



COUNTY OF SANTA BARBARA
INVITES APPLICATIONS FOR THE POSITION OF:

Weights and Measures Inspector Supervising

Job Bulletin# 18-7683-01
An Equal Opportunity Employer

SALARY: \$70,294.20 - \$85,814.03 Annually;
plus additional cash allowance of \$236.51 bi-weekly and if applicable, bilingual allowance.

OPENING DATE: 9/12/18

CLOSING DATE: 9/27/18

We are accepting applications to fill a vacancy in **Santa Barbara** for the **Agricultural Commissioner/Weights and Measures Department**.

Ideal Candidate:

- Ability to lead and supervise staff working in multiple programs
- Excellent communication and writing skills
- Ability to adapt to situations quickly
- Demonstrates initiative, drive and energy
- Strong multi-tasking skills
- Ability to establish and maintain harmonious relationships with the public, staff, and other agencies
- Ability to read, write, and converse in English/Spanish highly desirable.

For more information on the Agricultural Commissioner/Weights and Measures Department, check website at: <http://www.countyofsb.org/agcomm/home.aspx?id=12464>

THE POSITION: Under direction of a Deputy Agricultural Commissioner/Sealer, plans, supervises, and participates in department operations within assigned programs, including enforcement of federal, state, and local weights and measures laws and regulations; and performs other duties as required.

EXAMPLES OF DUTIES

1. Plans, schedules, and evaluates work of assigned staff; oversees field operations and advises staff with problem resolutions; assist in training staff in all areas of department operations, procedures, and regulations, establishes standards and evaluates performance.
2. Evaluates projected workload and equipment and supply needs; in order to allocate resources, assign work; orders equipment and supplies for program operations; uses database and spreadsheet software to maintain records and produce statistical reports; prepares narrative reports.
3. Makes presentations at meetings to inform and advise industry representatives and the public on weights and measures laws and other department programs laws, regulations and inspection procedures; explains purpose, type and legal implications of various inspections; recommends legal action in response to violations and represents department at legal proceedings.
4. Implements and coordinates special programs with appropriate local, state, and federal agencies; represents the deputy sealer and department among colleagues and representatives of other regulatory agencies on working groups, committees and associations that may influence and implement policy.

EMPLOYMENT STANDARDS: Possession of a valid license in all three categories for County Weights and Measures Inspector issued by the California Department of Food and Agriculture, **and:**

- 1) Three years of increasingly responsible experience as a weights and measures inspector; or, agricultural biologist that includes one year of experience working in a lead capacity; or,
- 2) one year of experience performing duties equivalent to the class of Weights and Measures Inspector III with County of Santa Barbara; or,
- 3) a combination of training, education, and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge, abilities, and license.

Additional Requirements: Possession of a valid California Class C Driver's License at the time of appointment. Incumbents may be required to travel within County of Santa Barbara and other locations outside the County.

Incumbent may be required to obtain a California Class B Driver License after employment. Once an incumbent has obtained the Class B license, he/she will be subject to mandatory testing for drugs prior to being assigned work requiring such a license; once assigned, incumbents will be subject to mandatory testing for drugs and/or alcohol on a random, reasonable suspicion, post-accident, return-to-duty, and follow-up basis.

Knowledge of: all, state and federal laws and regulations pertaining to county weights and measures programs; techniques of public education and enforcement; principles of budgeting, training, and supervision; accepted personnel practices; laboratory procedures relating to weights and measures enforcement and services; correct English usage.

Ability to: establish and maintain effective relationships with the public, members of the regulatory community, colleagues, and subordinates; represents the department with tact and diplomacy; learn, interpret and apply adopted weights and measures laws and regulations and other department programs laws and regulations; enforce laws and regulations firmly, tactfully, and impartially; work and make decisions independently; speak effectively and persuasively in public; plan, organize, assign, and prioritize the work of self and others; train supervise and evaluate the work of others; prepares accurate reports and records; operate a computer; learn and use program database and spreadsheet software.

Desirable Qualifications: Possession of valid license of a Deputy Sealer of Weights and Measures or Deputy Agricultural Commissioner issued by the California Department of Food and Agriculture.

Additional Information: Performing the essential functions of this job may require the incumbent to work with and/or around hazardous materials; perform lifting and bending; or be exposed to unpleasant or hazardous conditions or substances in the field, such as heat, dust, diesel exhaust, or chemicals.

SELECTION PROCESS:

1. **Review Applications and Supplemental Questionnaire:** Application and supplemental questionnaire will be used to determine those applicants who meet the employment standards.
2. **Computerized Business Writing and Time Management Assessments:** Applicants will be notified by email no later than **9/27/18** with instructions on obtaining and taking the computerized Business Writing and Time Management assessments. The deadline to complete the assessments will be **10/3/18; 5:00pm**. All applicants must be recommended to advance to the next step in the selection process.
3. **Supplemental Questionnaire Ranking.** Responses to the required supplemental questionnaire will be evaluated and scored. Answers to supplemental questions will be scored on correct sentence structure, spelling and use of grammar as well as content. Candidates' final score and rank on the eligibility list will be determined by their responses to the supplemental questionnaire. This process may be eliminated if there are fewer than 11 qualified candidates.

Candidates must receive a percentage score of at least 70 on the supplemental questionnaire to be placed on an employment list. An adjustment may be made to raw scores based on factors listed in Civil Service Rule VI. Those candidates who are successful in the selection process will have their names placed on the employment list for a minimum of three months. At the time the employment list is established, all candidates will receive written notice of their score on the exam(s), rank on the employment list, and exact duration of the employment list. Human Resources will notify you by mail if your name is removed.

Conditional Job Offer: Once a conditional offer of employment has been made, candidate will be required to successfully complete a background check, which includes a conviction history check, and satisfactory reference checks. Appointee will be subject to a post-offer medical evaluation or examination. The appointee must satisfactorily complete a probationary period.

Recruiters will communicate with applicants by e-mail during each step in the recruitment process. Applicants are reminded to check spam filters continuously during the Recruitment & Selection Process steps listed above to ensure they do not miss required deadlines.

The County of Santa Barbara is committed to providing reasonable accommodation to applicants. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the recruiter listed on the job posting. We do require verification of needed accommodation from a professional source, such as a doctor or a learning institution.

The County of Santa Barbara respects and values a diverse workforce and strongly promotes strategies and activities to recruit, develop and retain qualified persons of varied backgrounds, lifestyles, experiences and races.

BENEFITS The County of Santa Barbara offers generous benefits, please visit our website at:
<http://cosb.countyofsb.org/hr/CompSumm.aspx?id=11028>

APPLICATION AND SUPPLEMENTAL QUESTIONNAIRE DEADLINE: 9/27/18; 5:00 pm. Applications and job bulletins can be obtained 24 hours a day at www.sbcountyjobs.com. In Santa Barbara, applications and job bulletins may be obtained at the Human Resources Department, 1226 Anacapa Street, from 8:00-5:00. In Santa Maria, applications and job bulletins can be obtained on-line only at the Workforce Resource Center located at 1410 S. Broadway, from 8:00 a.m. to 5:00 p.m.

Debbie Beach, Senior HR Recruiter 805 568-2804

Weights & Measures Supervising Supplemental Questionnaire

- * 1. I acknowledge that it is my responsibility as an applicant to provide sufficient information on my application to demonstrate that my education and experience meets the employment standards (minimum qualifications) for this position as detailed in the job bulletin. I further acknowledge that if the County determines that I do not meet the employment standards there will be no opportunity for me to provide additional information regarding my application after the closing date listed on the job bulletin. Therefore, I understand that before submitting a job application, it is important that I review the job bulletin thoroughly and ensure that my application clearly reflects how my education and experience meets the employment standards at the time I submit my application.
 I understand.
- * 2. As part of the application process, a completed supplemental questionnaire must be submitted along with the standard application form. Resumes will be accepted, but NOT in lieu of a completed application and supplemental questionnaire.
 I understand.
- * 3. The Human Resources Department communicates with All Applicants through e-mail. Please make sure your email address is entered correctly and it is current. If you feel you are not receiving your emails, please check your spam or junk inbox for our emails. Please check selection process on job bulletin for dates notices will be sent out and dates the information is required to be completed.
 I understand
- * 4. All applicants must meet one of the requirements (minimum qualifications) listed below at the time you apply. It is the applicant's responsibility to provide all supporting information on their application and not on your resume. If you realize you do not meet one of the qualifications listed below or do not provide enough information on how you meet the employment standard you selected; please be aware, your application will not be accepted. The first part of the employment standards requires you to have a valid license in in all three categories for County Weights and Measures Inspector issued by the California Department of Food and Agriculture. For each license you have, please list on your application and the date of expiration. Please select which best describes you.
 A valid license in less than the three categories as a County Weights & Measures Inspector issued by the California Department of Food and Agriculture; or
 A valid license in all three categories as a County Weights & Measures Inspector issued by the California Department of Food and Agriculture; or, (provide license information on your application)
 None of the above
- * 5. The second part of the employment standards is having one of the following:
 - 1) Three years of increasingly responsible experience as a weights and measures inspector; or, agricultural biologist that includes one year of experience working in a lead capacity; or,
 - 2) one year of experience performing duties equivalent to the class of Weights and Measures Inspector III with County of Santa Barbara; or,
 - 3) a combination of training, education, and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge, abilities, and license. Please select which one best describes your experience. Please make sure your application reflects your qualifications. Less than three years of increasingly responsible experience as an weights and measures inspector or agricultural biologist that included one year of experience working in a lead capacity
 three years of increasingly responsible experience as an weights and measures inspector or agricultural biologist that included one year of experience working in a lead capacity
 one year of experience performing duties equivalent to the class of Weights and Measures Inspector III with Santa Barbara County
 Less than three years of a combination of training, education, and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge, abilities, and License.
 Three years of a combination of training, education, and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge, abilities, and License.
 None of the above
- * 6. The supplemental questionnaire will be used as a scored examination. This will determine your ranking on the employment list for this job. Formal protests of supplemental questionnaire content must be filed in writing with the Human Resources Department within three (3) working days after the recruitment closing date, and are limited to the following: that the knowledge, skills, or abilities tested are not required for the job; and/or there are substantial errors in the questions. Formal protests of supplemental questionnaire

exam procedures must be filed in writing with the Human Resources Department during the first five (5) working days immediately following the date notices of exam results were sent to candidates. Procedural protests are limited to the following: that irregularity (noncompliance with Civil Services Rules, applicable laws, etc.), bias, or fraud occurred in some aspect of the examination procedure.

I Understand

- * 7. The following questions are used as part of an EXAMINATION. Raters will read and score only your responses. The rater DOES NOT have access to your application or resume, while they are scoring your responses. You are required to read each question and answer the question thoroughly in your own words. You will also be scored on correct sentence structure, spelling and use of grammar on the content you have provided. This is your only opportunity to provide detailed information. Failure to provide full and complete answers may affect the outcome of your score and rank on the employment list.

I have read the requirements and understand

- * 8. Please describe your work experience in a Lead or Supervisor capacity in the following areas. Please include if you led or supervised, the length of time, and the number of staff.
 - A) Assigning Work to staff who report to you
 - B) Training Staff
 - C) Writing Performance Evaluations
- * 9. As a Supervisor of a staff of Weights & Measures Inspectors you will have many responsibilities and demands on your time. Some of those include:
 - a) Ensuring that all daily weights and measures programs are adequately staffed
 - b) Responding to concerns from growers or the public
 - c) Training staff and keeping them up to date on changes in the agricultural programs.
 - d) Checking the work of the staff and ensuring that it is accurate and completeDescribe the techniques or strategies you would use to manage and complete your workload in a timely manner.
- * 10. The mission of the Agricultural Commissioner's Office is to improve and protect agriculture, natural resources, and the quality of life in Santa Barbara County. Write a brief paragraph
 - A) Describing what the mission statement means to you.
 - B) How you see yourself supporting this mission statement as a Supervisor.
- * 11.
 - A) Describe a difficult situation you had with a coworker or person you supervised and how you handled it.
 - B) What was your strategy for handling the situation?
 - C) What was the outcome?
 - D) What did you learn from the experience?
- * 12. Moving into a supervisor role can be challenging for both you and the staff.
 - (A) What is your action plan to move into the role?
 - (B) Describe the steps you will take to make the transition smooth for your staff and establish yourself in this role?
- * 13. In reviewing the Santa Barbara County Agriculture/Weights and Measure Website (www.agcommissioner.com) What interests you the most and why?

* Required Question