



**COUNTY OF MONTEREY
INVITES APPLICATION FOR THE POSITION OF:
DEPUTY COUNTY SEALER OF WEIGHTS & MEASURES**

\$6,053 – \$8,267 per month

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

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# 18/30N80/10SDII**

THE POSITION

This position is responsible for supervising the operations of the Weights and Measures Program of the Agricultural Commissioner/Sealer's Office, and for the day-to-day supervision of field staff working in the Weights and Measures Unit performing inspection and enforcement duties. A Provisional appointment will be considered for highly qualified candidates who have not yet obtained the required State license. In the case of a "Provisional" appointment, the incumbent will be required to obtain the license within a reasonable time period.

SIGNIFICANT DUTIES

- Supervise Weights and Measures staff performing inspection and enforcement duties
- Assist with planning, organizing, directing, coordinating and administering the County's inspection and enforcement programs under the jurisdiction of the County Sealer of Weights and Measures
- Perform inspection and enforcement work

MINIMUM QUALIFICATIONS

License:

A valid license as a Deputy County Sealer issued by the State of California Department of Food and Agriculture is required prior to employment; or for a provisional appointment, a valid license as a Deputy County Sealer is not required prior to employment; however, the incumbent will be required to obtain a Deputy Sealer license within a reasonable time period to be determined at time of hire based on the testing schedule of the State of California Department of Food and Agriculture.

Thorough Knowledge of:

Laws, regulations and ordinances pertaining to weights and measures enforcement; effective inspection and enforcement principles and techniques pertaining to weights and measures inspection; procedures for the verification of the accuracy of weighing and measuring devices and quantity control inspection.

Working knowledge of:

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; develop work plans in conjunction with state entities; deal tactfully and effectively with the public and others contacted in the course of work; establish and maintain effective communication in enforcement situations that may be difficult or tense; manage difficult situations and make decisions on complex and/or controversial matters; analyze data and situations and make effective recommendations; communicate effectively verbally and in writing; speak in public before small and large groups; maintain confidentiality of protected records; prepare accurate reports and records of inspections; manage complex investigations; direct the development of complex enforcement actions such as Weights and Measures Civil Penalties and act as an advocate for the Department; and provide excellent and courteous customer service.

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

Perform tasks requiring sitting and/or working at a computer terminal for approximately 4-6 hours per day, walking approximately 2 hours per day, and personally lifting items weighing up to 50 pounds. Perform tasks outdoors or work on uneven and/or slippery surfaces. Work in confined or extremely small workspaces. Wear and use proper and appropriate safety clothing and equipment. Perform tasks requiring bending, reaching, climbing, coordinated skillful movements, and driving a County vehicle including a specially equipped vehicle requiring a commercial license or special endorsement license. May come in contact with petroleum products, lubricants, cleaning solutions or solvents, toxic fumes, liquids or gases, chemical materials requiring OSHA material safety data sheets, moving objects, electricity and hand/power tools.

SUPPLEMENTAL QUESTIONS

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 and the responses to these questions. 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 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 related to the enforcement of weights and measures laws and regulations.

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.

The County of Monterey is an Equal Opportunity Employer

10/22/2018