



The County of San Bernardino
invites application for the position of

Supervising Agricultural/Standards Officer

Job Number: 19-19771-01

SALARY

\$25.49 - \$35.00 Hourly \$4,418.27 - \$6,066.67 Monthly \$53,019.20 - \$72,800.00 Annually

APPLY BY: 04/12/19 05:00 PM

Applicants are encouraged to apply online: <http://www.sbcounty.gov/jobs>

THE POSITION

The Department of Agriculture/Weights and Measures is recruiting for a **Supervising Agricultural/Standards Officer** who will be responsible for supervising assigned personnel who may work in a variety of programs. The position supports all three of the Program Deputies and will assist in planning and organizing work within multiple function areas; supervises and trains staff; assigns, reviews, and evaluates work; recommends and participates in hiring and disciplinary actions; and reviews notices of violation, court citations and inspection and investigation reports for completeness, accuracy, and compliance with State and County policies and procedures.

For a more information, refer to the [Supervising Agricultural/Standards Officer](#) job description.

CONDITIONS OF EMPLOYMENT

Travel/License: Travel throughout the County is required. At the time of hire, a valid California Class C driver license and proof of automobile liability insurance must be produced for the individual providing the transportation. Mileage reimbursement is available.

Licenses: Candidates must obtain the two (2) optional licenses within one (1) year of promotion/hire or return to former class/terminated.

MINIMUM REQUIREMENTS

Applicants must possess 6 core licenses **AND** three (3) years journey level experience (equivalent to ASO) **AND** one (1) year of supervisory/lead experience.

Substitution: Two (2) years of additional journey level experience may substitute for the one year supervisory/lead experience.

DESIRED QUALIFICATIONS

The ideal candidate will be a self-motivated individual with strong organizational skills; has excellent communication skills, both verbal and written, with the ability to compose clear and concise reports; has lead/supervisory experience; and possess proficient computer skills using standard office programs. The ideal candidate will also be detail oriented, with good problem solving and decision making skills; has a positive attitude with the ability to motivate staff to accomplish program goals and objectives.

SELECTION PROCESS

There will be a **competitive evaluation** of qualifications based on a review of the application and supplemental questionnaire. *It is to your advantage to be explicit in your responses on the application and supplemental questionnaire; do not refer to a resume as it will not be reviewed.*

Application Procedure: To be considered for this excellent opportunity, please complete and submit the online employment application and supplemental questionnaire by 5:00 pm, April 12, 2019. *Resumes will not be accepted in lieu of the application and/or supplemental questionnaire.*

To ensure timely and successful submission of your online application, please allow ample time to complete and submit your application before the posted filing deadline. Applicants will be automatically logged-out if they have not submitted the application and all required materials prior to the posted deadline. Once your application has been successfully submitted you will receive an onscreen confirmation and an email. We recommend that you save and/or print these for your records. *Please note, if you do not receive an onscreen confirmation and an email acknowledging our receipt of your application we have not received your application.*

If you require **technical assistance**, please click [HERE](#) to review the Government Jobs [online application guide](#), or contact their Toll-Free Applicant Support line at (855) 524-5627. Please note that Human Resources is not responsible for any issues or delays caused by the internet connection, computer or browser used to submit the application.

[Please click HERE for important Applicant Information and the County Employment Process.](#)

Supervisory Unit

The County of San Bernardino offers a range of benefit programs for employees and their eligible dependents. These include health, dental, vision, and life insurance, as well as a variety of voluntary benefits. Programs and benefit amounts vary and are based on bargaining unit, family size, hire date, plan selection, and number of hours worked.

For a summary of benefits,* please click [here](#)

Refer to the appropriate MOU, contact the County's Employee Benefits and Services Division at (909) 387-5787 or visit the Benefits website for more detailed information at www.sbcounty.gov/hr/Benefits_Home.aspx.

* Retirement benefits subject to change.

The Human Resources Department reserves the right to modify the examination process in accordance with the Personnel Rules and accepted selection practices.

Applications may be obtained and filed online at: <http://www.sbcounty.gov/jobs>

(909) 387-8304 • TTY Users: 711

157 West Fifth Street, 1st Floor, San Bernardino, CA 92415
An Equal Employment Opportunity and ADA Compliant Employer

Issue Date: 3/30/19 WC

Supervising Agricultural/Standards Officer Supplemental Questionnaire

- * 1. **Instructions:** The information on the application and your responses to the following supplemental questions will be used in a **competitive evaluation** of qualifications and will be used to determine your placement on the eligible list. Experience listed on this questionnaire must also be listed and fully detailed in the work experience section of your application.

I have read and understand the instructions stated above.

- * 2. **State of California Department of Food and Agriculture Licenses:** Indicate the license(s) you possess.

- Pesticide Regulation
- Pest Prevention and Plant Regulation
- Commodity Regulation
- Weight Verification
- Measurement Verification
- Transaction and Product Verification
- Investigation and Environmental Monitoring
- Integrated Pest Management
- Deputy County Agricultural Commissioner
- Deputy County Sealer
- County Agricultural Commissioner
- County Sealer
- None of the Above

- * 3. **Supervisory/Lead Experience:** Indicate your years of supervisory experience.

- Five (5) or more years
- Three (3) to five (5) years
- One (1) to three (3) years
- Less than one (1) year
- None of the above

- * 4. **Weights & Measures Experience:** Indicate the areas below in which you possess experience. (Experience must be clearly detailed on your application.)

- Routine Devices: Scales and Gasoline Dispensers
- Quantity Control
- Utility Sub-Meters
- Liquid Petroleum Gas (LPG)
- High-Flow
- Heavy Capacity Scales
- None of the Above

- * 5. **Agriculture Experience:** Indicate the areas below in which you possess experience. (Experience must be clearly detailed on your application.)

- Pesticide Use Enforcement
- Exclusion
- Dog Team/Exclusion
- Nursery
- Pest Detection Trapping
- Egg Quality
- Fruit and Vegetable/Quality Standards
- Direct Marketing: Farmers Markets, Certified Producers
- None of the Above

- * 6. **Applicant Acknowledgement - Notification via email:** As part of our efforts to increase efficiency and promote conservation of resources, Human Resources uses email to communicate with applicants. Therefore, all future communications regarding this recruitment, including applicant status and testing notifications, will be made via email.) Each applicant needs their own email address. We strongly encourage you, as an applicant, to ensure that the email address you have provided with your application is current, secure and readily accessible to you. Adjust Spam and/or other filters so that our emails are accepted. Please carefully read any notices that we send you and follow any instructions provided in a timely manner. We will not be responsible in any way if you do not receive our emails (i.e., for the non-delivery of our emails or if you fail to check your e-mail on a timely basis).

I acknowledge that I have read, understood, and agree to the above statement.

- * 7. **** ATTENTION GMAIL USERS**** We have become aware of an increase in Gmail's spam filter sensitivity. Due to this change, it is possible that emails coming from San Bernardino County Human Resources may be marked as spam and will not make it into your Gmail inbox. For your convenience, the attached PDF document contains a step-by-step guide to create and apply filters within Gmail. Click this link to download the PDF file. Once downloaded, follow the instructions so that you will receive future emails from San Bernardino County Human Resources. **Note:** If you apply the filters and still do not receive emails from San Bernardino County Human Resources you can check your www.governmentjobs.com (Neogov) account inbox. All notifications will appear there.

I acknowledge that I have read and understand the above statement.

- * 8. **Applicant Acknowledgement - Application Complete:** Thank you for taking the time to complete this application and supplemental questionnaire. Please be sure to review all information provided prior to submitting it as you cannot update or revise it once submitted. Your submitted application will be reviewed and evaluated as is. Please do not refer to a resume or other documentation in lieu of completing the employment history section or responding to the supplemental questions; they will not be reviewed or considered. Once your application has been successfully submitted, you will receive an onscreen confirmation and an email confirmation will be sent to the email address listed on your application. We recommend that you save and/or print these for your records. Please note, if you do not receive an onscreen confirmation and an email acknowledging our receipt of your application we have not received your application.

I acknowledge that I have reviewed my application and understand that I will not be able to update or revise any part of it once submitted.

- * Required Question