



APRIL 2018
FLSA: NON-EXEMPT
Bargaining Unit: PL
JCN: 4401/4402/4403

AGRICULTURAL BIOLOGIST/STANDARDS INSPECTOR I/II/III
(Deep Class)

DEFINITION

Under general supervision, direction, or general direction, performs inspections and enforces state and federal laws pertaining to Agriculture and Weights and Measures regulatory categories; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision, direction, or general direction from the Agricultural Commissioner and Sealer of Weights and Measures or Assistant Agricultural Commissioner and Sealer of Weights and Measures. Exercises no direct supervision over staff. May exercise technical and functional direction over and provide training to lower-level staff.

CLASS CHARACTERISTICS

This is a multi-level, deep class in which incumbents may be assigned to any of three levels depending on experience and the attainment of valid state certificates of inspection. The work involves the enforcement of various types of state regulations in either/both agriculture or weights and measures areas. Once a certificate is acquired, the incumbent may inspect and enforce regulations in that field and the duties become more diversified and are performed under more direction.

Agricultural Biologist/Standards Inspector I: This is the entry-level classification in the Agricultural Biologist/Standards Inspector classification series. Initially under general supervision, incumbents learn and perform a variety of duties in inspection and enforcement of federal, state, and local laws, codes, and regulations related to agricultural and weights and measures control matters. Duties are performed in varying areas as the incumbent achieves licensing in the required subject matter. Positions at this level usually perform most of the duties required of the positions at the II-level, but are not expected to function at the same skill level, and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Incumbents must attain at least one valid license as a County Agricultural Inspector/Biologist or County Weights and Measures Inspector within the first year of employment.

Agricultural Biologist/Standards Inspector II: This is the fully qualified journey-level classification in the Agricultural Biologist/Standards Inspector classification series. Incumbents perform a variety of duties in the areas in which they have qualified and have been licensed. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Incumbents may assume specialized responsibility for a function within the class. Incumbents must attain two (2) additional valid inspection licenses in agriculture or weights and measures inspection, which must include Pest Prevention and Plant Regulation, and Measurement Verification.

Agricultural Biologist/Standards Inspector III: This is the advanced-journey level in the Agricultural Biologist/Standards Inspector classification series. Incumbents perform a variety of duties in the areas in

which they have qualified and have been licensed. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Incumbents may assume specialized responsibility for a function within the class. Incumbents perform a wide variety of inspections, investigate, and enforce regulations in several areas that require judgment and independence in action, and may also provide lead direction to staff or individually perform the most difficult, complex, and varied work. Incumbents attain seven (7) valid inspection licenses within the agriculture or weights and measures inspection.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Examines various agricultural products at point of origin or at markets for compliance with standards; issues violation notices indicating required reconditioning and reinspects for compliance; issues permits for disposal of agricultural products.
- Examines plant materials in nurseries for insect pests, plant diseases, and noxious weeds; notes findings and control procedures, or plant destruction as required; examines retail nursery stock for proper labeling.
- Surveys fields, orchards, gardens, and mills to locate pests; inspects range and farm land, roadsides, warehouses, and farm buildings to ascertain the degree and extent of rodent infestation.
- Demonstrates to farmers, landowners, and homeowners proper application of insect and rodent control measures and advises them regarding materials and safety precautions.
- Develops and sends surveys to locate infestations of noxious or poisonous weeds; assists in field surveys to determine the presence of insect pests, plant diseases or parasites.
- May inspect apiaries and equipment for evidence of disease, and issues inspection certificates and permits for removal of apiaries as required; directs appropriate disease control measures; maintains County beekeeper registration file.
- Responds to and investigates inquiries from the public; investigates complaints and prepares an appropriate response.
- Performs pesticide monitoring inspections for pre-application, application, and field worker safety; inspects equipment and storage facilities, and reviews records maintained.
- Inspects plant material and agricultural products held by common carriers for insect pests, plant disease, weeds, or weed seeds, and for compliance with pertinent quarantine regulations; issues certificates for approved material or indicates pest or disease found and recommends proper control methods.
- Processes requests for restricted materials permits; issues grower and site identification numbers; conducts appropriate inspections and prepares reports.
- Inspects petroleum dispensing, electric, and vapor meters; livestock, vehicular, hopper, and small retail scales; linear measuring devices; and a variety of other weighing and measuring devices for adherence to state and federal laws, regulations, and specifications.
- Checks packaged commodities for quantity control violations; inspects service stations for compliance with petroleum labeling laws and takes samples as required; performs weigh master inspections and audits of records.
- Pursues enforcement actions when violations of agriculture or weight and measure regulations are suspected; gathers and assembles evidence; prepares written reports; presents evidence and assists in the preparation of cases in court or in administrative hearings.
- Issues notices of violation and follows up on cases to ensure resolution; assists in preparing cases for prosecution and provides court testimony as required.
- Surveys and gathers various types of data and statistical information necessary to complete monthly and annual reports to the state and other appropriate agencies.
- Represents the department at meetings with representatives of governmental agencies; professional, business, and community organizations; and the public.

- Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in the field of agriculture and weight and measures.
- Participates in public education efforts by giving presentations to various business, civic and community groups; and conducts appropriate training sessions.
- Performs related duties as assigned.

QUALIFICATIONS

Some knowledge and abilities may be gained by employees at the entry (I) level while in a learning capacity.

Knowledge of:

- Applicable federal, state, and county laws, codes, rules, regulations, and standards affecting agricultural use and functions and weights and measures.
- Agricultural inspection methods related to plant quarantine; pest detection; nursery and seed regulation; pesticide use enforcement; vertebrate, insect, and disease pest management; fruit, vegetable, and egg quality control; weed control; apiary regulations, etc.
- Principles and practices of weights and measures inspection, including measuring/weighing devices, quantity control of packaged commodities, electric measuring devices, and compressed gases.
- Identification of crops, vertebrate pests, basic insects, plants, and trees.
- Methods and techniques relevant to weights and measures investigation and enforcement.
- Technical instruments such as GPS, provers, scales, and refractometers.
- Recordkeeping and reporting preparation methods.
- Business arithmetic.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Conduct accurate inspections and investigations; detect and sample agricultural seeds, plants, and products to evaluate conformance to regulations.
- Conduct accurate inspections of a large variety of weighing, metering, and measuring devices.
- Gather, assemble, and analyze data, and make sound recommendations for enforcement activities.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Maintain accurate records of work performed and findings.
- Safely operate, calibrate, and maintain analytical devices and equipment.
- Educate members of the public, agricultural industry, and pest control business as to the proper application techniques.
- Prepare clear and concise reports, correspondence, and other written material.
- Utilize GPS, provers, scales, refractometers, and other technical instruments.

- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Agricultural Biologist/Standards Inspector I: Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in agriculture, biological sciences, chemistry, engineering, or a closely related field as accepted by the California Department of Food and Agriculture.

Agricultural Biologist/Standards Inspector II: Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in agriculture, biological sciences, chemistry, engineering, or a closely related field as accepted by the California Department of Food and Agriculture, and one (1) year of experience in agricultural or weights and measures inspection at a level equivalent to the County's class of Agricultural Biologist-Standards Inspector I.

Agricultural Biologist/Standards Inspector III: Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in agriculture, biological sciences, chemistry, engineering, or a closely related field as accepted by the California Department of Food and Agriculture, and two (2) years of experience at a level equivalent to the County's class of Agricultural Biologist-Standards Inspector II.

Licenses and Certifications:

Agricultural Biologist/Standards Inspector I/II/III:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

Agricultural Biologist/Standards Inspector I:

- Possession of, or ability to obtain, at least one (1) valid license as a County Agricultural Inspector/Biologist or County Weights and Measures Inspector within the first year of employment. (Note: This requirement does not apply to seasonal positions.)

Agricultural Biologist/Standards Inspector II:

- Possession of two (2) valid inspection licenses in agriculture or weights and measures inspection, which must include Pest Prevention and Plant Regulation, and Measurement Verification.

Agricultural Biologist /Standards Inspector III:

- Possession of seven (7) of eight (8) valid inspection licenses in agriculture or weights and measures inspection, which include Pesticide Regulations, Weight Verification, Investigation and Environmental Monitoring, Commodity Regulation, Pest Prevention and Plant Regulation, Integrated Pest Management, Transaction and Product Verification, and Measurement Verification.
- Possession of, or ability to obtain, a valid California Class II Driver's License to operate a three-axle truck with large-scale weighing equipment.

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.

WORKING CONDITIONS

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