



Date: October 29, 2020

To: All County Agricultural Commissioners/Sealers of Weights and Measures

Subject: **County Liaison Advisory No 2020-10**
Guidance for Candidates Submitting Proof of Qualification for the County Agricultural Commissioner/Sealer of Weights and Measures Written Examination

This advisory is designed to clarify the acceptable documentation candidates must submit to the County Licensing Program to demonstrate the minimum qualifications are met for admission to the written examination for County Agricultural Commissioner/Sealer of Weights and Measures. These qualifications, as outlined in *Title 3, Division 1, Chapter 2, Article 1, Sections 103 and 106 of the CA Code of Regulations*, are specifically:

- (1) Possession of a valid statewide Deputy County Agricultural Commissioner license (Commissioner) or County Deputy Sealer of Weights and Measures license (Sealer); and*
- (2) Four years of experience in the enforcement of agricultural or weights and measures laws; at least two years of which shall have included management, supervisory, or program responsibility experience; and*
- (3) A minimum of 80 hours of instruction in management and/or supervisory practices, obtained through organized classroom training, in-service training, or accredited correspondence courses.*

Qualifications Requiring Documentation

The County Licensing Program can verify a candidate possesses a valid deputy license and has four years of experience enforcing agricultural or weights and measures laws through licensing records. However, the County Licensing Program cannot independently verify that a candidate has two years of management, supervisory, or program responsibility experience or the minimum of 80 hours of instruction in management and/or supervisory practices. Hence, a candidate must provide acceptable documentation to confirm qualifications in these areas.

Acceptable Documentation

To verify that a candidate has two years of management, supervisory, or program responsibility experience, a letter from the candidate's Commissioner/Sealer must be submitted detailing the candidate's qualifying experience. This letter may also verify the 80 hours of instruction in management and/or supervisory practices by detailing all the training courses, accredited classes, county training program, etc. the candidate has taken to meet this requirement. The

letter may include attachments or lists of specific courses taken with course descriptions. The candidate may submit certificates of completion and/or transcripts in order to verify the fulfillment of the 80 hours of instruction requirement in lieu of a letter from their Commissioner/Sealer. The County Licensing Program will review all letters and certificates of completion to confirm candidates meet all requirements for admission into the examination.

Examples of Acceptable Training – 80 Hours of Instruction

Sources of training to meet the 80-hour requirement may be colleges/universities; training consultants; on-line learning platforms; on-line learning vendors; local, state, and federal subject matter experts; professional seminars; leadership programs; etc. While not a comprehensive list, common examples of acceptable instructional topics include:

- Supervision
- Management
- Communication
- Leadership
- Conflict Resolution
- Sexual Harassment Prevention (Supervisor)
- Workplace Violence Prevention (Supervisor)
- Discrimination Prevention
- Conflict Management
- Workplace Ethics
- Workplace Diversity
- ADA Compliance
- Discipline & Termination
- Grievances
- Performance Management
- Budgeting
- Contracts/Grants/Cooperative Agreements
- Personnel Management
- Effective Training
- Effective Public Relations
- Hiring Practices
- Presentation Skills
- Managing Different Generations
- Race Relations
- Effective Delegation
- Interviewing and Hiring
- Team Building
- Coaching and Counseling
- Funding Sources and Management
- Change Management
- County Supervision/Management Training Programs

Questions regarding the acceptability of specific instructional courses can be directed to the County Licensing Program at: cdfa.county_exams@cdfa.ca.gov.

If you have questions regarding this advisory, please contact Hyrum Eastman, Cdfa County/State Liaison, at 916-403-6700 or hyrum.eastman@cdfa.ca.gov.