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

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COUNTY SEALER OF WEIGHTS AND MEASURES
DEPUTY COUNTY SEALER OF WEIGHTS AND MEASURES

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Online application for county licensing examinations is available at:

https://apps4.cdfa.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, January 3, 2014**

Written Examination Date . . . . . **Thursday, February 6, 2014**

Oral Examination Date. . . . . .**Tentatively April 2014***

*Persons passing the February 2014 written examination(s) will automatically be scheduled to take the oral portion of the test during the next administration of the oral examinations (Spring 2014).

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 SEALER OF WEIGHTS AND MEASURES

(1) Possession of a valid statewide Deputy County Sealer of Weights and Measures license; **and**

(2) Four (4) years of experience in the enforcement of weights and measures or agricultural 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 Sealer of Weights and Measures license. **The courses, number of hours of instruction, and dates completed must be listed on the application or an attachment.)**

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

DEPUTY COUNTY SEALER OF WEIGHTS AND MEASURES

(1) Possession of valid statewide County Weights and Measures Inspector licenses in all categories for which licenses are issued; **and**

(2) Two (2) years of experience in the enforcement of weights and measures or agricultural laws; the inspection, maintenance, repair or installation of weighting or measuring instruments or equipment; consumer protection or resolution of consumer complaints in a public or private consumer affairs agency; law enforcement or investigation work in a Federal, State, or local jurisdiction; responsible quality control or quantity control work in the production of consumer commodities. This experience must have been at a level comparable to County Weights and Measures or Agricultural Inspector/Biologist. **and**

(3) Persons holding the required valid licenses shall be deemed to meet the educational requirements.

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

INFORMATION ABOUT THE POSITION

A County Sealer of Weights and Measures is responsible for the direction of a staff which may include Deputy Sealers, Weights and Measures Inspectors and other administrative staff. This staff is engaged in the enforcement of all laws, rules, and regulations pertaining to Weights and Measures standards, specifications, and tolerances. The administrative duties of a County Sealer involve preparation of budgets, control of funds, and judicious use of materials. A County Sealer is called upon to address groups of people concerning the work of a Sealer's office.

A Deputy County Sealer is a supervisory/management level position that assists the County Sealer in the enforcement of Division V, California Business and Professions Code, and Chapter 8, Title 4, of the California Code of Regulations pertaining to weights and measures, and any other State laws, rules, and regulations pertaining to weights and measures standards, specifications, and tolerances.

The salaries for County Sealer of Weights and Measures and Deputy County Sealer 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 Sealer of Weights and Measures and Deputy Sealer candidates. Multiple choice questions will be based on:

1. Administration, management and supervision which will include personnel administration, program planning, budgeting, training, 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 Sealer of Weights and Measures offices.
3. Structure and function of county government.
* 4. California Department of Food and Agriculture policies including Division of Measurement Standards policies.

*** Pertains to Deputy Sealer examination only.**

DEPUTY SEALER 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 Sealer will be evaluated on the basis of all their qualifications including their leadership abilities, supervisory and management skills, and ability and potential to head a county department and an understanding of weights and measures activities and issues, preferably with management and field experience.

Candidates for Deputy Sealer 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 weights and measures 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 2013 examination, and failed the October/November 2013 oral portion, he/she will be scheduled for an 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 Sealer of Weights and Measures and Deputy County Sealer of Weights and Measures are valid for five (5) years unless revoked.

REFUND: 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 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.

Licenses of eligibility of persons not employed in a county weights and measures or agricultural 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.***