



**COUNTY OF MONTEREY
INVITES APPLICATIONS FOR THE POSITION OF:
DEPUTY COUNTY AGRICULTURAL COMMISSIONER**

\$6,053 - \$8,267 Monthly Salary

PRIORITY SCREENING: November 16, 2018. All application material must be received by the priority screening date for a guaranteed review. Applications received after this date will be considered on an as-needed basis until the position is filled.

FINAL FILLING DATE: Friday, January 4, 2019 (Postmarks and faxes **not** accepted) **EXAM# 18/30N80/10SDI**

Relocation/Moving Allowance may be available. Eligibility for and payment of these incentives shall be in accordance with Monterey County Administrative Procedures.

THE POSITION

This position is the first line supervisor responsible for the day-to-day program or branch operation and supervision of clerical and field staff. Plans, assigns, supervises, reviews and evaluates the work of staff engaged in making inspections to enforce the provisions of codes and regulations pertaining to the Office of the Agricultural Commissioner.

SIGNIFICANT DUTIES

- Supervises, evaluates and trains staff performing inspection and enforcement duties
- Interprets, clarifies, explains and enforces agricultural laws and regulations
- Ensures work is performed in accordance with laws and regulations
- Researches and answers technical questions and prepares documentation for case hearing and investigative reports

MINIMUM QUALIFICATIONS

License/Certification:

Possession of a valid Deputy County Agricultural Commissioner license issued by the California Department of Food and Agriculture; possession of a valid California class C driver's license.

Thorough Knowledge of:

Laws, regulations, ordinances and codes pertaining to the programs of the Agricultural Commissioner/Sealer of Weights and Measures as found in the California Food and Agricultural Code, California Code of Regulations, Business and Professional Code, County Ordinances, and other County, state and federal laws and regulations pertaining to County agricultural operations; and effective inspection and enforcement principles and techniques pertaining to agricultural inspection and certification and/or weights and measures inspection.

Working Knowledge of:

PC usage including the following software: Word, Excel, Outlook, Access, PowerPoint, Restricted Material Permit Program, as well as internet research methods; all programs conducted by the Agricultural Commissioner and in-depth knowledge of one or more programs; and principles of personnel and program management.

Skill and Ability to:

Plan, assign, review and evaluate the work of subordinate staff; interpret and apply applicable rules and regulations; interpret and apply applicable rules and regulations; deal tactfully and effectively with the public and others contacted in the course of work; manage difficult situations and make decisions on complex and/or controversial matters; analyze data and situations, and make effective recommendations; communicate effectively both verbally and in writing with special emphasis on report writing; and prepare accurate reports and records of inspections.

CONDITIONS OF EMPLOYMENT

Possess a valid California class C driver's license and maintain good driving record/habits at time of appointment. Earn and maintain a valid California Class B driver's license within eight months of appointment. Requires having passed or the ability to pass a pre-employment physical examination with Monterey County. Be available to work weekends, holidays, and evenings when assigned or in emergency situations; possess and maintain a good driving record and good driving habits; adhere to related federal, state and local safety laws, regulations, and ordinances; and wear and use proper safety clothing and equipment. Requires having passed or the ability to pass a pre-employment physical examination with Monterey County.

PHYSICAL AND SENSORY REQUIREMENTS

Lift and carry items weighing up to 50 pounds, ability to sit and work at a computer terminal for approximately 8 hours a day; stand in one position or walk from 2-8 hours per day; see, hear and speak sufficiently and physical dexterity to function in a typical office environment. Perform tasks outdoors or work on uneven ground, on slippery surfaces or come in contact with water, in environments subject to sudden changes in temperature, in extremely noisy environments, at elevations above ground level, in closed ventilation systems or areas not well ventilated, in adverse weather conditions, using safety equipment, and requiring visual color discrimination. Physical effort such as lifting, pushing, pulling, bending, stretching, repetitive hand and arm motion, and drive a personal or County vehicle. Ability to distinguish and identify sounds and voices in a noisy environment, detect odors and aromas, and project a voice that can be heard over loud noises. May come in contact with a variety of toxic elements or irritants, infectious organisms or waste, vibration, moving objects, heat, fire or steam, non-ionizing radiation and hand/power tools.

REQUIRED MATERIALS AND SELECTION PROCEDURES

The selection process is tentative and applicants will be notified if changes are made. The competitive process includes submittal of required application materials: **A completed Monterey County Application, responses to Supplemental Questions, and copy of Deputy County Sealer license.** All application materials must be received by the priority screening date (November 16, 2018) for a guaranteed review. Applications received after this date will be considered on an as needed basis until the position is filled. The final filing date for this recruitment in January 4, 2019. Applicants who fail to provide all required materials will not be considered for this position. Application materials will be competitively evaluated. Those applicants who are determined to be the most appropriately qualified will be invited to participate further in the selection process. To further assess applicant's possession of required qualifications, this examination may include an oral examination, pre-exam exercise, performance examination, and/or written examination.

Applications may be obtained from and submitted to:

Monterey County, Agricultural Commissioner's Office
ATTN: Cicely Henson
1428 Abbott Street
Salinas, CA 93901
Telephone: (831) 759-7321
Or

APPLY ONLINE: www.co.monterey.ca.us/personnel

SPECIAL NOTES:

Benefits for the 'F' Unit are listed in the Personnel Policies & Practices Resolution or benefits summary sheet and prevail. More information regarding benefits may be obtained from our website at www.co.monterey.ca.us/personnel. If you believe you possess a disability that would require test accommodation, please call Monterey County Human Resources (831) 759-7378. Employment is contingent upon acceptable documentation verifying identity and authorization for employment in the United States. Final candidates will be required to successfully pass a pre-employment drug test as a condition of employment with Monterey County. If you are hired into this classification, as a condition of your employment you will have 30 days to join the union & authorize a union dues deduction or salary deduction of appropriate fees.

Monterey County
SUPPLEMENTAL QUESTIONS
DEPUTY AGRICULTURAL COMMISSIONER

Instructions:

Responses to these Supplemental Questions must be submitted with your application materials. Invitations to participate further in the process will be based on an evaluation of your application, the responses to these questions, and your resume (optional). Applications received without a Supplemental Questions Response will not be considered. A resume, letter, application, etc. will not be accepted as a substitute for a response to these questions.

Please number your responses and address each question separately. Include your name and the title of the position for which you are applying at the top of each page submitted.

1. Do you possess a valid license as a Deputy County Agricultural Commissioner or Sealer issued by the State of California Department of Food and Agriculture as required by Title 3, Chapter 1 Subchapter 2 of the California Administrative Code? If yes, please provide a copy by email to HensonC@co.monterey.ca.us or fax to (831) 754-2632. If no, you do not meet the minimum qualifications for the position.
 Yes
 No
2. Please describe your education, training and experience that demonstrate your ability to supervise, plan, organize and evaluate the work of a subordinate staff.
3. Please describe your education, training and experience that demonstrate your ability to clarify, explain and interpret agricultural laws and regulations to subordinates, growers, shippers and others in the agricultural community.
4. Please describe your education, training and knowledge of the laws, regulations, ordinances and codes pertaining to the programs of the Agricultural Commissioner/Sealer of Weights and Measures.