



COUNTY OF CONTRA COSTA
 Department of Human Resources
 651 Pine Street, 2nd Floor,
 Martinez, CA 94553
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<http://agency.governmentjobs.com/contracosta/default.cfm>

INVITES APPLICATIONS FOR THE POSITION OF:

**Assistant Agricultural Commissioner/Sealer of Weights
 and Measures**

An Equal Opportunity Employer

SALARY

\$47.58 - \$57.83 Hourly
 \$3,806.42 - \$4,626.72 Biweekly
 \$8,247.24 - \$10,024.57 Monthly
 \$98,966.88 - \$120,294.84 Annually

ISSUE DATE: 04/08/19

FINAL FILING DATE: 04/19/19

THE POSITION

Bargaining Unit: Management - Mgmt Classes, Classified & Exempt

The Department of Agriculture is seeking to fill one vacant Assistant Agricultural Commissioner/Sealer of Weights and Measures position. The Agriculture Department is located in Concord, California. The ideal candidate must possess a valid license of eligibility as a County Agricultural Commissioner and County Sealer of Weights and Measures issued by the California Department of Food and Agriculture.

The Assistant Agricultural Commissioner is an exempt management level classification responsible for overseeing the day to day operations of the Agriculture and Weights and Measures divisions, including preparing and tracking budget and revenue contracts, invoices and financial statements; compiling and submitting state monthly program reports; and personnel management. Other duties include but are not limited to: directing and overseeing the work of subordinate supervisory personnel; assisting the department head in the formulation of weights and measures and agriculture policies and procedures; directing and supervising the disposition of difficult non-compliance problems; coordinating development and training programs for personnel; development of and training programs for new personnel; preparing correspondence and representing the department at meetings and conferences.

To read the complete job description, please visit the website, www.cccounty.us/hr. The eligible list established from this recruitment may remain in effect for twelve months.

TYPICAL TASKS

- Supervises and coordinates county-wide weights and measures and agricultural inspection programs
- Oversees the work of subordinate management personnel and completes performance evaluations of personnel
- Assists the department head in the formulation of weights and measures and agricultural policies and procedures
- Participates in the interview, selection, training and evaluation of new personnel
- Makes personnel assignments within both divisions to insure adequate staffing for workloads
- Consults with subordinate supervisors and/or the department head on difficult non-compliance problems

- Extracts pertinent data from legislative bills, correspondence and periodicals affecting the Agricultural and Weights and Measures Divisions
- Insures that all employees are informed about code changes and new techniques and procedures
- Plans and coordinates large-scale inspection programs as may be required by mandate, contract or ordinance
- Evaluates inspection procedures, the maintenance of standards and the success of programs
- Assists in the preparation of the Agricultural and Weights and Measures Division budgets by preparing narrative and statistical information
- Tracks the departmental budget and programs to assure that goals are met
- In consultation with the Department Head authorizes major departmental purchases
- Develops the Fiscal Year End Report for the California Department of Food and Agriculture
- Develops contract proposals and invoices for various departmental program activities
- Acts as a hearing officer on Administrative Law Cases
- Evaluates serious or repeated violations and recommends action
- Prepares correspondence, reports and statistic information
- Supervises the maintenance of records and activities of clerical staff
- Represents the department at meetings and conferences

MINIMUM QUALIFICATIONS

License Required: Possession of a valid California motor vehicle operator's license. Out of State valid motor vehicle operator's license will be accepted during the application process.

Agricultural Licenses Required:

- A valid County Agricultural Commissioner license issued by the State of California, Department of Food and Agriculture, and
- A valid County Sealer of Weights and Measures license issued by the State of California, Department of Food and Agriculture.

Experience: Four (4) years of full-time experience as a Weights and Measures Inspector or as an Agricultural Biologist/Inspector with a federal, state or county regulatory agency which must have included two (2) years of management, supervisory or program responsibility experience.

Substitution for One Required Agricultural License: At the time of applying candidate must possess either a valid Deputy Agricultural Commissioner or a Deputy Sealer of Weights and Measures license issued by the State of California Department of Food and Agriculture and within two (2) years of appointment employee must possess the second required County Agricultural license issued by the State of California, Department of Food and Agriculture.

SELECTION PROCESS

1. **Application Filing:** All applicants must apply on-line at www.cccounty.us/hr and submit the information as indicated on the job announcement by the final filing date. A completed Supplemental Questionnaire is required at the time of applying.
2. **Application Evaluation:** Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate and select the best-qualified candidates for invitation to the next phase of the examination.
3. **Oral Interview:** Conducted by a Qualifications Appraisal Board who will evaluate candidates in job-related areas. (Weighted 100%)
Candidates must receive a score of at least 70, which may be an adjusted score, in order to be ranked on the employment list.

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

CONVICTION HISTORY

After you receive a conditional job offer, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction conflicts with the specific duties and responsibilities of the job for which you have received a conditional job offer. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances. Having a conviction history does not automatically preclude you from a job with Contra Costa County. If you accept a conditional job offer, the Human Resources department will contact you to schedule a fingerprinting appointment.

DISASTER SERVICE WORKER

All Contra Costa County employees are designated Disaster Service Workers through state and local law. Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion, sex, national origin, ethnicity, age, disability, sexual orientation, gender, gender identify, gender expression, marital status, ancestry, medical condition, genetic information, military or veteran status, or other protected category under the law.

Assistant Agricultural Commissioner/Sealer of Weights and Measures Supplemental Questionnaire

1. The purpose of this supplemental questionnaire is to provide applicants the opportunity to elaborate on their qualifications for the position of ASSISTANT AGRICULTURAL COMMISSIONER/SEALER OF WEIGHTS AND MEASURES- EXEMPT. Responses to this questionnaire may be used by an Application Evaluation Board to determine which applicants will be invited to continue in the recruitment process. Although you may submit a resume or additional information, such items may not be substituted in lieu of the supplemental questionnaire. Please be concise, limiting your response to the information that is relevant to each question. Do not answer any question by indicating "see attached resume." A completed supplemental questionnaire is required for this position. An application submitted without the supplemental questionnaire is considered incomplete and will therefore be disqualified. All documents must be received at the time of application.
 - N/A
- * 2. Agricultural Licenses : Check all that apply.
 - I possess a valid County Agricultural Commissioner license issued by the State of California, Department of Food and Agriculture.
 - I possess a valid County Sealer of Weights and Measures license issued by the State of California, Department of Food and Agriculture.
 - I do not possess the required license(s).
- * 3. Describe your experience with managing a departmental budget include the size of budget, and your direct responsibility monitoring and managing changes in revenue, and/or unforeseen expenditures.
- * 4. Describe your experience with federal, state and local program reporting requirements. Please include reporting frequency, the purpose or nature of the report, and how you managed to meet deadlines.
- * 5. Describe your experience managing and supervising staff to ensure work performance, customer satisfaction, and the agency's deadlines are met in a timely manner, include the

number of staff supervised and their titles.

- * 6. I certify that I meet the announced requirements for this examination and understand that I will be eliminated at any stage in such examination if it develops that, in fact I do not meet them. I further certify that all statements made in this supplemental questionnaire and the application is true and I agree and understand that misstatements or omissions of material facts will cause forfeiture of my rights to employment with Contra Costa County.

YES

- * Required Question