



COUNTY OF SANTA BARBARA
INVITES APPLICATIONS FOR THE POSITION OF:

Agricultural/Weights & Measures Inspector I

Job Bulletin# 18-0324-02
An Equal Opportunity Employer

SALARY: \$4,842.29 - \$5,797.85 approximately per month

OPENING DATE: 12/11/18

CLOSING DATE: 1/4/19

We are accepting applications to fill vacancies in **All Locations** for the **Agricultural Commissioners/Weights and Measures Department**. We are accepting applications to establish **one employment** list that will be used to fill vacancies at all locations (separate lists for different locations will **not** be established).

Ideal Candidate:

- Excellent communication and writing skills
- Ability to adapt to situations quickly
- Demonstrates initiative, drive and energy
- Strong multi-tasking skills
- Ability to establish and maintain harmonious relationships with the public and other agencies
- Ability to converse in English and Spanish is highly desirable.
- Proficient using Microsoft Office Suite

For more information on the Agricultural Commissioner's/Weights & Measures Department, check website at: <http://www.countyofsb.org/agcomm/home.aspx?id=12464>

THE POSITION: Under specified degrees of supervision depending upon the level of the class, provides professional inspection, investigation and enforcement services to the community by executing local, state and federal mandated consumer protection and environmental programs in both agricultural and weights and measures disciplines; and performs related work as assigned.

EXAMPLES OF DUTIES: The following duties are performed by employees in this classification; however, employees may perform related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed.

1. Investigates fraud and consumer complaints through interviews, investigations, and records examination.
2. Develops case files; prepares, analyzes, maintains and presents evidence; prepares correspondence and reports; and provides information for litigation.
3. Promotes legal compliance by conducting educational outreach to new businesses.
4. Investigates and works with district attorneys to prosecute businesses engaged in deceptive pricing and/or product packaging, both locally and statewide.
5. Verifies the accuracy of commercial devices such as gas pumps, taxi meters, propane meters, electric meters and commercial weighing devices.
6. Safely handles hazardous materials such as herbicides, rodenticides, insecticides and other pesticides, as well as gasoline, diesel, aviation fuel, and propane.
7. Enforces regulations related to pesticide use and storage, and worker health and safety; issues permits and monitors applications of pesticides; and registers agricultural pest control operators and advisors.
8. Investigates complaints related to agricultural pesticides, certain pests, and violations of County, State, or Federal laws; and conducts a variety of inspections of agricultural products to ensure compliance with regulations, and/or to verify certificate requirements for export/import and pest cleanliness.
9. Detects and prevents the introduction of detrimental pests through examination, surveys, trapping, sampling, and regulation of possible carriers; and controls and/or eradicates pest plants, insects, diseases, and nematodes in accordance with approved procedures.
10. Inspects nurseries and evaluates nursery license applications to determine compliance with State requirements.
11. Gathers and compiles evidence and prepares reports; collects, prepares, and submits official samples required for the enforcement or verification of various regulations; and obtains, compiles, and disseminates

statistical data on agricultural commodities produced in the County.

EMPLOYMENT STANDARDS:

1. Possession of two or more valid statewide specific category licenses as a Weights & Measures **and/or** Agricultural Inspector/Biologist issued by the California Department of Food and Agriculture; **OR** ,
2. Bachelor's degree from an accredited four-year college with specialization in one or more appropriate disciplines in agricultural, biological, chemical, or physical sciences, Mathematics, or statistics; **OR**,
3. Bachelor's degree from an accredited four-year college in any discipline **with a minimum of 30 semester units, or 45 quarter units**, in one or any combination of the following disciplines: Agricultural Science, Biological Science, Chemical Science, Physical Science, Mathematics, and/or Statistics.

NOTE: Applicants who are currently in their final quarter or semester of study leading to the required degree are encouraged to apply. Such applicants may compete in the examination process but may not be considered for appointment until they have attained the required degree.

Additional Requirements:

1. **Incumbent must obtain within one year of appointment** two category licenses as a Weights & Measures and/or Agricultural Inspector/Biologist issued by the California Department of Food and Agriculture in: Pesticide Regulation, Pest Prevention and Plant Regulation, Investigation and Environmental Monitoring, Commodity Regulation, Integrated Pest Management, Weight Verification, Measurement Verification, Transaction and Product Verification.
2. Possession of a valid California Class C Driver's License is required at the time of appointment. Driver's license must be kept valid throughout the term of employment. Incumbents must be able to travel independently throughout the County of Santa Barbara.
3. Some assignments in the classification may require incumbent to obtain a certificate of completion from the United States Department of Agriculture (USDA) for their 10 week Basic Canine Handler Training.-

Additional Qualifications May be required:

1. A California Class B Commercial Driver's License at the discretion of the appointing authority, dependent on assigned job duties. Appointees to those positions requiring a Class B license will be subject to mandatory testing for drugs prior to beginning work; once on the job, incumbents will be subject to mandatory testing for drugs and/or alcohol on a random, reasonable suspicion, post-accident, return-to-duty, and follow-up basis.
2. Obtain an Accredited Certifying Officer (ACO) credential from the United States Department of Agriculture at the discretion of the appointing authority, dependent on assigned job duties.

Knowledge Of: Laws, codes, ordinances, regulations and practices governing agriculture and weights and measures programs and pesticide management; Principles of identification, preservation and presentation of evidence; Techniques of case management, record keeping and report preparation; Safety principles and equipment used for handling chemicals and responding to hazardous materials incidents; Basic use of current business applications and mobile communication devices; correct English usage.

Ability To: Learn to Interpret, apply, explain and enforce various state and federal agricultural and weights and measures laws, codes and regulations; Learn to apply interviewing techniques to obtain needed information; Learn to gather, assemble and analyze data and make sound recommendations regarding mitigation or enforcement matters; Prepare and maintain accurate, concise and effective records, reports, correspondence and other written materials; and using correct grammar, spelling, and punctuation; Make accurate mathematic calculations; Establish and maintain effective working relationships with those contacted in the course of the work; Learn to safely handle hazardous materials such as herbicides, rodenticides, insecticides and other pesticides, as well as gasoline, diesel, and propane; Maintain situational awareness while confidently approaching unknown environments with changing circumstances.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of the job, the employee is regularly required to use hand to eye coordination; and handle, feel or operate objects, tools, or controls. The employee is frequently required to stand and/or walk for extended periods of time over varied terrain; climb or balance; and stoop, kneel, crouch, or crawl. Requires strength to lift and carry equipment and samples weighing up to forty pounds and heavier weights with proper equipment; vision to read printed materials and a computer screen and to distinguish among various colors; and hearing to converse in person and over the telephone.

Working Conditions: Must be willing to work out-of-doors, in all weather conditions and with potential exposure to hazardous materials and conditions such as heat, dust, diesel, exhaust or chemical odors. Must be willing to work scheduled overtime, weekend or off-hours shifts as Department needs require.

SELECTION PROCESS:

1. **Review Applications and Supplemental Questionnaire:** Application and supplemental questionnaire will be used to determine those applicants who meet the employment standards.
2. **Online Time Management Skill Test and Competency Assessment:** Candidates will be notified by email approximately **on 1/9/19** with instructions on obtaining and taking the computerized Time Management and Competency Assessment. All candidates are required to complete **both by 1/15/19**. You must pass the Time Management Skill Test to advance to the next step in the selection process.
3. **Writing Exercise and Written Examination.** Candidates will be notified by email **on 1/17/19** inviting you to schedule your exam time for the writing essay and written examination are scheduled for **1/28/19 and/or 1/29/19**, depends on number of candidates invited to exam. All candidates **must appear in person to take the examinations**. Candidates are responsible for their own travel expense to the exam site.

Candidates must receive a percentage score of at least 70 on the Writing Essay and Written Exam to be placed on an employment list. An adjustment may be made to raw scores based on factors listed in Civil Service Rule VI. Those candidates who are successful in the selection process will have their names placed on the employment list for a minimum of three months. At the time the employment list is established, all candidates will receive written notice of their score on the exam(s), rank on the employment list, and exact duration of the employment list. Human Resources will notify you by mail if your name is removed.

Conditional Job Offer: Once a conditional offer of employment has been made, candidate will be required to successfully complete a background check, which includes a conviction history check, and satisfactory reference checks. Appointee will be subject to a post-offer medical evaluation or examination. The appointee must satisfactorily complete a probationary period.

Recruiters will communicate with applicants by e-mail during each step in the recruitment process. Applicants are reminded to check spam filters continuously during the Recruitment & Selection Process steps listed above to ensure they do not miss required deadlines.

The County of Santa Barbara is committed to providing reasonable accommodation to applicants. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the recruiter listed on the job posting. We do require verification of needed accommodation from a professional source, such as a doctor or a learning institution.

NOTE: Veteran's preference credit is applicable for this recruitment at the I level only (5 points for veterans, 10 points for disabled veterans). To be eligible for this credit, you must be applying for this position within five years from your most recent date of: (1) honorable discharge from active military service; or, (2) discharge from a military or veterans' hospital where treatment and confinement were for a disability incurred during active military service; or, (3) completion of education or training funded by a Federal Educational Assistance Act. No time limit exists for veterans with 30% or more disability. To receive veteran's preference points, you must: (1) check the Veteran's Preference Points box on the employment application form, (2) attach a copy of your Form DD214 to your application at the time of applying, and (3) pass all phases of the examination process. The preference points will be added to your final test score.

The County of Santa Barbara respects and values a diverse workforce and strongly promotes strategies and activities to recruit, develop and retain qualified persons of varied backgrounds, lifestyles, experiences and races.

BENEFITS The County of Santa Barbara offers generous benefits, please visit our website at:
<http://www.countyofsb.org/hr/CompSumm.aspx?id=11024>

APPLICATION AND SUPPLEMENTAL QUESTIONNAIRE DEADLINE: 1/4/19 at 5:00 pm; postmarks not accepted. Applications and job bulletins can be obtained 24 hours a day at www.sbcountyjobs.com. In Santa Barbara, applications and job bulletins may be obtained at the Human Resources Department, 1226 Anacapa Street, Santa Barbara, CA, 93101, 8:00 am to 5:00 pm. In Santa Maria, applications and job bulletins can be obtained online only at the Workforce Resource Center located at 1410 S. Broadway, from 8:00 a.m. to 5:00 p.m.

Debbie Beach, Senior HR Recruiter 805 568-2804 Rev: 12/11/19 11:38 am

**Agricultural/Weights & Measures Inspector I
Supplemental Questionnaire**

- * 1. I acknowledge that it is my responsibility as an applicant to provide sufficient information on my application to demonstrate that my education and experience meets the employment standards (minimum qualifications) for this position as detailed in the job bulletin. I further acknowledge that if the County determines that I do not meet the employment standards there will be no opportunity for me to provide additional information regarding my application after the closing date listed on the job bulletin. Therefore, I understand that before submitting a job application, it is important that I review the job bulletin thoroughly and ensure that my application clearly reflects how my education and experience meets the employment standards at the time I submit my application.
- ☐ I understand.
- * 2. As part of the application process, a completed supplemental questionnaire must be submitted along with the standard application form. Resumes will be accepted, but NOT in lieu of a completed application and supplemental questionnaire.
- ☐ I understand
- * 3. The Human Resources Department communicates with All Applicants through e-mail. Please make sure your email address is entered correctly and it is current. If you feel you are not receiving your emails, please check your spam or junk inbox for our emails.
- ☐ I understand
- * 4. This position requires that you are willing to work at All Locations and you are agreeing to these terms, regardless of your selection on your application. All candidates hired, can be placed at any location and transferred to another location during your employment with Santa Barbara County.
- ☐ I understand and agree to the terms
☐ I do not agree to the terms above. I understand that I will no longer be part of the process for this position
- * 5. Below is the list of Employment Standards. You are required to meet one of the following to be considered. You will be asked a series of questions to help us to determine if you meet one of the standards. We ask that you read the questions carefully and answer them honestly.
Be prepared to either attach or submit your transcripts. We will accept unofficial transcripts during the time of application process.

PLEASE NOTE: Applicants may compete in the examination process but may not be considered for appointment until they have attained the required degree and email a copy of degree to the Human Resources Department.

1. Possession of two or more valid statewide specific category licenses as a County Agricultural Inspector/Biologist issued by the California Department of Food and Agriculture; **OR**,
2. Bachelor's degree from an accredited four-year college with specialization in one or more appropriate disciplines in agricultural, biological, chemical, or physical sciences, Mathematics, or statistics; **OR**,
3. Bachelor's degree from an accredited four-year college in any discipline with a minimum of 30 semester units, or 45 quarter units, in one or any combination of the following disciplines: Agricultural Science, Biological Science, Chemical Science, Physical Science, Mathematics, and/or Statistics. Please check which one you would qualify under.

☐ **A** I'm currently in my final (last 3 to 4 months) quarter or semester of study, leading to the required degree;
OR,

☐ **B** I have a Bachelor's degree from an accredited four-year college with specialization in one or more appropriate disciplines in agricultural, biological, chemical, or physical sciences, Mathematics, or statistics; that meets the minimum qualifications for the County Agricultural Inspector/Biologist licensing examinations;
OR,

☐ **C** I have a Bachelor's degree from an accredited four-year college in any discipline with a minimum of 30 semester units, or 45 quarter units, in one or any combination of the following disciplines: Agricultural Science, Biological Science, Chemical Science, Physical Science, Mathematics, and/or Statistics; OR,

☐ **D** I Possess two or more valid statewide specific category licenses as a County Agricultural Inspector/Biologist issued by the California Department of Food and Agriculture, issued by the California Department of Food and Agriculture; OR,

☐ **E** I Possess international degree (see question #10)

☐ None of the above - I do not meet the minimum qualifications for this position

6. **If you selected A**, please answer the following questions. Provide the complete name of degree major and minor if applicable. Include date you will be obtaining your degree. (If your degree IS NOT specifically in

biological, chemical or physical sciences, Mathematics, or statistics; **we are requiring you to attach your transcripts to your application**. Unofficial transcripts are acceptable). Failure not to provide transcripts can decline you from consideration for this recruitment.

7. **If you selected B**, answer the following questions. If you have a bachelor's degree or higher from an accredited college with specialization in: one or more disciplines in one or more appropriate disciplines in agricultural, biological, chemical, or physical sciences, Mathematics, or statistics that meets the minimum qualifications for the County Agricultural Inspector/Biologist licensing examinations. Provide the complete name of degree major and minor if applicable and the date you obtained your degree.
(Please note: The degree you have, may require for you to provide transcripts. We highly recommend attaching your transcripts. Unofficial transcripts are acceptable.
Please be prepared to submit transcripts to the HR Recruiter if State is requesting to review them.

8. **If you selected C**, please answer the following questions.

If your degree is not in a specific area as noted in the job bulletin and listed above, **you are required** to have any discipline with a minimum of 30 semester units, or 45 quarter units, in one or any combination of the following disciplines: Agricultural Science, Biological Science, Chemical Science, Physical Science, Mathematics, and/or Statistics.

You are required to attach your transcripts to your application. Failure to provide them will disqualify you from continuing in the process.

If you do not attach them, you may email them to dbeach@co.santa-barbara.ca.us with subject line the name of the recruitment and your name. You will have until 1/2/19 to submit.

9. **If you selected D**, please answer the following question. Please check one or more that applies to you. If you select one or more of the following licenses, they must be issued by the California Department of Food and Agriculture. You are required on your application to indicate your license numbers for any that you may have.

- ☐ Pesticide Regulation issue by the State of California
- ☐ Weight Verification issue by the State of California
- ☐ Investigation & Environmental Monitoring issue by the State of California
- ☐ Measurement Verification issue by the State of California
- ☐ Integrated Pest Management issue by the State of California
- ☐ Pest Prevention & Plant Regulation issue by the State of California
- ☐ Transaction & Production Verification issue by the State of California
- ☐ Commodity Regulation issue by the State of California
- ☐ Have one or more License out of state
- ☐ I have none of the above

10. If you do have an international degree, **you are required** to attach your documentation from Evaluation Service that shows you meet the education U.S. standard and your transcripts. Below is a link to a list of Evaluation Services you can use. <http://www.naces.org/members.html>
You are required to attach to your application at the time you apply.

- ☐ Yes I do have international degree and will attached required documents
- ☐ I have international degree, but do not have the required documents. I understand that I do not qualify

11. If your degree is listed below, please select which one, if you don't have a degree listed below, do not answer.

The California Department of Food and Agriculture requires that you provide your transcripts for the list below to review. Unofficial transcripts are acceptable. Please check the box which degree you have obtained.

- ☐ Environmental Sciences/Policy/Management
- ☐ Gerontology
- ☐ Geophysics
- ☐ Physical Science
- ☐ Water Resources Engineering
- ☐ Applied Sciences & Technology
- ☐ Nuclear Engineering Technology
- ☐ Nursing
- ☐ None of the above

- * 12. Please read the following information. **Additional Requirements:**
1. Incumbent must obtain within one year of appointment two category licenses as a Weights & Measures and/or County Agricultural Inspector/Biologist issued by the California Department of Food and Agriculture in: Pesticide Regulation, Pest Prevention and Plant Regulation, Investigation and Environmental Monitoring, Commodity Regulation, Integrated Pest Management, Weight Verification, Measurement Verification, Transaction and Product Verification.
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2. Obtain an Accredited Certifying Officer (ACO) credential from the United States Department of Agriculture at the discretion of the appointing authority, dependent on assigned job duties.

☐ I have read the additional requirements.

* Required Question