

COUNTY OF SOLANO
CLASS SPECIFICATION
DEPUTY AGRICULTURAL COMMISSIONER/SEALER WEIGHTS AND
MEASURES

CLASS SUMMARY:

Under general direction, plans, budgets, manages, and evaluates the implementation and administration of agricultural, pesticide use and weights and measures laws, regulations, policies and procedures for a division within the County's Agricultural/Weights and Measures Department. Incumbents perform complex and technical work that necessitates thorough program/project knowledge and expertise and independence of action and decision making.

The Solano County Agricultural/Weights and Measures Department is a regulatory entity combining functions of agricultural, pesticide use and weights and measures enforcement to ensure compliance with laws, regulations and ordinances.

The class/position is exempt from civil service.

While incumbents will participate in the inspection, investigation, and enforcement work of assigned divisions, the emphasis is on operations management and administration of inter-related program and project areas.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- Assistant Agricultural Commissioner/Sealer of Weights and Measures who, as an assistant department head, has a broad scope of administrative and programmatic responsibilities over all divisions within the Department.
- Agricultural Biologist/Weights & Measures Inspector (Senior) which is the lead/advanced journey level in the class series,

SUPERVISION RECEIVED AND EXERCISED:

Supervision is provided by the Assistant Agricultural Commissioner/Sealer of Weights and Measures or the Agricultural Commissioner/Sealer of Weights and Measures.

Employees in this class supervise professional, technical and support staff and have oversight over outside consultants, vendors and contractors.

EXAMPLES OF DUTIES –Duties may include but are not limited to the following:

- Protects the agricultural industry, environment and consumers and businesses through enforcement of laws, regulations and ordinances defined by the California Food and Agricultural Code, California Business and Professions Code, California Code of Regulations and Solano County Code by:
 - Interpreting and ensuring consistent application of local, State, and federal agricultural, pesticide use and weights and measures laws, regulations, ordinances, policies, and procedures;
 - Conferring with others in the agricultural/weights and measures fields, including State, federal, and County personnel to keep informed and to coordinate activities;

- Performing complex and technical field inspections, surveys, investigations, regulatory pest control and enforcements activities;
 - Preparing and issuing citations, notices of violation, civil administrative penalties, and enforcement referrals to the District Attorney and other appropriate agencies;
 - Initiating, overseeing, and participating in investigating and resolving difficult, sensitive, and/or recurring compliance problems, violations and complaints; collecting background information, defining problems, establishing facts, drawing valid conclusions;
 - Recommending appropriate courses of action and enforcement responses including civil penalties, license revocations, and property seizures and destruction;
 - Preparing civil, administrative hearing cases; preparing, analyzing, maintaining, and presenting evidence; preparing correspondence and reports; and providing information for litigation;
 - Presenting cases as the County advocate in administrative hearings; and testifying in civil penalty hearings; and
 - Acting as an administrative hearing officer in administrative hearings, as necessary.
- Exercises management authority for assigned agricultural, pesticide use enforcement and/or weights and measures division(s) and associated programs, projects, and services and performs managerial responsibilities such as:
 - Evaluating operational work methods, procedures, objectives and achievements;
 - Developing and implementing new/revised policies and procedures to eliminate and/or reduce barriers to efficient and effective operations and customer service; and taking corrective actions;
 - Making programmatic changes in response to changes in laws, regulations, and rules;
 - Monitoring and overseeing assigned program expenses and revenues in relation to the relevant contracts and overall Department budget; preparing program invoices and reports; developing and administrating division budgets; forecasting funds needed for staffing, equipment, and supplies; reviewing and approving program expenditures; implementing adjustments; monitoring purchases and expenditures; and participating in contract and financial audits of programs;
 - Preparing and submitting budget and grant proposals to obtain additional funding;
 - Supervising the preparing of inspection reports, invoices, monthly reports, statistical reports, and other financial documentation and records; and
 - Assisting in and overseeing the compilation of annual and special reports as required by the County Boards of Supervisors, the California Department of Food and Agricultural (CDFA) and other governing authorities.
- Performs supervisory duties over assigned professional, technical, and support staff such as:
 - Coordinating, assigning, monitoring and evaluating the work of field and office staff;
 - Establishing standards for acceptable work products; monitoring work quality, quantity and timeliness; and maintaining uniform standards;
 - Conducting formal and informal performance evaluations; recommending promotions, reassignments, disciplinary actions, and terminations;
 - Providing mentoring, instruction, training, and career development opportunities; recognizing employees' work efforts and accomplishments;
 - Meeting with staff to identify and resolve problems; responding to employee issues and concerns; providing instruction and/or guidance in handling difficult or complex work problems;
 - Interviewing applicants, making hiring recommendations and selections;
 - Reviewing and approving timesheets, schedules, and authorizing leaves; and
 - Supporting and ensuring compliance with County and Department policies and procedures including those related to equal opportunity and to safety.

- Represents the Department in community outreach efforts by:
 - Serving as liaison with elected officials, media, community groups, industry and the public;
 - Developing and maintaining collaborative partnerships with community leaders; local, regional, and statewide organizations; non-profit agencies; local businesses; and other County departments to develop, implement, and/or promote a variety of programs and projects consistent with the Department of Agriculture/Weights and Measures' goals and services;
 - Participating in regional or statewide advisory committees;
 - Promoting legal compliance by developing, planning, and organizing outreach programs and materials.
 - Representing the Department in community outreach activities and public awareness programs; speaking to groups and individuals regarding departmental activities and services; drafting new releases; and
- May take charge of field operations during a major incident or event as regulated by the assigned program, or to enhance specific program service delivery.
- Performs other duties of a similar nature and level as assigned.

EDUCATION AND EXPERIENCE:

Education: Bachelor's degree from an accredited four-year college or university with specialization in agricultural, biological, chemical, physical sciences, or other disciplines as determined by the California Department of Food and Agriculture.

Experience:

Four (4) years of work experience equivalent to an Agricultural Biologist/Weights and Measures Inspector in a California Agricultural Commissioner's Office, including some experience equivalent to an Agricultural Biologist/Weights and Measures Inspector (Senior) or lead experience in programmatic areas in a California Agricultural Commissioner's Office that demonstrates possession of and competency in the requisite knowledge and abilities.

Some supervisory experience in programmatic areas in a California Agricultural Commissioner's Office, or completion of a Supervisory Certificate Program at an accredited college or university is preferred.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Possession of a Deputy Agricultural Commissioner or Deputy Sealer of Weights and Measures license issued by the California Department of Food and Agriculture.
- Assignments may require possession of, or ability to obtain, a Deputy Agricultural Commissioner or Deputy Sealer of Weights and Measures License issued by the California Department of Food and Agriculture within two (2) years of hire.
- Possession of valid County Agricultural Inspector/Biologist and Weights and Measures Inspector licenses in all categories for which licenses are issued, plus demonstrated capability of working independently in all areas of licensure.
- Possession of a valid California Driver's Licenses, Class C. Some assignments may require a Class A or B California Driver's License with an H and/or X endorsement.
- Possession of, or an ability to obtain within one year of hire, a USDA Federal Phytosanitary Certifying Official Accreditation.
- Possession of, or ability to obtain within one year of hire, a Qualified Applicator Certificate with categories A, C, and G.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Standards and accepted principles and practices of management, supervision, leadership, public personnel practices, motivation, team building, training, and conflict resolution.
- Program and project planning, coordination, implementation, and evaluation; office procedures, and record management.
- Principles and practices of budgeting, cost analysis, fiscal management; fee collection and billing/invoicing procedures.
- Contract administration and project management techniques, principles, and practices.
- Structure and function of county government,
- Enforcement powers and obligations of the Agricultural Commissioner and Sealer of Weights and Measures; legal processes involved in investigating and resolving environmental, consumer, pesticide use and agricultural violations and complaints.
- California Food and Agricultural Code; California Business and Professions Code; and California Code of Regulations.
- Techniques and methodologies to conduct scientific and regulatory investigations, sampling, record keeping and report preparation.
- Methods and techniques used in inspecting weighing and measuring devices, including those dispensing petroleum, compressed gases; and electricity.
- Use and care of laboratory and field equipment.
- Computers, tablets, and related peripheral equipment and software applications such as software programs including MS Word, Excel, PowerPoint, and computerized data collection, retrieval, and analysis.
- Customer service and public relations techniques, conflict resolutions and scientific and technical problem solving.
- Business math, algebra, geometry, and statistics.
- Occupational hazards and standard safety practices related to the occupation.
- Commercial and local agricultural industry practices; insect, weed, animal and disease pests and control; types of crops grown and farming methods practices in Solano County.

Skill and/or Ability to:

- Work independently and competently in all areas of licensing.
- Plan, organize, manage, and supervise specific department programs.
- Work under pressure, establishes goals and priorities, meet deadlines and adjust to changing priorities.
- Supervise, train, and evaluate the work of subordinates.
- Identify training needs; develop and deliver in-service training programs.
- Plan, coordinate, implement and evaluate project and program objectives and activities.
- Interpret, apply, explain, and enforce federal, State, and local laws, regulations and ordinances related to agriculture, pesticide use and weights and measures.
- Prepare division budgets, assist in preparing departmental budgets, funding proposals and narrative and statistical reports; understand and analyze expenditure reports.
- Research laws, regulations, procedures and technical, biological and agricultural reference materials; analyze, evaluate and interpret data gathered; draw logical conclusions; develop reasonable and deliverable options, make appropriate recommendations; and implement the resultant change effectively.
- Gather and preserve evidence collected during investigations; prepare civil administrative cases and District Attorney referrals; advocate and testify at administrative hearings and in civil and criminal court proceedings.
- Determine the appropriate courses of action in emergency and stressful situations.

- Communicate information and ideas clearly and concisely, both orally and in writing; prepare reports, letters, memoranda, group presentations and proposals; maintain accurate records.
- Communicate effectively with people of diverse socio-economic backgrounds and temperaments using tact, persuasion and effective negotiation strategies
- Establish and maintain effective working relationships with staff, administration, other departments, and the public.
- Speak to the media and large and small groups; project a positive public image.
- Use modern office equipment, including computers and related software applications.
- Operate and maintain a variety of hand and power tools properly and safely.
- Calibrate and maintain scientific and precision measuring instruments and other technical equipment.
- Apply mathematical knowledge, formulas and conversions for device testing, pesticide use and pest control application methods.
- Operate a variety of vehicles, field and testing equipment, and office equipment and software applications.
- Identify plants, animals, pests, weeds, diseases and damage to plants and agricultural products.
- Instruct and aid growers, residents, retailers, and others in complying with appropriate laws and regulations.

PHYSICAL REQUIREMENTS:

- **Mobility and Dexterity:** Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- **Lifting, Carrying, Pushing and Pulling:** Positions in this class require exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and /or up to 20 pounds of force constantly to move objects.
- **Vision:** Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, view a computer screen, read, etc. Positions in this class also required employees to have depth perception in order to operate a motor vehicle. Employees in this class must have the visual acuity to make observations of surroundings and must prove color vision sufficient to distinguish colors in order to describe events in an accurate manner.
- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction and receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word. Detailed or important instructions must often be conveyed to others accurately, loudly, and/or quickly

WORKING CONDITIONS:

- **Office and Outdoor/Industrial:** Work will primarily be in an office setting with outdoor and industrial visits to worksites. Depending on the assignment, employees may be working:
 - outdoors and subject to exposure to intense noises, fumes, odors, pollens, dust, inadequate lighting, chemicals and plant/animal diseases and poison oak and must have a tolerance for chemical and agricultural odors and other unpleasant field conditions including walking agricultural land and uneven terrain in various weather conditions such as rainy, windy, cold, or hot weather; employees may be subject to injuries when working with hand and power tools and equipment; and/or
 - in an industrial area be subject to exposure to moving mechanical parts, electrical currents, toxic agents, fuel, oil, gases, smoke, fumes, odors, dust, and vibrations; employees may be subject to injuries when working with hand and power tools and equipment.

- Traffic Hazards: Employees in this class must operate a vehicle and be subject to traffic hazards while driving.
- Disruptive/Confrontational Human Contacts: Employees in this class may be subject to disruptive and confrontational people.
- Working Alone: Employees in this class may be working in remote areas and/or working on the weekends, and thus work alone for extended periods of time.

OTHER REQUIREMENTS:

- Independent travel.
- Drive autos and small trucks through fields and orchards and spend a great deal of time in a vehicle during hot weather.
- Walk agricultural land in various weather conditions.
- Perform regulatory pest control activities including application of pesticides.
- Exposure to chemicals and plant/animal diseases and poison oak; must have a tolerance for chemical and agriculture odors.
- Subject to drug and alcohol testing as required under the Federal Omnibus Transportation Employee Testing Act of 1991. Testing includes post-accident and pre-employment, as well as random and reasonable suspicion testing as required by law.

CLASS HISTORY AND CLASS INFORMATION:



Director of Human Resources

Date Approved by the Director of Human Resources: April 2000

Date Class Title added to the Listing of Classes and Salaries by the Board of Supervisors: June 30, 2003

Date(s) Revised: February 2003, 12/24/2020, 4/21/2022

Class Code: 325030