

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

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| CLASS TITLE: | AGRICULTURAL/MEASUREMENTSTANDARDSSPECIALIST I | CLASS CODE: 2046 |
| | AGRICULTURAL/MEASUREMENTSTANDARDSSPECIALIST II | 2047 |
| | AGRICULTURAL/MEASUREMENTSTANDARDSSPECIALIST III | 2048 |
| DEPARTMENT: | AGRICULTURE | FLSA STATUS: N |
| REPORTS TO: | AGRICULTURAL COMMISSIONER (or ASSISTANT) | BARGAINING UNIT: SEIU |
| CIVIL SERVICE: | YES | DATE: 03/02 REV 10/08 |

JOB SUMMARY:

Under direct supervision at the I (entry level) and general supervision at the II and III levels, inspects and enforces laws and regulations contained in the Food and Agricultural Code and Business and Professions Code; performs work related to the protection of agricultural commodities and the public in regard to measurement standards; enforces consumer protection laws; investigates for the prosecution of violators.

DISTINGUISHING FEATURES:

This class series performs a variety of agricultural inspections and enforces provisions of the California Food and Agricultural Code, California Code of Regulations, Business and Professions Code, and County Ordinances relating to pest control and the inspection, standardization and quarantine of agricultural products. The levels within the series and the duties performed are dependant upon number of licenses held by incumbent. This series is distinguished from the Assistant Agricultural Commissioner/Sealer in that the latter class has full supervisory responsibility and performs administrative duties associated with the operation of the department.

ESSENTIAL JOB FUNCTIONS: *(Duties may include but are not limited to the following)*

- Inspects plant, fruit and cut flower parcels at parcel terminals for quarantine compliance.
- Inspects agricultural pesticide applications including mix/load activities.
- Inspects pest control businesses for pesticide application including mix/load activities.
- Registers pest control advisors, pest control businesses, maintenance gardeners, structural pest control businesses, and farm labor contractors.
- Investigates pesticide drift complaints and pesticide illness cases.
- Writes detailed investigative reports.
- Answers general agricultural and consumer questions for the general public.
- Identifies plants and insects brought in by the public and/or sends to state lab for identification.
- Issues pesticide permits to growers.
- Surveys county roads for noxious weeds; applies pesticides to noxious weed sites in the county; hand pulls and/or digs noxious weeds.
- Surveys lakes and bodies of water for noxious water weed(s).
- Issues new CPCs yearly; updates, prints new forms and receives payments.
- Registers Certified Farmer's Markets and receives payments.
- Conducts testing and sealing of weighing and measuring devices.
- Conducts testing and sealing of fuel pumps; inspects fuel station labeling, quantity control and price verification.
- Conducts shelled egg, fruit, and vegetable inspections.
- Conducts grower education classes for pesticide use.
- Registers organic growers for state registration.
- Inspects nurseries for County compliance; issues nursery licenses.
- Issues phytosanitary certificates.
- Inspects organic producers for compliance with regulations.
- Maintains records of inspections.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

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|---------------------|-------------------|-------------------|-------------------|
| 30-Pound Weight Kit | Vehicle & Trailer | Refractometer | Shovel |
| Electrical Board | Penetrometer | Adding Machine | Alcohol Vials |
| Gas Provers | Hand Lens | Quarantine Manual | Knife/Hand Pruner |

50 lb. Weights

Microscope

Pesticide Hand Sprayer

Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in Agricultural, Biology, Chemistry, or Physical Sciences, or a related field; and,

Level I requires education and licensure to be obtained within twelve months of hire as stated below; no previous related work experience is required;

Level II requires education and licensure as stated below, and a minimum of one year experience equivalent to the duties performed by a Level I.

Level III requires education and licensure as stated below, and a minimum of one year experience equivalent to the duties performed by a Level II.

Or, a combination of education, training, licensure, and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid State Driver's License (depending upon assignment may require Class "B" Driver's License)

Licensing as follows from the California Department of Food and Agriculture:

Level I requires one of the following within 12 months of hire: Pesticide Regulation, Investigation and Environmental Monitoring, Integrated Pest Management, Commodity Regulation, Measurement Verification, Pest Prevention and Plant Regulations, Weight Verification, or Transaction and Product Verification.

Level II requires Pesticide Regulation, Pest Prevention and Plant Regulations, and Weight Verification. Additionally, two of the following are required: Investigation and Environmental Monitoring, Integrated Pest Management, Commodity Regulation, Measurement Verification or Transaction and Product Verification.

Level III requires Pesticide Regulation, Investigation and Environmental Monitoring, Integrated Pest Management, Commodity Regulation, Measurement Verification, Pest Prevention and Plant Regulations, Weight Verification, Transaction and Product Verification, and License to issue Federal Phytosanitary Certificates. Qualified Applicator's Certificate from Department of Pesticide Regulation is highly desired.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- All applicable state, county, federal and local ordinances, laws, rules and regulations.
- Record keeping, report preparation, filing methods and records management techniques.
- All computer applications and hardware related to performance of the essential functions of the job.
- Standard business arithmetic, including percentages and decimals.
- Insects, plants, and weeds.
- Pesticides and their uses.
- Agricultural crops grown within the County.

Skill in:

- Using tact, discretion, initiative and independent judgment within established guidelines.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks, understand, interpret and communicate complicated policies, procedures and protocols.
- Preparing clear and concise reports, correspondence and other written materials.

- Public relations.

Mental and Physical Ability to:

- Obtain required licensure within 12 months of hire (Level I only)
- Work with mathematical concepts such as probability and statistical inference.
- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- Speak effectively before public groups and respond to questions.
- Define problems, collect data, establish facts and draw valid conclusions.
- Interpret a variety of technical instructions with abstract and/or concrete variables.
- While performing the essential functions of this job the employee is frequently required to sit, stand, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, speak and hear, and lift and/or move up to 50 pounds.
- While performing the essential functions of this job the employee is occasionally required to walk, and lift and/or move up to 100 pounds.

Working Conditions:

While performing the essential functions of this position the employee is frequently exposed to outdoor weather conditions, work near moving mechanical parts, risk of electrical shock, work with explosives, and toxic or caustic chemicals.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.