



**FEBRUARY 2024**  
**FLSA: Non-Exempt**  
**Bargaining Unit: SU**  
**JCN: 1203**

## **AGRICULTURAL BIOLOGIST/STANDARDS INSPECTOR SUPERVISOR**

### **DEFINITION**

Under general direction, performs supervisory as well as advanced, difficult, and complex agricultural and standards inspections; enforces laws and regulations pertaining to agriculture, pesticides, and weights and measures to ensure fair competition among regulated industries, including a wide variety of retail businesses, pest control companies and agricultural producers; to govern the safe and effective use of pesticides across multiple industry sectors; to protect the environment and public; perform a variety of technical tasks relative to assigned area of responsibility; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned management personnel. Exercises direct supervision over assigned lower-level inspection staff.

### **CLASS CHARACTERISTICS**

This is the supervisory-level classification in the professional Agricultural Biologist/Standards Inspector I/II/III class series. Incumbents are primarily responsible for supervising the work of a group of subordinate professional staff; in addition to professional staff, incumbents may also supervise technical and/or administrative support staff. The preponderant responsibility of this class is the direct supervision of a group of Agricultural Biologist/Standards Inspectors.

Incumbents are expected to provide significant input into the development of goals, objectives, and operational strategies for the assigned program/unit and to assume responsibility for quality control/improvement. The work requires a high level of accountability, judgment, and decision-making, and incumbents must frequently present strategies and recommendations that are without precedent or an established process. Successful performance of the work requires extensive agricultural inspection experience as well as the ability to coordinate assigned functions with those of other departments or outside agencies.

This class is distinguished from the class of Agricultural Biologist/Standards Inspector III in that the latter class does not supervise the work of multiple subordinate professional staff as a preponderant duty.

This class is also distinguished from the class of the Deputy or Assistant Agricultural Commissioner in that the latter classes have managerial responsibility within the Agriculture Department.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

- Conduct complex agricultural, pesticide, and weights and measures inspections and perform all related activities.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for inspections; implement policy and procedures.
- Plan, prioritize, assign, train, supervise, and review the work of staff involved in agricultural, pesticide, and weights and measures inspections.

- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Evaluate operations, inspections, and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations, inspections, and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget recommendations; monitor and control expenditures.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary.
- Prepare administrative civil penalty documents for violations of agricultural, pesticide, and weights and measures laws and regulations; apply investigative techniques, collect and document evidence; and represent the department in civil penalty hearings.
- Build and maintain positive working relationships with co-workers, other County employees, the public, and regulated industries using principles of good customer service.
- Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles of chemistry, physics, biology, and botany.
- Principles and practices of agricultural, pesticide use and weights and measures inspection.
- Rules for proper evidence gathering and sampling procedures.
- Agricultural laws, regulations, and policies governing general inspection for agricultural pests.
- Detection and eradication techniques of plant diseases and pests relating to agricultural commodities.
- State laws and regulations of weights and measures.
- State laws and regulations of pesticide use enforcement.
- Applicable mapping and GIS Systems.
- Principles of technical report writing.
- Principles of supervision, training, and performance evaluations.
- Principles of budget preparation and monitoring.
- Principles and practices of safety management.
- Policies and procedures of the Agriculture Department.
- Modern office procedures, mobile devices, methods, and computer equipment.
- English usage, spelling, grammar, and punctuation.
- Arithmetic, basic statistics, and mathematical calculations.

### **Ability to:**

- Continuously, analyze situations and develop solutions to situations involving pest identification and eradication and determination of the accuracy of weighing and measuring devices; enforce regulations; review, interpret, and explain laws and regulations; identify and interpret technical and numerical information; and observe safety precautions, especially in the field.
- Intermittently, sit at a desk while compiling data and writing reports; walk, stand, climb, and bend in the field; perform simple and power grasping, pushing, pulling, and fine manipulation; write or use a keyboard to communicate; and lift very heavy weights.
- Organize, implement, and direct agricultural and weights and measures inspections and operations/activities.
- Supervise, train, assign, review, and evaluate the work of subordinate personnel.
- Understand, interpret, explain, and apply pertinent laws, regulations, and County and Department policies and procedures.
- Assist in the development and monitoring of an assigned program budget.

- Develop and recommend policies and procedures related to assigned operations.
- Drive a large-weight truck and operate a mechanical hoist that lifts 1000-pound standards for testing large capacity scales.
- Mount, pull, and maneuver a trailer.
- Identify and understand the operation of technical equipment used for pest eradication and/or control; understand the effect of various weather conditions and patterns on pesticide applications.
- Compile, analyze, and evaluate difficult and complex technical and statistical information.
- Work with various cultural and ethnic groups tactfully and effectively.
- Obtain information through interviews; work fairly and courteously with the public; and work effectively with interruption.
- Act quickly and calmly in emergencies.
- Analyze situations quickly and objectively and determine a proper course of action.
- Use a computer, mobile devices, and modern office equipment.
- Understand and follow written and oral instructions.
- Attend public meetings before various community groups and citizens regarding agricultural, pesticide, and weights and measures issues.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:**

*A combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying; however, education may not solely substitute for the required experience.*

Equivalent to a bachelor's degree from an accredited college or university with major coursework in agricultural, biological, chemical, or physical sciences;

AND

Three (3) years of responsible advanced journey level agricultural and weights and measures inspection experience performing duties similar to Agricultural and Standards Inspector III with El Dorado County, including one year in a lead or supervisory capacity.

**Licenses and Certificates:**

- Possession of all eight County Agricultural Inspector/Biologist and Weights and Measures Inspector licenses issued by the California Department of Food and Agriculture County Licensing Program.
- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; strength, stamina, and mobility to inspect various commercial County sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, and to operate a motor vehicle to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate construction inspection tools and equipment. Employees must possess the ability to lift 25-50 pounds when testing various weighting devices and move a 350-pound weight cart using proper equipment and assistance from other staff. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Reasonable accommodations will be made for individuals on a case-by-case basis.

**ENVIRONMENTAL CONDITIONS**

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, and hazardous physical materials, substances, and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

**ENVIRONMENTAL CONDITIONS**

Must be willing to work on evenings, weekends, and holidays.