



CIVIL SERVICE COMMISSION
COUNTY OF MADERA
ANNOUNCEMENT OF EXAMINATION

DEPUTY AGRICULTURAL COMMISSIONER

\$4696 - \$4931 - \$5178 - \$5437 - \$5708/Month

***Additional 5% compensation may be given for valid certification as a Deputy County Sealer of Weights and Measures issued by the California Department of Food and Agriculture.**

POSITION:

Essential

Functions: Supervise, assign, coordinate, review, and participate in the work of an assigned group of Agricultural and Standards Inspectors.
Provide staff training.
Make inspections and enforce provisions of the California Code of Regulations, California Food and Agricultural Code, and the California Business and Professions Code relating to pest control and to the inspection, standardization, and quarantine of agricultural products.
Perform specialized assignments.

APPLICATION:

Apply:

Department of Human Resources, 4th Floor
200 West 4th Street, Madera, California 93637
Phone: (559) 675-7705 or TDD Telephone: (559) 675-8970
24-Hour Job Line: (559) 675-7697
Website: www.madera-county.com

FINAL FILING DATE: CONTINUOUS (Faxed application materials may be accepted under certain circumstances and with prior authorization of the Department of Human Resources. Application materials authorized to be received by facsimile will require that the applicant submit an application with original signature prior to the date of the examination.) ****Those applicants claiming veteran's preference must submit a copy of their DD-214 form along with the application.*** Candidates who attain ranking on an eligible list and are involuntarily called to active duty may be considered for eligibility reinstatement upon their return. For additional information, please contact the Department of Human Resources.

PHYSICAL:

As a condition of employment with the County of Madera, a candidate must pass an employment medical examination, and review of medical history given by the County Health Department and/or health care professional designated by the County.

EXAMINATION PROCESS:

A qualifications appraisal for the purpose of appraising the candidate's education, experience, and personal qualifications will be scheduled for those candidates who meet the minimum qualifications, and may be administered either by a written examination, oral interview, evaluation of education and experience, or any combination of qualifications appraisal determined by the Department of Human Resources to be appropriate. The Civil Service Commission may limit the number of qualified applicants eligible to participate in the examination process. If two or more candidates have the same total final grade on an examination, they may be ranked in order of their scores in that portion of the examination, which has the greatest weight. In case this fails to break the tie, they may be ranked in the order of filing applications. ****Note: you will be required to submit verification of your identity and citizenship or legal right to work in the United States at the time of and as a condition of an offer of employment.***

The Department of Human Resources will make reasonable accommodation in the examination process for disabled applicants. If you have special needs, please indicate such on your application.

Madera County does not discriminate on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, sex, or age, in any of its programs or activities.

EQUAL OPPORTUNITY EMPLOYER

QUALIFICATIONS:

Knowledge of: Operations, functions, services, and activities of the Office of Agricultural Commissioner and Sealer of Weights and Measures.
Pertinent Federal, State, and local laws, codes, and regulations related to the inspection, standardization, and quarantine of agriculture products.
Proper inspection methods and procedures.
Methods of treating and controlling plant pests and diseases found in California.
Principles of supervision, training, and performance evaluation.
Principles of budget development, preparation, and expenditure control.

Skill to: Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to: Supervise, train, and evaluate assigned staff.
Perform general administrative assignments as delegated.
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
Maintain records and prepare reports.
Perform specialized work assignments.
Gather and maintain information concerning County crops.
Effectively represent the County's agriculture and weights and measures inspection and enforcement programs to the public, the media, community organizations, related industry groups, and other governmental agencies.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

FOUR YEARS OF TECHNICAL AGRICULTURAL INSPECTION AND ENFORCEMENT WORK INCLUDING ONE YEAR IN A CLASS SIMILAR TO THAT OF AN AGRICULTURAL AND STANDARDS INSPECTOR III IN MADERA COUNTY; AND EQUIVALENT TO A BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH MAJOR COURSE WORK IN BIOLOGICAL OR AGRICULTURAL SCIENCE OR A RELATED FIELD; AND POSSESSION OF A VALID CERTIFICATE AS A DEPUTY COUNTY AGRICULTURAL COMMISSIONER OR A DEPUTY COUNTY SEALER OF WEIGHTS AND MEASURES ISSUED BY THE CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE; AND POSSESSION OF VALID LICENSES IN ALL FIELDS OF AGRICULTURAL INSPECTION WORK; AND POSSESSION OF, OR ABILITY TO OBTAIN, AN APPROPRIATE, VALID CALIFORNIA DRIVER'S LICENSE.

SPECIAL REQUIREMENTS:

Essential duties may require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 50 lbs.; exposure to cold, heat, noise, outdoors, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

For additional information, the full job description is available for review by contacting the Human Resources Department at (559) 675-7705 or by visiting www.madera-county.com.

BENEFITS:

Benefits of employment with the County of Madera include 13 paid holidays per year; 1 sick leave day per month (unlimited accrual); 2 weeks paid vacation after 1 year, vacation accrual increasing thereafter with years of service (45 days maximum accrual); membership in the Public Employees' Retirement System (PERS), including an enhanced 2.7% @ 55 retirement benefit formula; County participates in the Public Employees' Retirement System Health Benefit Program and for certain selected health plans, the County pays 100% of health insurance premium for employee and 50% for either two-party or dependent coverage; additional salary increases after 10, 15, and 20 years of service.

Deputy Agricultural Commissioner-Continuous

May 8, 2008
(08-044)

THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. THE COUNTY OF MADERA RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN. SUCH REVISIONS WILL

BE IN ACCORDANCE WITH COUNTY CIVIL SERVICE STANDARDS. QUESTIONS REGARDING THIS ANNOUNCEMENT MAY BE DIRECTED TO THE MADERA COUNTY DEPARTMENT OF HUMAN RESOURCES.