



GLENN COUNTY

An Affirmative Action – Equal Opportunity Employer
We Encourage Minorities, Women and Disabled Individuals to Apply

HAS A JOB OPPORTUNITY FOR

ENVIRONMENTAL BIOLOGIST I/II/III

SALARY RANGE: I \$15.27–\$18.55 /hr. II \$16.87–\$20.51 /hr. III \$18.65–\$22.67 /hr.

FINAL FILING DATE: An official Glenn County Application must be received in the Glenn County Personnel Department by **12:00 p.m., Noon, Friday, February 1, 2013.**

THE POSITION

Glenn County is recruiting individuals to fill one regular full-time Environmental Biologist I/II/III position. The individual appointed to this position will perform a wide variety of inspection and enforcement duties related to Federal, State and local agricultural codes and regulations, weights and measures, air pollution and hazardous waste laws and regulations, including those contained in the Unified Hazardous Waste and Hazardous Materials Management Regulatory Program. The position is scheduled for forty (40) hours per week. This recruitment *may* be used to establish a list to fill future vacancies for the next 6 months.

DUTIES

Inspect fruits, vegetables, nuts, eggs and honey at retail for compliance with state and federal grades, standards and labeling requirements; issue notices of non-compliance and disposal orders as necessary. Inspect nurseries for compliance with pest cleanliness, grades, standards and labeling requirements; collect, prepare and submit pest specimens; issue off-sale orders and notices of violation as required. Inspect, test, and seal commercial weighing and measuring devices; maintain records of inspections and tests made. Test, sample and weigh packaged retail and wholesale commodities for compliance with weights and measures laws and regulations; issues off-sale orders as required. Conduct weed control on roadsides and other County-owned rights-of-way; calibrate, maintain and repair spray equipment; mix chemicals for weed control use. Conduct pesticide use enforcement; inspect and issue pesticide permits to growers and pest control operators; maintain permit control records on computer; register pest control advisors and pilots. Assist in the inspection of commodities being shipped to foreign countries and other states. Inspect and certify seed fields for plant disease as required by local and foreign quarantine requirements. Assist in preparing illness investigation reports and in conducting crop loss complaint investigations, air pollution patrol, and investigations of hazardous materials and agricultural burning violations. Inspect apiaries for presence or absence of bee diseases; collect and submit samples. Inspect establishments and properties for compliance with hazardous materials laws and regulations. Participate in the activities of the Unified Hazardous Waste and Hazardous Materials Management Regulatory Program. Identify plant diseases, pest and insects brought to the department's attention by the public. Perform general office work as required, including but not limited to preparing reports and correspondence, entering computer data, copying and filing documents, answering the telephone, assisting the public, etc. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of: I - Basic principles and practices of agriculture, weights and measures, air pollution control, vegetation and pest abatement, and hazardous waste management programs. Basic types of weighing and measuring devices and methods used in verifying the accuracy and content of packaged commodities. Basic methods, equipment, chemicals and techniques used in spraying noxious weeds. Principles and procedures of recordkeeping. Basic arithmetic, algebra and geometry. Computer programs, software and hardware operations. II/III - Proper pesticide use enforcement.

Ability to: I - Learn, understand, apply and enforce pertinent laws, policies, rules and regulations. Learn to certify a variety of weights and measure devices in a safe and effective manner in routine situations. Learn to mix and safely prepare solutions of poisonous and dangerous chemicals; mix poison baits for pesticide control work. Learn to conduct necessary inspections and prepare complete and accurate technical reports. Understand and follow oral and written instructions. Learn to operate computer software, hardware and peripheral equipment. Establish and maintain cooperative working relationships with those contacted during the course of work. Communicate clearly and concisely, both orally and in writing. Make required calculations accurately and quickly as required. Develop and administer grants. II/III - (In addition to above): Work independently with minimal supervision.

TRAINING AND/OR EXPERIENCE

Experience: I - No experience is required. II - One year of increasingly responsible experience in inspection and enforcement of agriculture, weights and measures, air pollution and hazardous waste programs comparable to that of an Environmental Biologist I in Glenn County. III - One year of increasingly responsible experience in inspection and enforcement of agriculture, weights and measures, air pollution and hazardous waste programs comparable to that of an Environmental Biologist II in Glenn County.

Training: I/II/III - Bachelor's degree from an accredited college or university specializing in one or more of the following disciplines: Agricultural, biological, chemical or physical sciences or other appropriate discipline.

SUPERVISION RECEIVED AND EXERCISED

Environmental Biologist I - Receives immediate supervision from higher-level supervisory and management staff. **Environmental Biologist II/III:** Receives general supervision from higher-level supervisory and management staff.

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Personnel Department, County of Glenn, 525 W. Sycamore St., Suite A1, Willows, CA. 95988-2739 (530) 934-6451
"TDD –No Voice (530) 934-6444" FAX (530) 934-6452 or 934-6457
Website: www.countyofglenn.net/personnel

License or Certificate: Possession of, or ability to obtain, an appropriate, valid California drivers license. **I** - Requires at least one county agricultural inspector/biologist license in agriculture or weights and measures be acquired within the first twelve (12) months of employment. **II** - Requires possession of four of the state certification in agriculture and weights and measures. **III** - Requires possession of six of the state certification in agriculture and weights and measures.

SELECTION PROCESS: The selection process will consist of an application evaluation, oral examination, drug screen, and medical exam. The most qualified applicants will be invited to participate in an interview wherein their qualifications for this position will be reviewed in more detail. If you are selected for an interview, you will automatically be contacted. Applicants are encouraged to submit a resume detailing their training and experience with the official application form.

Eligible Lists are used for Full-Time (40 hrs/wk with benefits), Part-Time (20-39 hrs/wk with benefits, and Public Service Employee – temporary no benefits.

IMPORTANT: If you need accommodation in the examination/interview process, please contact the Personnel Department at least (5) working days before a scheduled examination/interview. If you would like to be notified of your standing after the closed of the recruitment, please include a self-stamped envelope.

Application forms may be obtained from and are to be returned to:

GLENN COUNTY PERSONNEL DEPARTMENT
525 W. SYCAMORE STREET, SUITE A1
WILLOWS CA 95988
TELEPHONE (530) 934-6451
FAX (530) 934-6452 or 934-6457
TDD--No Voice (530) 934-6444
Website address www.countyofglenn.net/personnel

1/10/13

EMPLOYMENT INFORMATION

AN EQUAL OPPORTUNITY EMPLOYER: All applicants receive consideration for employment without regard to age, ancestry, color, marital status, national origin, political affiliation, race, religion, sex or other non-merit factors (except as limited by law, or bonafide occupational qualifications). The County has a policy prohibiting discrimination against qualified handicapped individuals.

APPLICATIONS: *Application forms must be filled out completely* and clearly show that minimum qualifications are met. All statements made on the application are subject to investigation and verification. A separate application must be filed for each position.

It is the responsibility of the applicant to ensure applications are received at the Glenn County Personnel Office by 12:00 p.m., Noon, Friday, February 1, 2013.

RESIDENCE REQUIREMENTS: There is no residence requirement except certain positions may require the employee to reside within a reasonable commuting distance.

TRAVEL AND RELATED EXPENSES: Glenn County does not reimburse applicants for any travel or related expenses incurred in connection with applying for employment.

MEDICAL EXAMINATION: Applicants may be required to pass a medical examination as a condition of employment or promotion. Medical exams may include a fitness exam and a drug /alcohol screen.

SUMMARY OF EMPLOYEE BENEFITS

Benefits are subject to negotiations with employee organizations and may vary with individual bargaining units.

CREDIT UNION: Low interest loans and systematic savings through payroll deduction.

DEFERRED COMPENSATION: A tax deferred long-term savings plan is available to all employees.

DIRECT DEPOSIT: The County pays its employees Bi-Weekly through Direct Deposit to any financial institution that is a member of the Federal Reserve Automated ClearingHouse.

HOLIDAYS: 12 paid holidays per year.

HEALTH, DENTAL, VISION AND LIFE INSURANCE: The County makes available to employees and their dependents a health, dental and a vision program. The County pays the premium for a group term life insurance policy, and also a short-term disability insurance policy.

SICK LEAVE: 12 days per year; unlimited maximum accrual.

RETIREMENT: Regular full-time and part-time employees participate in the Public Employee's Retirement System and Social Security. Effective January 1, 2013 Local Miscellaneous Benefit Formula is 2% at age 62.

VACATION: 0 – 2 full years, 10 days; 3 – 12 full years, 15 days; 13 – 19 full years, 20 days; after 19 full years; 25 days.

THE ABOVE INFORMATION IS GENERAL IN NATURE AND DOES NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT.