge of the principles, methods and techniques of effective supervision to effectively plan, organize, and direct the work of others.
K09	Knowledge of personnel management as it relates to the Equal Employment Opportunity program to fulfill the department's objectives
K10	Comprehensive knowledge of tools and equipment used to perform quarantine activities.
K11	General knowledge of copiers, fax, telephones, etc. to perform general office activities.
K12	General knowledge of computer use and software programs such as Word, Excel, and Access for data entry, creating reports, and communicating.
K13	General knowledge of safety policies and regulations within the work environment.
K14	Basic knowledge of the Injury Illness Prevention Program including procedures of reporting on the job injuries (e.g., workers compensation forms) to provide a safe and healthy work environment.
S01	Skill to establish and maintain cooperative working relationships with those contacted in the course of work.
A01	Ability to communicate effectively at a level required for successful job performance.
A02	Ability to interpret laws, rules and regulations and apply them to specific situations.
A03	Ability to follow and give directions orally and in writing.
A04	Ability to adapt to changing work demands and priorities.
A05	Ability to analyze various situations accurately to recommend alternative solutions and take appropriate action.
A06	Ability to work independently using sound judgment in handling daily activities with minimal to no supervision.
A07	Ability to work productively as a member of a team.
A08	Ability to work efficiently in order to complete assigned tasks within reasonable or specified time periods.
A09	Ability to plan, organize and direct the work of others in a diverse workforce.

A10	Ability to objectively evaluate and review the work of others.
A11	Ability to prepare clear, complete, and concise reports and correspondence.
A12	Ability to make sound decisions in a demanding work environment.
A13	Ability to operate fax machine, telephone, copiers, new technological devices, etc
A14	Ability to operate and care for tools and equipment to perform quarantine inspections in a safe manner.
A15	Ability to perform light to heavy physical work such as walking, standing, bending, lifting, kneeling, and climbing on a regular basis to perform quarantine inspections.
A16	Ability to effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.