



THE COUNTY OF MONTEREY  
INVITES YOUR APPLICATION FOR THE POSITION OF

**AGRICULTURAL INSPECTOR/BIOLOGIST I/II/III**

Monthly Salary Range:

Level I: \$3,415 - \$4,665    Level II: \$3,929 - \$5,365    Level III: \$4,517 - \$6,170

**FINAL FILING DATE: OPEN CONTINUOUSLY** (Postmarks and faxes **not** accepted)    **EXAM# 12/30N01/08RR**  
**Priority Screening Date: September 4, 2012. Applications received after this date will continue to be screened until all positions are filled.**

**THE POSITIONS**

Positions in this classification perform a variety of agricultural inspections, and enforce provisions of codes, regulations, and ordinances under the jurisdiction of the County Agricultural Commissioner. Level I is the entry level and performs the least complex assignments under close supervision. Level II is the journey level working independently and possesses all licenses necessary to complete their assignments. Level III is the advanced, specialist and/or lead worker level and is expected to perform the full array of inspection & investigation duties. This is a flexibly staffed series. Appointment may be made at any of the three levels based on qualifications. Incumbents appointed at the lower level may be promoted up to the highest level without further competition subject to meeting the employment standards and licensing requirements. Bilingual skills (English/Spanish) are highly desirable.

**SIGNIFICANT DUTIES**

- Enforces pesticide use laws and regulations, issues restricted material permits and monitors usage
- Investigates a variety of incidents such as pesticide related complaints, illnesses, reports of loss, plant quarantine violations; prepares reports
- Conducts inspections for compliance

For complete information see the class specification /job description on our website at: <http://www.co.monterey.ca.us/personnel>.

**MINIMUM QUALIFICATIONS**

**Pursuant to the Food and Agricultural Code of California, Chapter 2, Section 2106 the following education or licensure is required:**

**Level I:** **Either** Possession of one or more valid statewide specific category licenses as a County Agricultural Inspector/Biologist. **Or** Possession of a Bachelor's degree from an accredited four-year college with specialization in: (A) One or more appropriate disciplines in agricultural, biological, chemical, or physical sciences, or (B) Any discipline with a minimum of 30 semester units, or equivalent, in one or any combination of the following disciplines: Agricultural Science, Biological Science, Chemical Science, Physical Science, Mathematics, and/or Statistics. The educational requirements may be satisfied if specialized requirements of the Bachelor's degree program include any combination of one or more of these disciplines totaling at least 30 semester units, or equivalent, or may be satisfied through additional college level education, or combination thereof.

**Level II:** In addition to the requirement for Level I, must possess the following core licenses: Pest Prevention and Plant Regulation, Pesticide Regulation, and Investigation and Environmental Monitoring.

**Level III:** In addition to the requirement for Level I and Level II, must possess all state licenses including: Integrated Pest Management, Commodity Regulation and the Federal Cooperators Certification.

**Some Knowledge of:**

**Level I:** County, state and federal laws and regulations pertaining to County agricultural operations; County agricultural products and commodities; college-level chemistry; and personal computer usage.

**Level II:** Plant and insect identification; integrated pest management; commodity regulation; and personal computer usage.

**Working Knowledge of:**

**Level II:** California Food & Agriculture Code, California Code of Regulations, Business and Professional Code, export plant quarantine requirements, County Ordinances and other County, state and federal laws and regulations pertaining to County agricultural operations; the Pesticide Use Enforcement Program; and the Plant Quarantine Program.

**Level III:** The Commodity Regulation Program; nursery and seed regulation; plant and insect identification; and personal computer usage.

**Thorough Knowledge of:**

**Level III:** California Food and Agricultural Code, Code of Regulations, Business and Professional Code, County Ordinances and other County, state and federal laws and regulations pertaining to County agricultural operations.

**Skill and Ability to:**

**Level I:** Learn, interpret, and apply provisions of the Food and Agricultural Code; enforce standards, laws, and regulations; deal tactfully and effectively with the public and others contacted in the course of work; provide excellent and courteous customer service; establish and maintain effective communication in enforcement situations that may be difficult or tense; communicate effectively both verbally and in writing; prepare and maintain reports and accurate records of inspections; distinguish small insects/pests through a hand lens; read and interpret maps, graphs and charts; learn to analyze situations and make decisions on

routine enforcement problems in accordance with departmental policies and procedures; apply basic computer skills and techniques in order to use common office programs and specialized programs; learn to drive forklifts, ATV's, four-wheel drive vehicles and trucks with trailers over uneven ground; observe safe work practices and procedures, and maintain confidentiality of protected records.

**Level II:** In addition to the requirements for Level I, interpret, apply and enforce provisions of the Food and Agricultural Code and agricultural standards, laws and regulations; speak in public before large and small groups; and analyze situations and make decisions on routine enforcement problems in accordance with departmental policies and procedures.

**Level III:** In addition to the requirements for Level I and II, train, assign, monitor and review work of junior employees; make decisions on difficult and complex enforcement problems while remaining impartial under pressure from affected parties in accordance with departmental policies and procedures; and analyze data and situations and make effective recommendations.

### **CONDITIONS OF EMPLOYMENT**

**All Levels:** Obtain required core licenses during employment in accordance with class specification; 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; travel and work throughout Monterey County; and wear and use proper safety clothing and equipment. Must possess a valid California class C driver's license and pass a pre-employment physical examination.

### **PHYSICAL AND SENSORY REQUIREMENTS**

Lift and carry items weighing up to 50 pounds; ability to sit and work at a computer terminal for approximately 7-8 hours a day; walk approximately 2 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, 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 confined or extremely small workspaces, requiring visual color discrimination or depth perception, and in adverse weather conditions. Physical effort such as lifting, pushing, pulling, bending, stretching, coordinated skillful movements of hands and arms, and drive a personal or County vehicle. Ability to distinguish and identify sounds and voices in a noisy environment, detect odors and aromas, project a voice that can be heard over loud noises, and be conscious of or perceive objects or their qualities. May come in contact with a variety of toxic elements or irritants, moving objects, non-ionizing radiation and hand/power tools.

### **APPLICATION SUBMITTAL & 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 & response to Supplemental Questions.
- All application materials must be received in the CAO- Human Resources Division by **Tuesday, September 4, 2012 by 5:00 p.m.**
- Applicants who fail to complete a County Application and response to Supplemental Questions will not be considered for this position. Résumés will not be accepted in lieu of required application materials.
- 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 CAO-Human Resources Division, 168 West Alisal Street, 3<sup>rd</sup> Floor, Salinas, CA 93901, **Telephone:** (831) 755-5116, **Our Website:** [www.co.monterey.ca.us](http://www.co.monterey.ca.us) **Job Hotline: Salinas** (831) 755-5126 or **Monterey** (831) 647-7726 , Or **APPLY ON-LINE** at [www.co.monterey.ca.us](http://www.co.monterey.ca.us)

### **COMPENSATION & BENEFITS**

The County of Monterey offers a premium benefits package (J Bargaining Unit) including paid vacation, sick, and holiday leave, as well as health, dental, vision and life insurance. Exact benefits are listed in the Personnel Policies & Practices Resolution or J unit MOU, and prevail. For a complete list of benefits: <http://www.co.monterey.ca.us/personnel/benefits>.

### **SPECIAL NOTES**

If you believe you possess a disability that would require test accommodations, please call the Human Resources Office at (831) 759-7328. Employment is contingent upon acceptable documentation verifying identity and authorization for employment in the U. S. If you are hired into this classification, as a condition of your employment, you will have 30 days to join the union and authorize a union dues deduction or salary deduction of appropriate fees.

**Monterey County**  
**SUPPLEMENTAL QUESTIONS**  
**AGRICULTURAL INSPECTOR/BIOLOGIST**

**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.

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1. Have you graduated from an accredited four-year college or university?

Yes (if yes, complete the following and attach copy of degree)       No

a) Name of institution \_\_\_\_\_

Major: \_\_\_\_\_

Year Graduated: \_\_\_\_\_

b) Do you possess a valid statewide specific category license as a County Agricultural Inspector/Biologist?

Yes (if yes, please attach copy)       No

2. Please describe your experience in and ability to interpret and enforce agricultural or other standards, laws, and regulations.

3. Please describe your experience preparing and maintaining accurate reports or records.

4. Please describe the level of your computer skills and the various computer software you are proficient in.

**The County of Monterey is an Equal Opportunity Employer and a Drug Free Workplace**