



## COUNTY LICENSING PROGRAM

### Licensing Exams For **DEPUTY COUNTY AGRICULTURAL COMMISSIONER** **DEPUTY COUNTY SEALER OF WEIGHTS AND MEASURES**

#### **APPLICATION AND FEES**

Applications must be filed electronically at: <https://apps1.cdfa.ca.gov/countylicensingexam/>. A fee of \$75.00 will be charged for the administration of each exam. Fees for all exams must be remitted with the electronic application via credit or debit card. Refunds will be issued to candidates not meeting minimum qualifications.

Candidates successfully passing the written exam will be automatically registered to take the next scheduled oral exam without additional fees. Candidates that have failed in a previous attempt to pass the oral exam must re-apply and pay an additional \$75.00 fee to register for an oral exam. Candidates that have passed the written exam will be given up to five (5) attempts to pass the oral portion of the exam, within three years of taking the written portion of the exam, before being required to re-take the written exam.

#### **APPLICATION CUT-OFF DATES**

Applications will be accepted continuously. Qualified candidates submitting applications before each cut-off date will be scheduled for testing in the corresponding administration period indicated below. Applications received after a cut-off date will be held over for the next administration cycle.

Exams will be administered twice per calendar year. For 2017, the cut-off and anticipated exam dates are:

Written Exams		
Start Application Filing Date	Application cut-off date	Exam Administration
November 1, 2018	February 1, 2019	March 18-22, 2019
May 13, 2019	August 6, 2019	September 16 – 20, 2019

Oral Exams		
Start Application Filing Date	Application cut-off date	Exam Administration
August 15, 2018	September 15, 2018	November 2018 – January 2019
December 18, 2018	March 18, 2019	May/June 2019
June 16, 2019	September 16, 2019	November/December 2019
December 16, 2019	March 16, 2020	May/June 2020

#### **EXAM LOCATIONS**

Written exams will typically be administered at the Agricultural Commissioner/Sealer of Weights and Measures office located in each county. Candidates currently employed by a county will be scheduled in that county. Candidates not currently employed by a county will be scheduled in the county in which they live.

Oral Exams will be scheduled regionally depending on the number of participating candidates in any given area.

## **NOTICE OF EXAM AND RESCHEDULING**

Candidates will receive notice of the exam location, date, and time at least twenty-one (21) days prior to the exam date. If you believe you have applied and paid fees for an upcoming exam and have not received this notice, please contact the CDFA Licensing program at 916-653-5866 or [cdfa.county\\_exams@cdfa.ca.gov](mailto:cdfa.county_exams@cdfa.ca.gov) as soon as possible. Candidates unable to present an examination notice may not be allowed into the exam.

Candidates wishing to reschedule exams must notify the County Licensing Program at least seven (7) days before the scheduled testing date. Failure to provide this advance notice, and not appearing for an exam, will result in fee forfeiture and necessitate re-applying for the exam in a future cycle. Candidates noticing the program at least seven days before the scheduled testing date will be rescheduled during the current cycle or postponed to the next exam cycle at the discretion of the Licensing Program. No fee refunds will be issued to qualified candidates.

## **MINIMUM QUALIFICATIONS**

Candidates must meet the following criteria to be admitted to the exam:

### **DEPUTY COUNTY AGRICULTURAL COMMISSIONER**

- (1) Possession of valid statewide County Agricultural Inspector/Biologist licenses in all categories for which licenses are issued; and
- (2) Two (2) years of experience in the enforcement of agricultural or weights and measures laws or in agricultural pest control or in the production, processing, or marketing of agricultural commodities. This experience must have been at a level comparable to County Agricultural or Weights and Measures Inspector; and

### **DEPUTY COUNTY SEALER OF WEIGHTS AND MEASURES**

- (1) Possession of valid statewide County Weights and Measures Inspector licenses in all categories for which licenses are issued; and
- (2) Two (2) years of experience in the enforcement of agricultural or weights and measures laws or in agricultural pest control or in the production, processing, or marketing of agricultural commodities. This experience must have been at a level comparable to County Agricultural or Weights and Measures Inspector; and

## **EXAMINATION INFORMATION AND SCOPE**

Personal calculators may be used during the exam. Other personal effects, including purses, backpacks, and cell phones will not be allowed in the exam room and should be stored in a secure location prior to arriving for testing.

The entire licensing exam will consist of separate written and oral exams – candidates must pass both components to be qualified to receive a license.

### **Written Examination**

Written exams will consist of multiple choice and essay questions for both Deputy Agricultural Commissioner and Deputy Sealer of Weights and Measures candidates. Questions will test the candidate's knowledge of:

- Administration, management and supervision including personnel administration, program planning, budgeting, training, and public relations principles.
- Structure and function of county government.
- Laws and regulations relating to the management practices of County Agricultural Commissioners or County Sealers of Weights and Measures.
- Statewide policies relating to county agricultural or weights and measures programs.

Additionally, scoring of the essay questions will be based on the candidate's ability to:

- Understanding the question
- Respond in a complete and accurate manner
- Provide a well-organized response
- Use proper sentence structure, spelling, and punctuation
- Write in a legible manner

**Note:** Candidates possessing a Deputy Agricultural Commissioner or Deputy Sealer of Weights and Measures license will only be required to complete an abbreviated multiple-choice exam consisting of questions specific to the exam applied for. No essay questions will be administered to these candidates.

### **Oral Examination:**

Candidates must achieve a rating of 70% or higher on the written portion of the exam to be admitted to the oral exam. During the oral exam, each candidate will appear before an exam panel. The panel will pose questions, pertaining to the license being tested for, designed to evaluate the candidate's:

- Job knowledge
- Judgment
- Leadership abilities
- Supervisory skills
- Understanding of program activities and issues

Oral examinations will be scored on a pass/fail basis.

## **LICENSES**

Upon successful completion of both the written and oral portions of the exam, a license of eligibility will be issued to the candidate. Licenses are valid for five (5) years unless revoked.

California law requires the Deputy Agricultural Commissioners and Deputy Sealers of Weights and Measures possess licenses demonstrating job proficiency. While the CDFA is tasked with overseeing the testing and licensing of potential candidates, each county is responsible for hiring and determining the qualifications of its own employees. To be hired, candidates must qualify for the licenses of eligibility exams and meet all requirements of the hiring county. Counties may require additional experience or education beyond that of the licensing exam requirements.

Expiring licenses may be renewed, at the request of the license holder, without further examination if the holder is employed in any county agricultural or weights and measures position, with the California Department of Food and Agriculture, or with the California Department of Pesticide Regulation. A holder of a license of eligibility who is not employed in one of the above capacities, but who otherwise meets the minimum license qualifications, may apply to renew the license prior to its expiration upon passing a requalifying exam.

## **RIGHT OF APPEAL**

Appeals of exam results must be submitted, in writing, to the Secretary of the California Department of Food and Agriculture at 1220 N Street, Sacramento, California 95814 within thirty (30) of the mailing of the Notice of Exam Results to candidates. To be considered, appeals must include the exam title, date of exam, and basis of appeal. Written examination material will not be made available to candidates for review.

**For questions or assistance regarding licensing exams, please contact the  
CDFA County Licensing Program at  
[cdfa.county\\_exams@cdfa.ca.gov](mailto:cdfa.county_exams@cdfa.ca.gov) or 916-653-5866**