

## **Deputy Agricultural Commissioner, Sealer of Weights and Measures**

### **DEFINITION**

Under general supervision, assigns, supervises, reviews and evaluates the work of staff performing inspections and enforcing State and Federal laws pertaining to Agriculture and Weights and Measures regulatory categories; performs inspections and enforcement activities in accordance with Agriculture and Weights and Measures regulations; performs related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is a first level supervisor classification. The incumbent plans, organizes, trains, schedules, assigns and directs the work of subordinate staff. Incumbents perform field work including inspections in the areas of agriculture and weights and measures. This position is distinguished from the Agricultural Commissioner/Sealer of Weights and Measures in that the latter is a department head position responsible for the overall administration and operation of the department.

### **EXAMPLES OF DUTIES** (Illustrative Only)

- Plans, organizes, assigns, reviews, evaluates, and directs the work of assigned professional, technical and support staff.
- Selects staff and provides for the orientation, training, and evaluation of staff; recommends discipline and other personnel decisions.
- 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 for 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.
- Makes 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.

## **EXAMPLES OF DUTIES** (Illustrative Only) cont'd

- Examines 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; does 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.
- Surveys and gathers various types of statistical information necessary to complete monthly and annual reports to the State and other appropriate agencies.
- Prepares and conducts appropriate training sessions.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including selection, training, scheduling, work planning and evaluation, and disciplinary processes.
- Provisions of the California Food and Agricultural Code relating to the functions of the Agriculture Commission and related laws, orders and regulations.
- Laws, rules and regulations relating to the transportation of agricultural seeds, plants and products in interstate and intrastate commerce.
- Methods and techniques used in the inspection of seeds, plants and produce to determine the presence of noxious weeds, plant diseases and insect pests.
- Identification of crops, vertebrate pests, basic insects, plants and trees.
- Laws, rules and regulations related to storage, transportation and application of varied pesticides.
- Provisions of the California Business and Professions Code relating to the functions of weights and measures and related laws, orders and regulations.
- Methods and techniques relevant to weights and measures investigation and enforcement.
- Recordkeeping and report preparation methods. Business arithmetic.

### **Skill in:**

- Planning, organizing, assigning, directing, reviewing, and evaluating the work of others.
- Training others in program policies, regulations, and work procedures.

- Interpreting and explaining State and Federal agricultural and weights and measures regulations.
- Making accurate inspections of agricultural seeds, plants and products to evaluate conformance to regulations.
- Making accurate inspections of a large variety of weighing, metering and measuring devices.
- Gathering, assembling and analyzing data and making sound recommendations for enforcement activities.
- Maintaining accurate records of work performed and findings.
- Exercising sound independent judgment within established guidelines.
- Preparing clear and concise reports, correspondence and other written materials.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**Other Requirements:**

Must possess a valid driver's license. Must possess and maintain the following certifications issued by the California State Department of Food and Agriculture: Deputy Agricultural Commissioner, Deputy Sealer of Weights and Measures, Pesticide Regulations, Weight Verification, Investigation and Environmental Monitoring, Commodity Regulation, Pest Prevention and Plant Regulation and Measurement Verification.

**Education and Experience:**

Possession of a Bachelor's degree from an accredited 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 five years of experience in agricultural or weights and measures inspections, at least one year of which must have been equivalent to the County's classification of Senior Agricultural Biologist.

**NOTE:** The above qualifications are typically accepted ways of obtaining the required knowledge and skills.