



# MARIPOSA COUNTY

Human Resources/Risk Management · (209) 742-1379



## **RESOLUTION - ACTION REQUESTED 2016-626**

MEETING: December 6, 2016

TO: The Board of Supervisors

FROM: Steve Johnson, Human Resources Director - Risk Manager

RE: Amend Job Description - Ag Commissioner/Sealer of Weights and Measures

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### **RECOMMENDATION AND JUSTIFICATION:**

Amend the job description for the Agricultural Commissioner and Sealer of Weights and Measures effective immediately. Staff of Human Resources worked together with the incumbent department head to revise the job description after the Ag Commissioner determined that minor changes were needed before her impending retirement.

The changes as noted in the attached job description are to clarify certain areas of the essential functions of the position as well to make minor changes to the employment standards. These revisions will not change the primary purpose of this position which is to direct and administer the enforcement of agricultural and weights and measures activities.

### **BACKGROUND AND HISTORY OF BOARD ACTIONS:**

From time to time, the Board of Supervisors approves revisions to job descriptions.

### **ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Do not approve as recommended. The job description will remain in its current state with unclarified areas.

### **FINANCIAL IMPACT:**

**This position is allocated and budgeted in the FY 2016/17 budget.**

### **ATTACHMENTS:**

**Ag Commissioner Sealer (PDF)**

### **CAO RECOMMENDATION**

Requested Action Recommended

  
Mary Hodson, CAO 11/30/2016

**RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]**

**MOVER:** Marshall Long, District III Supervisor

**SECONDER:** Merlin Jones, District II Supervisor

**AYES:** Smallcombe, Jones, Long, Cann, Carrier

**AGRICULTURAL COMMISSIONER AND SEALER OF WEIGHTS AND MEASURES**

**DEFINITION**

Under general policy direction, directs, and administers the enforcement of agricultural and weights and measures activities and compliance with local, state and federal laws and regulations; coordinates assigned activities with other departments and outside agencies; and performs related work as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives policy direction from the Board of Supervisors. Exercises direct supervision over assigned management, professional, and clerical personnel.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

Develops and directs the implementation of goals, objectives, work standards, and departmental policies and procedures; prepares and administers the department budget.

Plans, organizes, and directs the County's inspection and enforcement programs which come under the jurisdiction of the Office of the County Agricultural Commissioner and the Sealer of Weights and Measures.

Supervises and directs the enforcement of State and Federal pesticide regulations, investigations, and environmental monitoring.

Plans, organizes, and directs County-wide programs for pest detection, pest prevention and exclusion, pest management including invasive noxious weeds, agricultural commodity regulations, nursery inspection, seed inspection, apiary inspection, and standardization.

Oversees the County invasive noxious weed control programs and grants.

Develops and applies policies conforming to state and federal laws, regulations, and orders.

Plans, organizes, and directs County-wide programs for the inspection, testing, and sealing of weighing, metering, and measuring devices within the County, including programs to enforce standards for petroleum dispensing devices, large and small capacity weighing devices, and quality control of prepackaged items.

Directs the selection and training of staff through subordinate supervisors; evaluates and supervises staff; provides for professional development of staff; makes final interpretations of laws and regulations.

Directs the maintenance of inspection, standardization, quarantine, and other records and the preparation of periodic and special reports.

Represents the County in meetings with federal, state and local government personnel, other Agricultural Commissioners and Sealers, and with County department representatives to advise on agricultural matters and weights and measures issues.

Directs the study of County enforcement problems and related matters; determines the scope and nature of inspection, standardization, and quarantine services required to meet changing conditions

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Principles and practices of agricultural inspection, weights and measures testing and inspection, and detection and eradication of diseases and pests related to agricultural commodities.

Proper inspection methods and procedures.

Pertinent local, state, and federal laws, codes, and regulations.

State and federal organizations involved in agricultural or weights and measures inspections. Construction, mechanics and operation of weighing and measuring devices.

Budget development, preparation, and control.

Principles of project planning, development, coordination, and direction.

Principles of public administration, personnel management, staff supervision, employee training, and performance evaluation.

#### **Ability to:**

Organize, staff, and budget to meet the legal mandates for the department and to protect the interests of the County and citizens.

Plan, organize, supervise, review, and evaluate the work of others. Train staff in work procedures.

Resolve inspection problems that are highly sensitive or have a significant impact on County residents.

Maintain financial records and prepare accurate and detailed activity reports and financial statements to the state and regulatory agencies.

Interpret and explain state and federal agricultural and weights and measures regulations. Make accurate and varied inspections as required.

Exercise sound independent judgment within established policy and regulatory guidelines.

Direct the maintenance of and prepare accurate records, periodic and special reports, correspondence, and other written materials.

Establish and maintain effective working relationships with those contacted in the course of the work.

Effectively represent the County's agricultural and weights and measures inspection and enforcement functions with the public, community organizations, and other government agencies.

#### **TYPICAL WORKING CONDITIONS**

Work is performed in an office and outdoor environments; work is performed in varying temperature and weather conditions; exposure to dust, pesticides, and hazardous controlled substances; continuous contact with other staff and the public.

#### **TYPICAL PHYSICAL REQUIREMENTS**

Requires the mobility to work in an office and field environment. Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; traverse uneven terrain; lift and/or move objects and materials of up to 50 pounds in weight; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and field equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

#### **EXPERIENCE**

Six years of increasingly responsible experience in agricultural inspection, weights and measures testing and inspection, including two years of administrative and management responsibility.

#### **EDUCATION**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in chemistry, agricultural biology or a related physical science or public or business administration, organizational management or a related field.

#### **ADDITIONAL REQUIREMENTS**

Possession of valid licenses as both a County Agricultural Commissioner and as a County Sealer of Weights and Measures issued by the California Department of Food and Agriculture.

Possession of a valid California driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another State if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing

an acknowledgement form.

*Must pass a pre-employment physical.*

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**