

State of California
DEPARTMENT OF FOOD AND AGRICULTURE
COUNTY LICENSING PROGRAM
Licensing Examinations

COUNTY AGRICULTURAL COMMISSIONER
DEPUTY COUNTY AGRICULTURAL COMMISSIONER

Online application for county licensing examinations is available at:

<https://apps4.cdffa.ca.gov/CountyLicensingExam/>

The following fee(s) must accompany the application.

Written **and/or** Oral Examination:\$75.00

Additional Examination:\$75.00

Applications submitted without payment will **not** be accepted. Payment must be submitted with the application and received by the final filing date.
Applications received after the final filing date will be held over to the next testing period which will be determined by the
CDFA County Licensing Office.

**** IMPORTANT EXAMINATION INFORMATION ON BACK OF ANNOUNCEMENT ****

Final Filing Date **Friday, December 30, 2011**

Written Examination Date **Thursday, February 9, 2012**

Oral Examination Date. **Tentatively April 2nd – 27th ***

*Persons passing the February 2012 written examination(s) will automatically be scheduled to take the oral portion of the test during the next administration of the oral examinations (Spring 2012).

If you have a disability and need special testing arrangements, please state on the “Application for Examination.” You will be contacted to make specific arrangements.

MINIMUM QUALIFICATIONS

**COUNTY AGRICULTURAL
COMMISSIONER**

- (1) Possession of a valid statewide Deputy County Agricultural Commissioner license; **and**
- (2) Four (4) years of experience in the enforcement of agricultural or weights and measures laws, at least two (2) years of which shall have included management, supervisory, or program responsibility experience; **and**
- (3) A minimum of 80 hours of instruction in management and/or supervisory practices, obtained through organized classroom training, in-service training, or accredited correspondence courses. (The 80 hours of management and/or supervisory instruction shall be in addition to the educational training which could be used to qualify for the Deputy County Agricultural Commissioner license. **The courses, number of hours of instruction, and dates completed must be listed on the application or an attachment.**)

A Commissioner must be minimum age of 21 upon taking office.
(Government Code Sections 24000(t) and 24001.)

**DEPUTY COUNTY AGRICULTURAL
COMMISSIONER**

- (1) Possession of valid statewide County Agricultural Inspector/ Biologist licenses in all categories for which licenses are issued; **and**
- (2) Two (2) years of experience in the enforcement of agricultural or weights and measures laws or in agricultural pest control or in the production, processing, or marketing of agricultural commodities. This experience must have been at a level comparable to County Agricultural or Weights and Measures Inspector; **and**
- (3) Persons holding the required valid licenses shall be deemed to meet the educational requirements.

NOTE: If you possess the Deputy Sealer license and meet the minimum qualifications for the Deputy Commissioner examination, you will only be tested on the specialty questions of the Deputy Commissioner written examination.

INFORMATION ABOUT THE POSITION

A County Agricultural Commissioner is responsible for the direction of a staff which may include Deputy Commissioners, Agricultural Inspectors/Biologist, and special seasonal employees. This staff is engaged in the enforcement of all laws, rules and regulations which pertain to the office of County Agricultural Commissioner. The staff carries out such other duties or activities as are prescribed by the County Board of Supervisors. The County Agricultural Commissioner often is called upon to offer technical advice on problems relating to agriculture, particularly in the field of pest control. The administrative duties of the position require preparation of budgets, control of funds, and judicious use of materials. A County Agricultural Commissioner is called upon to address farm groups or public gatherings concerning subjects that relate to a commissioner's work or agriculture generally.

A Deputy County Agricultural Commissioner is a supervisory/management level position that assists the County Agricultural Commissioner in the enforcement of all laws, rules, and regulations which pertain to the office of County Agricultural Commissioner, and does other work as required.

The salaries for County Agricultural Commissioner and Deputy County Agricultural Commissioner are set by the county in which they are employed.

APPLICATIONS: It is especially important for candidates to take special care in accurately and completely filling out their application. List all experience relevant to the minimum qualifications shown on this announcement. Brief supplementary information is encouraged. This information assists the county licensing office staff in analyzing minimum qualifications.

SCOPE OF THE EXAMINATIONS

WRITTEN EXAMINATIONS: The written examination will consist of multiple choice questions for both County Agricultural Commissioner and Deputy Agricultural Commissioner candidates. Multiple choice questions will be based on:

1. Administration, management and supervision which will include personnel administration, program planning, budgeting, training, and public relations and may include sexual harassment policies, labor relations policies, Americans with Disabilities Act and workplace violence issues.
- * 2. Laws and regulations relating to the management practices of County Agricultural Commissioners.
3. Structure and function of county government.
- * 4. California Department of Food and Agriculture policies relating to county agricultural programs and County Agricultural Commissioners', California Department of Food and Agriculture and Department of Pesticide Regulation joint policy statements.

* Pertains to Deputy Commissioner examination only.

DEPUTY COMMISSIONER EXAMINATION (WRITTEN): In addition to the above multiple choice questions, three (3) essay problems will be included on the examination. Each essay problem will be worth 25 points. Essay problems will be based on three (3) of the following:

1. Administration, management and supervision may include sexual harassment prevention, Labor Relations, Americans with Disabilities Act and workplace violence issues.
2. Program planning
3. Budgeting
4. Training
5. Public relations

Essay problems will be scored by three (3) raters. The average of the three (3) raters will be used to compute the final essay score. Each essay problem will be rated on the following:

1. Basic understanding of problem
2. All facts covered
3. Organization of facts
4. Mechanics of English, sentence structure, spelling, punctuation, etc.
5. Neatness and legibility

ORAL EXAMINATION: Each candidate successful in the written examination will be rated on essential personal qualifications including initiative, good judgment, and ability to work cooperatively with others through a **structured oral examination**.

Candidates for Commissioner will be evaluated on the basis of all their qualifications including their leadership abilities, supervisory and management skills, ability and potential to head a county department and an understanding of agricultural activities and issues, preferably with management and field experience.

Candidates for Deputy Commissioner will be evaluated on the basis of all their qualifications including their supervisory and management skills, ability and potential as supervisors/managers, and must be well versed in agricultural activities, issues, policies enforcement procedures and actions, preferably with supervisory and field experience.

GENERAL INFORMATION: A minimum rating of 70 percent must be attained in the written portion of the examination. The oral examination will be scored on a pass/fail basis.

A candidate who holds a valid statewide Commissioner or Sealer license, may qualify for the other license by obtaining the appropriate Deputy license and passing an oral examination.

WAIVE WRITTEN EXAMINATION: If a candidate was successful in the written portion of the August 2011 examination and failed the November 2011 oral portion, he/she will be scheduled for oral examination only. An application must be filed for the examination.

RIGHT OF APPEAL: Within thirty (30) days after the notice of examination results has been mailed, a candidate may appeal in writing to the Secretary of the California Department of Food and Agriculture to have the rating of the oral examination panel or written examination papers reviewed on the grounds of errors committed in rating. Written examination material will not be made available for review.

RENEWAL OF LICENSES: Licenses of eligibility for County Agricultural Commissioner and Deputy County Agricultural Commissioner are valid for five (5) years unless revoked.

Licenses of eligibility shall be renewed upon expiration without further examination if the holder is employed in a county agricultural or weights and measures position, California Department of Food and Agriculture, or with the California Department of Pesticide Regulation.

REFUNDS: A refund may be issued under certain circumstances. The County Licensing Office will determine if a candidate will be issued a refund of fees paid for examination.

Licenses of eligibility of persons not employed in a county agricultural or weights and measures position, California Department of Food and Agriculture, or by the California Department of Pesticide Regulation but who otherwise meet the minimum qualifications for the class, or have served as incumbents in the class, may be renewed at the time of expiration only after the successful completion of an oral examination. Application for renewal must be filed or postmarked by the final filing date of the annual examination scheduled nearest to the date before the license expires.

APPLICATION FORMS: Application forms may be obtained in person from the California Department of Food and Agriculture, County Licensing Program, 1220 "N" Street, Room 444, Sacramento, California 95814, online at <https://apps4.cdfa.ca.gov/CountyLicensingExam/> or from any County Agricultural Commissioners/Sealer of Weights and Measures Office . *Applications must be filed, or postmarked with the appropriate fees submitted, no later than the final filing date with the Cashier, California Department of Food and Agriculture, 1220 "N" Street, Sacramento, California 95814.*