



Greatness grows here.

## Agricultural & Standards Technician

### Agricultural Commissioner's Office

Recruitment #0918-RA0160-01

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Approximate Salary \$3,156 - \$3,834/month

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Opening Date 9/17/2018 08:00:00 AM

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Closing Date 9/28/2018 11:59:00 PM

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Employment Type Full-Time

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Analyst Kathy Parker

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Tentative Exam  
Date 10/12/18

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### Introduction

This examination is being given to fill one full-time vacancy in the Agricultural Commissioner's Office and to establish an eligible list to fill future vacancies. Resumes will not be accepted in lieu of an application. A completed application must be postmarked or received online by the final filing deadline.

***NOTE: All correspondences relating to this recruitment will be delivered via e-mail. The e-mail account used will be the one provided on your employment application during time of submittal. Please be sure to check your e-mail often for updates. If you do not have an e-mail account on file, Human Resources will send you correspondences via US Mail.***

## TYPICAL DUTIES

- Leads and performs a variety of non-licensed technical and administrative support duties related to the enforcement of agricultural and weights and measures laws.
- Performs pest surveys by assembling and baiting pest detection traps or devices; places and maintains traps in good physical conditions; inspects traps regularly and records results; performs other technical duties as assigned to assist licensed staff.
- Prioritizes and coordinates the daily activities of Agricultural and Standard Program Aides; ensures that their work is completed in a timely and efficient manner; monitors the productivity and quality of their work; responds to inquiries and resolves issues that come up in the field or office; provides training to assigned subordinate staff in accordance with departmental policies and procedures.
- Communicates with the public to convey the purposes and importance of the pest detection survey program and/or other assigned programs.
- Keeps detailed records and maps of trap locations, dates of servicing and trap conditions; may assist in the restructuring of routes; prepares routine reports of work performed by seasonal staff.
- Performs a variety of administrative support duties for licensed staff which may include preparing correspondence and reports, providing and maintaining records and files, and gathering and tabulating data and information; may travel and provide assistance to staff in satellite offices.

## MINIMUM QUALIFICATIONS

**Note:** *Supplemental application must be submitted with employment application.*

**Experience:** Two years performing biological or agricultural research, pest survey, or inspection-related field work.

**Substitution:** Completed coursework in agricultural science, biology, or a closely related field from an accredited college or university may be substituted for the above-required experience, where 30 college units is considered equivalent to one year of experience.

**License:** Must possess and maintain a valid California driver's license.

## KNOWLEDGE

Methods of pest surveying, including the trapping and recognition of target pests; basic mathematics; basic principles of public relations; safe driving practices; standard office practices and procedures; personal computer systems and general office computer software; language mechanics, correspondence and report formats.

## ABILITY

Follow written and oral instructions; perform outdoor manual labor relating to trap maintenance in varying weather conditions; keep detailed records and prepare routine written reports; utility a variety of office equipment; read maps and plot trap locations on maps; establish and maintain cooperative working relationships with others; work independently with minimal direct supervision.

## PHYSICAL/MENTAL REQUIREMENTS

***Mobility*** - Constant driving; frequent walking; occasional sitting and standing for long periods, pushing/pulling, bending/squatting and basic keyboard operation; ***Lifting*** - Ability to occasionally lift 5 to 30 pounds; ***Vision*** - Good overall vision with constant color perception; frequent eye hand coordination; depth perception, peripheral vision, and reading close-up work; ***Dexterity*** - Frequent reaching, holding, grasping and writing; occasional repetitive motion; ***Hearing/Talking*** - Frequent hearing normal speech and talking in person; occasional talking on the telephone/radio and on the telephone; ***Emotional/ Special Conditions*** - Constant exposure to outdoor conditions; frequent public contact and working alone; frequent concentration, decision making, and potential exposure to hazardous materials.

## BENEFITS

Employees hired into this classification are members of a bargaining unit which is represented by SEIU Local 1021.

**Health Insurance:** San Joaquin County provides employees with a choice of three health plans: a Kaiser Plan, a Select Plan, and a Premier Plan. Employees pay a portion of the cost of the premium. Dependent coverage is also available.

**Dental Insurance:** The County provides employees with a choice of two dental plans: Delta Dental and United Health Care-Select Managed Care Direct Compensation Plan. There is no cost for employee only coverage in either plan; dependent coverage is available at the employee's expense.

**Vision Insurance:** The County provides vision coverage through Vision Service Plan (VSP). There is no cost for employee only coverage; dependent coverage is available at the employee's expense.

For more detailed information on the County's benefits program, visit our website at [www.sjgov.org](http://www.sjgov.org) under Human Resources/Employee Benefits.

**Life Insurance:** The County provides eligible employees with life insurance coverage as follows:

1 but less than 3 years of continuous service:	\$1,000
3 but less than 5 years of continuous service:	\$3,000
5 but less than 10 years of continuous service:	\$5,000
10 years of continuous service or more:	\$10,000

Employee may purchase additional term life insurance at the group rate.

**125 Flexible Benefits Plan:** This is a voluntary program that allows employees to use pre-tax dollars to pay for health-related expenses that are not paid by a medical, dental or vision plan (Health Flexible Spending Account \$2550 annual limit with a \$500 carry over); and dependent care costs (Dependent Care Assistance Plan \$5000 annual limit).

**Retirement Plan:** Employees of the County are covered by the County Retirement Law of 1937. Please visit the San Joaquin County Employees' Retirement Association (SJCERA) at [www.sjcera.org](http://www.sjcera.org) for more information. NOTE: If you are receiving a retirement allowance from another California county covered by the County Employees' Retirement Act of 1937 or from any governmental agency covered by the California Public Employees' Retirement System (PERS), you are advised to contact the Retirement Officer of the Retirement Plan from which you retired to determine what effect employment in San Joaquin County would have on your retirement allowance.

**Deferred Compensation:** The County maintains a deferred compensation plan under Section 457 of the IRS code. You may annually contribute \$18,000 or 100% of your includible compensation, whichever is less. Individuals age 50 or older may contribute to their plan, up to \$24,000. The Roth IRA (after tax) is also now available.

**Vacation:** Maximum earned vacation is 10 days each year up to 3 years; 15 days after 3 years; 20 days after 10 years; and 23 days after 20 years.

**Holidays:** Effective July 1, 2017, all civil service status employees earn 14 paid holidays each year. Please see the appropriate MOU for details regarding holidays, accruals, use, and cashability of accrued time.

**Sick Leave:** 12 working days of sick leave annually with unlimited accumulation. *Sick leave incentive:* An employee is eligible to receive eight hours administrative leave if the leave balance equals at least one-half of the cumulative amount that the employee is eligible to accrue. The employee must also be on payroll during the entire calendar year.

**Bereavement Leave:** 3 days of paid leave for the death of an immediate family member, 2 additional days of accrued leave for death of employee's spouse, domestic partner, parent or child.

**Merit Salary Increase:** New employees will receive the starting salary, which is the first step of the salary range. After employees serve 52 weeks (2080 hours) on each step of the range, they are eligible for a merit increase to the next step.

**Job Sharing:** Employees may agree to job-share a position, subject to approval by a Department Head and the Director of Human Resources.

**Educational Reimbursement Program:** Eligible employees may be reimbursed for career-related course work up to a maximum of \$850 per fiscal year. Eligible employees enrolled in an approved four (4) year College or University academic program may be reimbursed up to \$800 per semester for a maximum of \$1600 per fiscal year.

**Parking Supplemental Downtown Stockton:** The County contributes up to \$17 per pay period for employees who pay for parking and are assigned to work in the Downtown Core Area.

**School Activities:** Employees may take up to 40 hours per year, but not more than eight (8) hours per month, to participate in their children's school activities.

## Selection Procedures

Applicants who meet the minimum qualifications will go through the following examination process:

- **Written Exam:** The civil service written exam is a multiple choice format. If the written exam is administered alone, it will be 100% of the overall score. Candidates must achieve a minimum rating of 70% in order to be placed on the eligible list.
- **Oral Exam:** The oral exam is a structured interview process that will assess the candidate's education, training, and experience and may include a practical exercise. The oral exam selection process is not a hiring interview. A panel of up to four people will determine the candidate's score and rank for placement on the eligible list. Top candidates from the eligible list are referred for hiring interviews. If the oral exam is administered alone, it will be 100% of the overall score. Candidates must achieve a minimum rating of 70% in order to be placed on the eligible list.

- **Written & Oral Exam:** If both a written exam and an oral exam is administered, the written exam is weighted at 60% and the oral exam is weighted at 40% unless otherwise indicated on the announcement. Candidates must achieve a minimum rating of 70% on each examination in order to be placed on the eligible list.
- **Rate-out:** A rate-out is an examination that involves a paper rating of the candidate's application using the following criteria: education, training, and experience. Candidates will not be scheduled for the rate-out process.

**Note:** The rating of 70 referred to may be the same or other than an arithmetic 70% of the total possible points.

**Testing Accommodation:** Candidates who require testing accommodation under the Americans with Disabilities Act (ADA) must call Human Resources Division at (209) 468-3370 prior to the examination date.

**Veteran's Points:** Eligible veterans, unmarried widows and widowers of veterans of the United States Armed Forces who have been honorably discharged and who have served during wartime shall be given veteran's points in initial appointment to County service. Eligible veterans receive 5 points and eligible disabled veterans receive 10 points. Disabled veterans must submit a recent award letter stating a 10% service connected disability issued by the United States Veterans Administration. **Note:** A copy of your DD214 showing the discharge type must be received in the Human Resources by the date of the examination.

Acceptable wartime service dates:

- September 16, 1940 to December 31, 1946
- June 27, 1950 to January 31, 1955
- August 5, 1964 to May 7, 1975
- Persian Gulf War, August 2, 1990, through a date to be set by law or Presidential Proclamation.

**Eligible Lists:** Candidates who pass the examination will be placed on an eligible list for that classification. Eligible lists are effective for one year, but may be extended up to two additional years by the Civil Service Commission.

**Certification/Referral:** Names from the eligible list will be referred to the hiring department by the following methods.

- **Rule of the Rank:** The top three ranks will be referred for hiring interviews. If there are less than 5 names in the top three ranks the next rank is referred. This applies only to open competitive recruitments.
- **Rule of Five:** The top five names will be referred for hiring interviews. This applies only to department or countywide promotional examination.

**Physical Exam:** Some classifications require physical examinations. Final appointment cannot be made until the eligible has passed the physical examination. The County pays for physical examinations administered in its medical facilities.

**Pre-Employment Drug Screening Exam:** Some classifications require a new employee successfully pass a pre-employment drug screen as a condition of employment. Final appointment cannot be made until the eligible has passed the drug screen. The County pays for the initial drug screen.

**Employment of Relatives:** Applicants who are relatives of employees in a department within the 3rd degree of relationship, (parent, child, grand parent, grand child or sibling) either by blood or marriage, may not be appointed, promoted, transferred into or within the department when;

- They are related to the Appointing Authority or
- The employment would result in one of them supervising the work of the other.

Department Head may establish additional limitations on the hiring of relatives by departmental rule.

**Proof of Eligibility:** If you are offered a job you will be required to provide proof of U.S. citizenship or other documents that establish your eligibility to be employed in the U.S.

## HOW TO APPLY

### Apply Online:

[www.sjgov.org/departments/hr](http://www.sjgov.org/departments/hr)

### By mail or in person:

San Joaquin County Human Resources  
44 N. San Joaquin Street Suite 330  
Stockton, CA 95202

### Office hours:

Monday – Friday 8:00 am to 5:00 pm; excluding holidays.

Phone: (209) 468-3370

### Job Line:

For current employment opportunities please call our 24-hour job line at (209) 468-3377. When a final filing date is indicated, applications must be filed with the Human Resources Division before 5:00 p.m. or postmarked by the final filing date. Resumes will not be accepted in lieu of an application. Applications sent through county inter-office mail, which are not received by the final filing date, will not be accepted. **(The County assumes no responsibility for mailed applications which are not received by the Human Resources Division).**


**San Joaquin County Substance Abuse Policy:** San Joaquin County has adopted a Substance Abuse Policy in compliance with the Federal Drug Free Workplace Act of 1988. This policy is enforced by all San Joaquin County Departments and applies to all San Joaquin County employees.

**Equal Opportunity Employer:** San Joaquin County is an Equal Employment Opportunity (EEO) Employer and is committed to providing equal employment to all without regard to age, ancestry, color, creed, marital status, medical condition, national origin, physical or mental disability, political affiliation or belief, pregnancy, race, religion, sex, or sexual orientation. For more information go to [www.sjgov.org/departments/hr/eeo](http://www.sjgov.org/departments/hr/eeo).

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San Joaquin County

Human Resources Division Stockton, CA 95202

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