

Civil Service Commission

1055 MONTEREY STREET, SUITE D-250 ♦ SAN LUIS OBISPO, CALIFORNIA 93408 ♦ 805.781.5959

San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday September 28, 2016 @ 9:00 A.M.
1055 Monterey Street, Suite D-271 San Luis Obispo, CA



AGENDA

MEMBERS OF THE COMMISSION
President Robert Bergman
Vice President Erwin Ohannesian
Wayne Caruthers
Erica Stewart
William Tappan

1. **Call to Order / Flag Salute / Roll Call**
2. **Public Comment Period**
Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual.
3. **Minutes**
The following draft minutes are submitted for approval:
 - a. July 27, 2016
4. **Specifications – New**
 - a. Forensic Pathologist
 - b. Assistant Agricultural Commissioner and Sealer
5. **Reports**
 - c. Commission President
 - d. Commission Counsel
 - e. Commission Secretary
6. **Closed Session (per Government Code Section 54957): Hearing and Deliberations Process regarding Appeal #A15-03**
7. **Adjournment**

Civil Service Commission

The San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday, July 27, 2016 @ 9:00 AM
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



MEMBERS OF THE COMMISSION
Robert Bergman, President
Erwin Ohannesian
Wayne Caruthers
Erica Stewart
William Tappan

Present: President Bergman, Vice President Ohannesian, Commissioner Caruthers,
Absent: Commissioner Tappan, Commissioner Stewart
Staff: Commission Secretary Tami Douglas-Schatz, Commission Clerk Lacey Gabriel, Commission Clerk in Training Sarah Kidd
Counsel: Commission Counsel Tim McNulty

1. Call to Order/ Flag Salute/ Roll Call

President Bergman called the meeting to order at 9:00 AM and led the flag salute.

2. Public Comment Period

President Bergman asked for Public Comment. Being none, he closed the public comment period.

3. Minutes – May 25, 2016

President Bergman asked for corrections or revisions to the May 25, 2016 meeting minutes. Commissioner Caruthers made a motion to approve the minutes as presented; Vice President Ohannesian seconded the motion. Commissioner Tappan and Commissioner Stewart were absent. The motion passed 3-0-2.

4. IT Classification Study Presentation – (Receive and File)

Personnel Analyst, Mark McKibben, introduced his presentation on the IT Classification Modernization Project. Mr. McKibben explained the purpose for the Countywide IT assessment study. President Bergman asked if there was public comment on the study. Being none, the meeting moved to Commission questions. The IT study was received and filed.

5. Specifications – Revised

Director of Social Services: Personnel Analyst, Jamie Russell, explained the reason for the revised specification for Director of Social Services. Ms. Russell asked the Commission for questions. President Bergman asked if there was public comment on the revised specification. Being none, the Commission questioned Ms. Russell on the revised specification. The Commission made recommendations to make amendments to the revised specification. Commissioner Ohannesian made a motion to approve the revised specification as amended; Commissioner Caruthers seconded. The motion passed 3-0-2.

6. Probationary Period for Classified Department Heads

Personnel Analyst, Jamie Russell, presented the requested change to the Probationary period for Classified Department heads. The Commission questioned Ms. Russell on the Probationary period change. President Bergman asked for public comment. Being none, Commissioner Caruthers made a motion to approve the change, Commissioner Ohannesian seconded. The motion passed 3-0-2.

7. Reports

a. Commission President: No report.

Civil Service Commission

- b. Commission Counsel: No report.
- c. Commission Secretary: Commission Secretary, Tami Douglas-Schatz, notified the Commission that Human Resources no longer needs hearing dates, as the appeal and grievance have been withdrawn. Ms. Douglas-Schatz introduced new Personnel Analyst, Ashleigh Szkubiel and new Civil Service Commission Clerk Sarah Kidd.

8. **Closed Session (per Government Code Section 54956.9): Conference with Legal Counsel – Existing Litigation *Maez v. County of San Luis Obispo Civil Service Commission***
The County prevailed in the court hearing for *Maez v. County of San Luis Obispo Civil Service Commission*.

9. **Closed Session (per Government Code Section 54957): Hearing and Deliberations Process regarding Appeal #A15-03**

10. **Adjournment**

President Bergman adjourned the meeting at 10:41am.

** Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*



HUMAN RESOURCES DEPARTMENT

SAN LUIS OBISPO COUNTY

TAMI DOUGLAS-SCHATZ, DIRECTOR

County Government Center, 1055 Monterey Street Suite D-250, San Luis Obispo, CA 93408

TO: Civil Service Commission

DATE: September 28, 2016

FROM: Taj D'Entremont, Human Resources Analyst

SUBJECT: New Class Specification: Forensic Pathologist

RECOMMENDATION:

It is recommended that the Commission approve the new Forensic Pathologist class specification as proposed.

DISCUSSION:

The Sheriff-Coroner has the mandated responsibility to determine the method and manner of certain reportable deaths. Medical procedures related to this mandate must be fulfilled by a Forensic Pathologist who is specially skilled and licensed to determine the cause of death and interpretation for court proceedings.

Forensic pathology services have been contracted by the San Luis Obispo County Sheriff-Coroner for many years. The current contract term runs through June 30, 2017. The Sheriff's Office has been informed by the contractor physician that he does not intend to renew his contract next term.

The training required to license a Forensic Pathologist is extensive. On average, forensic pathologists require between 10 and 12 years of education to achieve proficiency in their field, as well as the expertise necessary to testify in court. There is only one Forensic Pathology fellowship training program in California. Though there are many pathologists in the Country, there are only about 600 that fulfill the requirements for Forensic Pathology.

In addition to the challenge of finding a pathologist that meets the requirements for Forensic Pathology, there is an increased difficulty in finding a private Forensic Pathologist that is willing to contract for a fixed rate. We have been fortunate with our current contractor as his contract has been serviced in two-year terms at a fixed rate of \$200,000 per year, and we have not experienced increases in this rate for several years. However, with the termination of his contract, we will be forced to seek these services elsewhere at current market rates. Private Forensic Pathologists are able to charge on a per case basis. Based on our County's average of 250 cases per year, in the current market that cost would equate to \$450,000 to \$1,250,000 per year.

Furthermore, as our county population grows, there are increased demands for autopsies, medical inspections and medical records consultations required to determine cause and manner of death. Contracted forensic pathology services generally specify a maximum number of autopsies, medical inspections and medical records consultations that are included in their base rate. If the number of these services required in any given year are exceeded, in most cases there is an additional charge

per occurrence. A County employed Forensic Pathologist would not have these limits and would be paid a set salary to perform all required functions of the position, thus avoiding any unexpected fees in excess of a base contract rate. It is also typical for contracted forensic pathologists to specify certain days or hours of availability, which limits the County's use of their services. Currently, the San Luis Obispo County Sheriff's Corner Unit only schedules autopsies one day per week. The increased number of cases over the past few years has, at times, translated into more hours per week for our Pathologist. On numerous occasions, we have had the need to conduct autopsies two to three days per week to keep ahead of the caseload. Hiring a full-time employee in this capacity would give us 24/7 access to a Forensic Pathologist who would be located locally and available to us at any time, including odd hour consultations and call-back outside normal business hours. In addition to regularly scheduled autopsies, this would give them the availability to visit the crime scene of a suspicious death or homicide to assist in determination of manner and cause of death, as well as availability for court testimony. Overall we would have improved access to our subject matter expert. This would be an immense benefit in balancing a sometimes strenuous workload, allowing us to provide consistency in service, improving the efficiency of Coroner Unit operations, and would ultimately result in better service for citizens.

Counties within our benchmark agencies who have recently created a Forensic Pathologist position include the County of Santa Cruz and the County of Santa Barbara. The County of Santa Cruz is very similar to our County with a caseload of about 250 coroner cases per year. The proposed classification functions and minimum requirements are consistent with these comparable counties.

There will be one incumbent in this classification.

OTHER AGENCY INVOLVEMENT:

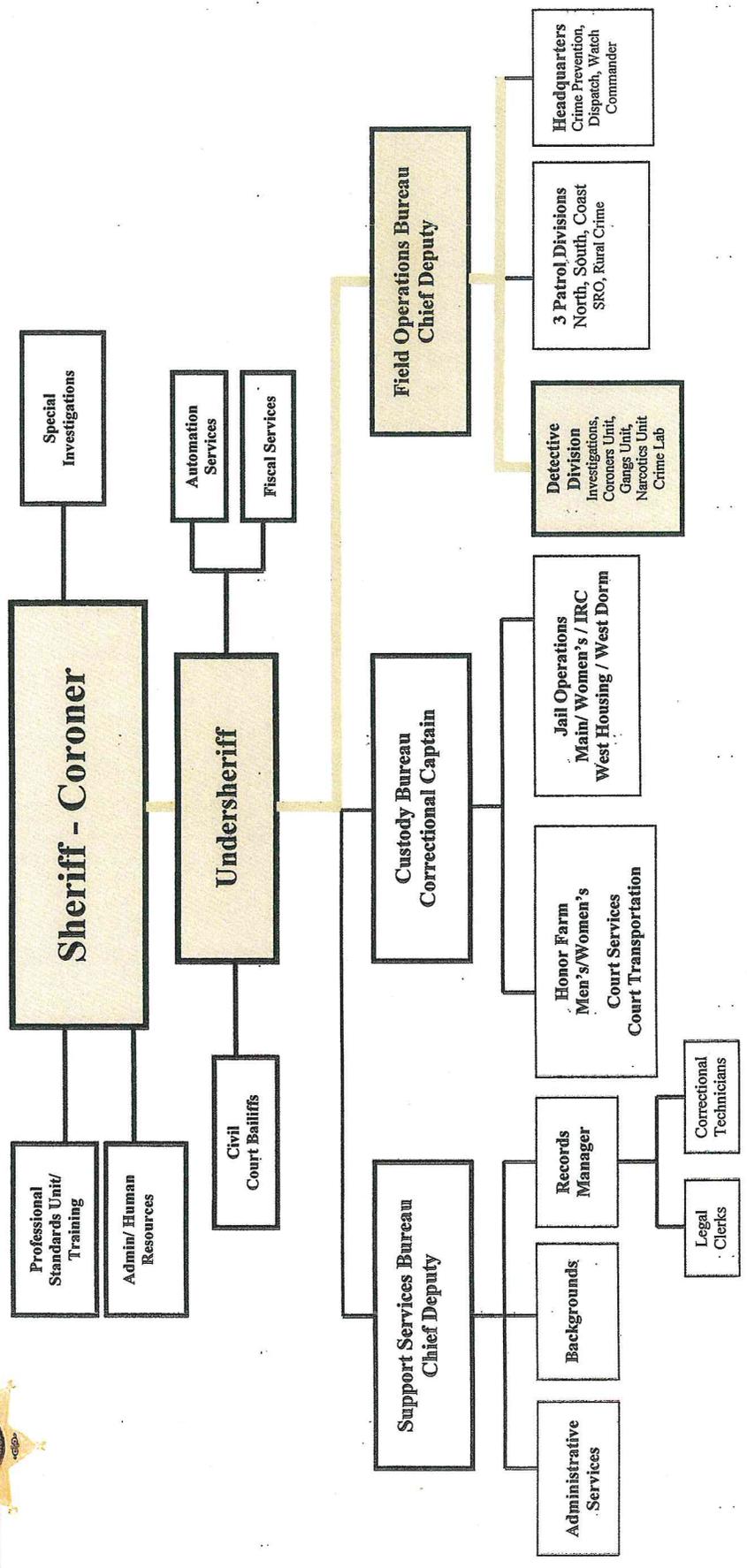
The Sheriff's Department has been involved in the development of this specification and concurs with the proposed classification. In addition, the County Administrative Office has reviewed and is in support of the classification specification as proposed.

Attachments:

- Sheriff's Department Organizational Chart
- Sheriff's Department Forensic Pathologist Chain of Command Organizational Chart
- Forensic Pathologist Class Specification

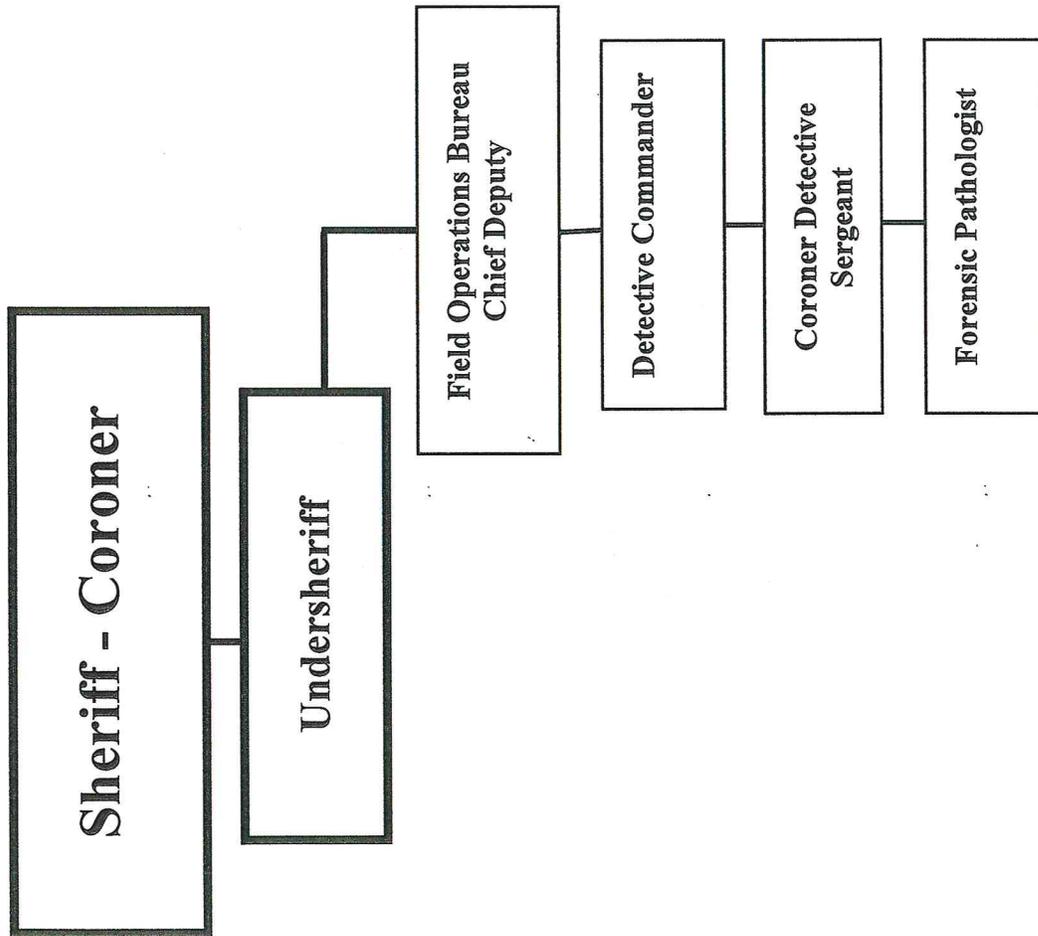


SAN LUIS OBISPO COUNTY SHERIFF'S OFFICE ORGANIZATIONAL CHART





SAN LUIS OBISPO COUNTY SHERIFF'S OFFICE
CHAIN OF COMMAND
FORENSIC PATHOLOGIST



1 **HUMAN RESOURCES DEPARTMENT**
2 **San Luis Obispo County**

3
4 **FORENSIC PATHOLOGIST**

5
6 **DEFINITION:**

7 Under general direction, performs autopsies and other professional work in forensic pathology to
8 determine cause of death; to act as a professional consultant and provide expert witness services; and
9 perform other duties as required.

10
11 **DISTINGUISHING CHARACTERISTICS:**

12 This is a single-position class in the Sheriff-Coroner's Office and is responsible for directing and
13 coordinating the forensic pathology activities. This class is distinguished from other Physician classes in
14 that it requires specific training; experience and board certification in the specialty of forensic
15 pathology, as well as the performance of duties associated with the medico-legal investigation of death
16 or injuries.

17
18 **REPRESENTATIVE DUTIES:**

- 19
- 20 • Performs autopsies, medical records reviews and medical inspections to determine the cause in
21 cases of sudden, violent, or unexpected death.
 - 22 • Dictates medical findings and prepares case reports on observations and interpretations.
 - 23 • Performs forensic scene investigations; directs and ensures the preservation of legal, physical,
24 and medical evidence, ensuring the chain of custody is maintained.
 - 25 • Offers expert opinions to the Coroner regarding manner and cause of death and assists in
26 formulating investigative direction for the Coroner Unit's investigations;
 - 27 • Acts as a professional consultant in medico-legal cases concerning cause and manner of death
28 for the District Attorney's Office; provides expert testimony in court and legal proceedings.
 - 29 • Performs medico-legal pathology services such as examining the nature and origin of wounds
30 and provides toxicology interpretations.
 - 31 • Develops, plans, and prepares standardized procedures and protocols.
 - 32 • Provides training in forensic evidence collection and death investigation to law enforcement
33 personnel.
 - 34 • On an "on-call" basis; provides after-hours, weekend, and holiday telephonic consultation
35 and/or response to death scenes or the Coroner facility to assist the Coroner with death
36 investigations.

37 **EMPLOYMENT STANDARDS:**

38 **Knowledge of:**

- 39
- 40 • Principles and practices of modern medicine and autopsy techniques.
 - 41 • Highly specialized techniques, investigative procedures and equipment utilized in forensic
42 pathology, including the applicability of toxicology, ballistics/firearm examination, trace
43 evidence, forensic serology, forensic anthropology, DNA technology and interpretation,
44 histology and clinical chemistry necessary to determine circumstance, manner, cause and time
45 of death.
 - 46 • Forensic evidence collection techniques and procedures.
 - 47 • Rules and regulations applicable for courtroom testimony.
 - 48 • Statutes, ordinances, regulations and medico-legal issues related to the Coroner Medical
49 Examiner and death investigation.
 - 50 • Current safety practices and issues pertinent to Public Health.

51 **Ability to:**

- 52 • Effectively communicate, both verbally and in writing, and present a clear and persuasive
- 53 message to a variety of audiences.
- 54 • Perform specialized medical services in pathology.
- 55 • Keep informed and up to date on current techniques, procedures, and equipment in forensic
- 56 pathology.
- 57 • Prepare accurate, comprehensive and concise records and reports.
- 58 • Establish and maintain effective working relationships with those encountered in the course of
- 59 work.
- 60 • Speak before large groups with varying degrees of knowledge of pathology.
- 61 • Testify clearly and concisely in court trials, inquests, and legal proceedings.

62
63 **EDUCATION AND EXPERIENCE:**

64 Graduation from an accredited school of medicine **AND**

- 65 • Possession of a valid Physicians and Surgeons Certificate issued by the Board of Examiners of
- 66 the State of California;
- 67 • Current accreditation by the American board of Pathology in Anatomic Pathology, Clinical
- 68 Pathology, Clinical and Anatomic Pathology, Forensic Pathology; and
- 69 • Three years of experience as a Forensic Pathologist (or equivalent) within a Medical Examiner
- 70 or Coroner's Office or equivalent.

71
72 **LICENSES AND CERTIFICATES:**

73 Possession of a valid California Class C driver's license is required at the time of appointment and must

74 be maintained throughout employment.

75
76 **OTHER CONDITIONS OF EMPLOYMENT:**

77 The Forensic Pathologist works in a bio-hazard environment, subject to fumes, odors, blood, and other

78 bodily fluids, and communicable diseases.

79
80 Must be willing to work flexible hours, which may include weekends, holidays, and shift work.

81
82 Must be mentally and physically capable of performing the classification's essential functions as

83 summarized in this information.

84
85 Must be able to pass a thorough background investigation.

86
87 This class specification generally describes the duties and responsibilities characteristic of the

88 position(s) within this class. The duties of a particular position within a multi-position class may vary

89 from the duties of other positions within the class. Accordingly, the essential functions of a particular

90 position (whether it be a multi-position class or a single-position class) will be identified and used by

91 medical examiners and hiring authorities in the selection process. If you have any questions regarding

92 the duties or the working conditions of the position, please contact the Human Resources Department

93 at 805.781.5959.

94
95 Adopted: 00-00-00

96 BOS Approved: 00-00-00

97 Revised: 00-00-00

4ac



HUMAN RESOURCES DEPARTMENT

SAN LUIS OBISPO COUNTY

TAMI DOUGLAS-SCHATZ, DIRECTOR

County Government Center, 1055 Monterey Street Suite D-250, San Luis Obispo, CA 93408

To: Civil Service Commission
Date: September 28, 2016
From: Mark McKibben, Human Resources
Subject: New Specification: Assistant Agricultural Commissioner/Sealer of Weights & Measures

RECOMMENDATION

It is recommended that the Commission approve the new classification specification as submitted.

DEPARTMENT BACKGROUND

The County Department of Agriculture/Weights and Measures provides for the health and safety of the citizens of SLO County by protecting agriculture, the environment and by ensuring equity in the market place. The department has two main functions: Agricultural Programs & Weights & Measures activities, utilizing 43.5 FTE (full time equivalent) positions and numerous seasonal employees.

During the FY 2013-14 budget year, the Agricultural Commissioner proposed a phased reorganization plan in partnership with Human Resources and the Administrative Office. In 2014, with approval of the County Board of Supervisors, the department began to implement its strategic reorganization in anticipation of multiple retirements, including the two Chief Deputies who oversee the Agricultural and Weights & Measures divisions. In September 2014, your Commission approved a new lower-level classification entitled Deputy Agricultural Commissioner and Sealer of Weights & Measures. This class requires licensure in both departmental programs at the level of Deputy Commissioner, as issued by the State and was filled subsequent to the retirement of the Chief Deputy Sealer. The new classification proposed for your consideration today will be filled subsequent to the retirement of the incumbent Chief Deputy Agricultural Commissioner. This will result in a new organizational structure with a single Assistant Agricultural Commissioner/Sealer replacing the two Chief Deputy classes as the department was previously structured.

DISCUSSION

As proposed, this classification is the second level in the organization, assisting the appointed department head. This position will oversee the operations, programs, personnel, and administration of the department through subordinate management staff including: Deputy Ag Commissioners and Deputy Ag Commissioner/Sealer classes. The incumbent will represent the department before the Board of Supervisors, County Administrative Officer and the public, in the absence of or at the direction of the Agricultural Commissioner/Sealer. This position will require the incumbent to possess a State license as an Ag Commissioner and obtain the Sealer of Weights & Measures license within 24 months of appointment. This incremental licensure requirement will allow a broader pool of internal and external candidates to compete in the hiring process, and will support the department's strategic reorganization plan. Similarly, the work experience requirements may be met through experience at related organizations at the State level, as well as experience at the County level.

This proposed classification is consistent with comparable classifications in similar governmental agencies.

ATTACHMENTS

Summary of California Licensing Exam Prerequisites

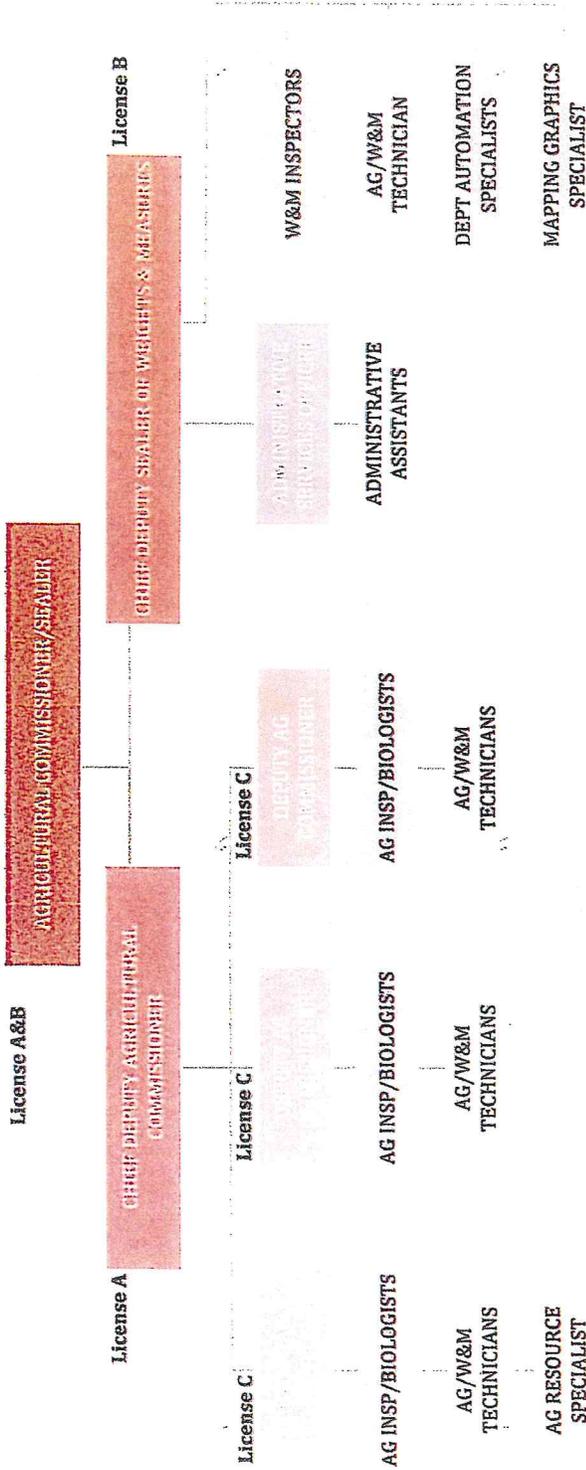
Agricultural Commissioner Organizational Charts

Assistant Agricultural Commissioner/Sealer of Weights & Measures DRAFT

Organizational Chart

Department of Agriculture/Weights and Measures

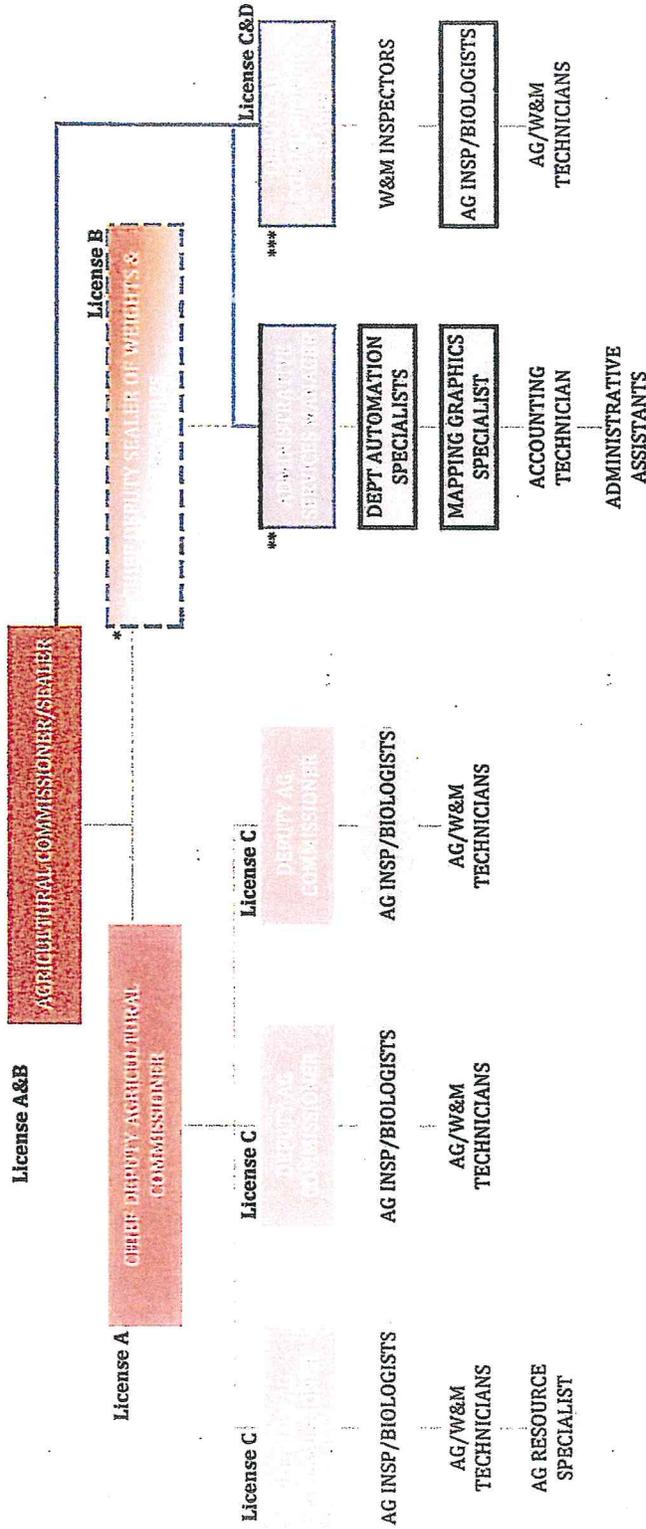
FY 2013-14 Current



DRAFT

Organizational Chart

Department of Agriculture/Weights and Measures FY 2014/15 Phase 2 - TRANSITIONAL January 2015



* anticipated retirement - December 2014

** Shift all administrative support responsibilities to ASM

*** Shift Weights & Measures department management to Deputy Agricultural Commissioner/Sealer position to balance supervisory/program responsibilities between all deputies

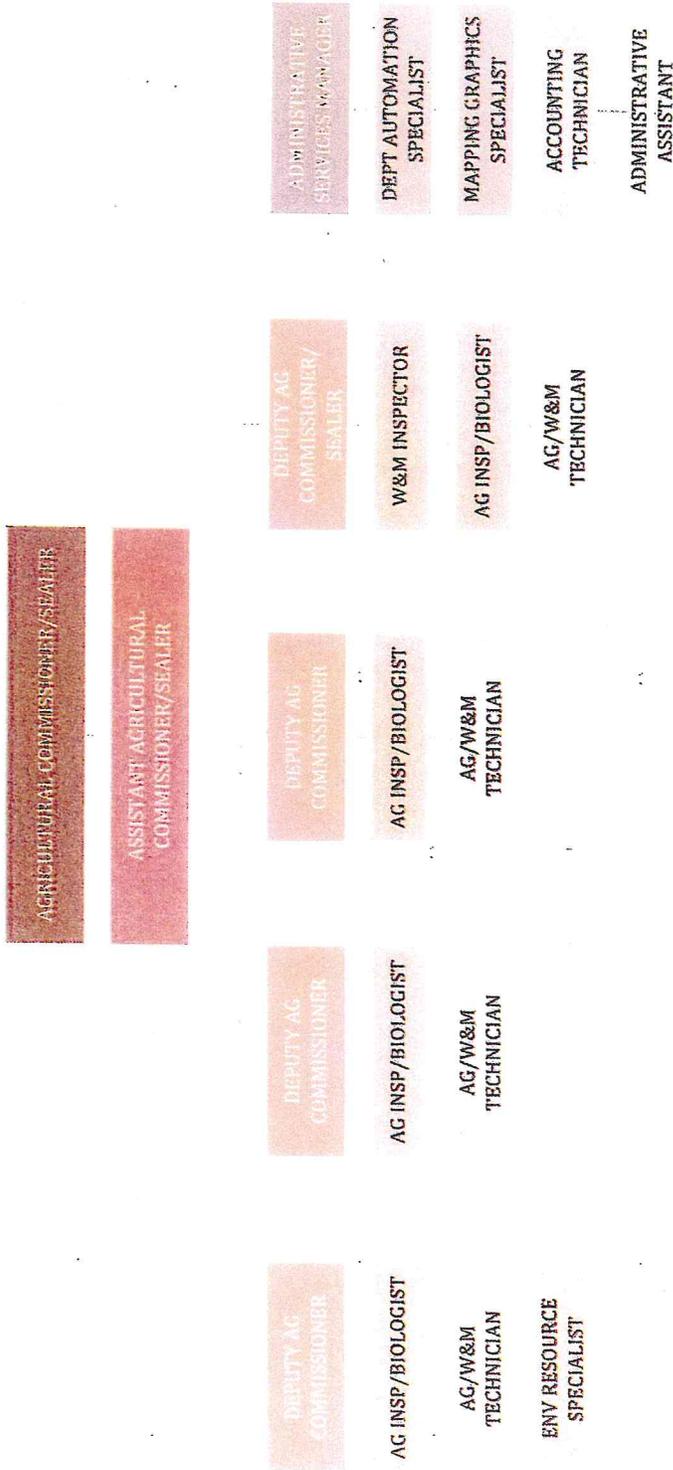
PAL FTE Changes

- 1.0 Chief Deputy Sealer Weights & Measures
- +1.0 Deputy Ag Commissioner/Sealer
- 1.0 Administrative Services Officer
- +1.0 Administrative Services Manager

Organizational Chart

Department of Agriculture/Weights and Measures

Final - Estimate department reorganization complete FY 18/19



STATE OF CALIFORNIA LICENSING TITLES AND EXAM PREREQUISITES

AGRICULTURAL LICENSING DIVISION	WEIGHTS & MEASURES LICENSING DIVISION
<p style="text-align: center;">A: COUNTY AG COMMISSIONER ¹</p> <p>¹California Code of Regulation, Title 3, Division 1, Chapter 2, Article 1, Sections 103</p> <p style="text-align: center;"><u>County Classifications:</u></p> <ul style="list-style-type: none"> • Agricultural Commissioner/Sealer (DH) • Chief Deputy Agricultural Commissioner <p>Experience: Four years in the enforcement of Agricultural or weights and measures laws; at least two years of which shall include management, supervisory or program responsibility</p> <p>Instruction: 80 hours of instruction in management and/or supervisory practices through organized classroom, in-service training, or accredited correspondence courses</p> <p>License: Deputy Ag Commissioner</p>	<p style="text-align: center;">B: COUNTY SEALER OF WEIGHTS & MEASURES ²</p> <p>²California Code of Regulation, Title 3, Division 1, Chapter 2, Article 1, Sections 106</p> <p style="text-align: center;"><u>County Classifications:</u></p> <ul style="list-style-type: none"> • Agricultural Commissioner/Sealer (DH) • Chief Deputy/Sealer of Weights & Measures <p>Experience: SAME as A</p> <p>Instruction: SAME as A</p> <p>License: Deputy Sealer of Weights and Measures</p>
<p style="text-align: center;">C: DEPUTY COUNTY AG COMMISSIONER ³</p> <p>³California Code of Regulation, Title 3, Division 1, Chapter 2, Article 1, Sections 104</p> <p style="text-align: center;"><u>County Classifications:</u></p> <ul style="list-style-type: none"> • Deputy Ag Commissioner • Deputy Ag Commissioner/Sealer of Weights & Measures (new classification) <p>Education: BS Ag, Biology, Chemistry or Physical Science OR any discipline with a minimum of 30 semester or equivalent in the fields listed above or mathematics/statistics</p> <p>Experience: Two years as an Agricultural Inspector/Biologist</p> <p>Certification Requirements:</p> <ul style="list-style-type: none"> • All Five Licensing Areas <ul style="list-style-type: none"> ○ Pesticide Regulation ○ Investigation and Environmental Monitoring ○ Pest Prevention and Plant Regulation ○ Integrated Pest Management ○ Commodity Regulation • Tests are offered twice per year • Applicants may take one or more tests at a time • Passing rate is typically 30% to 60% • Typically 24 months to obtain all required certifications 	<p style="text-align: center;">D: DEPUTY COUNTY SEALER OF WEIGHTS & MEASURES ⁴</p> <p>⁴California Code of Regulation, Title 3, Division 1, Chapter 2, Article 1, Sections 107</p> <p style="text-align: center;"><u>County Classifications:</u></p> <ul style="list-style-type: none"> • Deputy Ag Commissioner/Sealer of Weights & Measures (new classification) <p>Education: Chemistry, Physics, Mathematics, Engineering or other job related major: Law Enforcement, Commerce & Marketing.</p> <p>Experience: Two years in enforcement of weights and measures or agricultural laws</p> <p>Certification Requirements:</p> <ul style="list-style-type: none"> • All Three Licensing Areas <ul style="list-style-type: none"> ○ Weight Verification ○ Measurement Verification ○ Transaction and Product Verification • Tests are offered twice per year • Applicants may take one or more tests at time • Passing rate is typically 30% to 60% • Typically 18 months to obtain all required certifications

1 **HUMAN RESOURCES DEPARTMENT**
2 **San Luis Obispo County**

3

4 **ASSISTANT AGRICULTURAL COMMISSIONER/SEALER OF WEIGHTS & MEASURES**

5

6 **DEFINITION:**

7 Under general direction of the Agricultural Commissioner/Sealer, plans, organizes, and controls
8 the activities, operations, and resources of the department; ensures department activities
9 effectively meet community and County needs and legal requirements; supervises and
10 evaluates the performance of assigned personnel; serves in the absence of the Agricultural
11 Commissioner/Sealer, and performs other related duties as required.

12

13 **DISTINGUISHING CHARACTERISTICS:**

14 This classification serves as the Assistant to the County Agricultural Commissioner/Sealer. It is
15 distinguished from the Deputy Agricultural Commissioner and Deputy Agricultural
16 Commissioner/Sealer classes by its broader scope of department-wide administrative and
17 program responsibility, higher licensing requirements and its direct supervision of these same
18 classes.

19

20 **REPRESENTATIVE DUTIES:**

21 (Not in Order of Importance)

22

- 23 • Assists the appointed County Agricultural Commissioner/Sealer and represents the
24 Department in the absence of the Agricultural Commissioner/Sealer.
- 25 • Assists in the development, evaluation and implementation of the department's vision,
26 goals, programs, policies and procedures.
- 27 • Ensures department activities are in compliance with laws, policies, regulations and industry
28 and departmental standards.
- 29 • Oversees the department's operations; evaluates and analyzes issues; recommends and
30 implements solutions; prioritizes and assigns projects; identifies and monitors long and short
31 range goals and objectives.

- 32 • Acts as the departmental personnel manager for matters related to staff performance and
33 expectations, participates in the recruitment, interview, testing, selection, training and
34 evaluation of personnel.
- 35 • Provides leadership, direction and coaching to subordinate employees and direct reports in
36 the areas of performance management, evaluations, problem resolution, planning, time
37 management and work assignments.
- 38 • Prepares and reviews official correspondence, board letters, and special reports on behalf of
39 the Agricultural Commissioner/Sealer.
- 40 • Makes presentations to the Board of Supervisors and represents the department at
41 meetings and conferences, as assigned.
- 42 • May be assigned as the Public Information Officer, for media relations, notices, publications
43 and dissemination of official actions of the department.
- 44 • Analyzes trends, enforcement issues, and staff assignments; identifies policy and
45 compliance issues, and proposes solutions.
- 46 • Testifies in court and hearings for enforcement related matters, acts as an Administrative
47 Hearing Officer or Departmental Advocate on administrative law cases.
- 48 • Reviews and evaluates potential impact of proposed legislation, regulation and policy
49 changes, ensures staff are kept informed of revisions as well as new policies.
- 50 • Assists in the preparation and administration of the departmental budget.
- 51 • Evaluates fees and cost effectiveness of providing services and makes recommendations.
- 52 • Plans organizes and directs preparation efforts for County emergency and crisis situations
53 affecting agriculture or food supply; collaborates with other agencies to develop and
54 implement special County programs to meet food security, foreign, animal diseases and
55 emergency management needs as assigned.
- 56 • Establishes and maintains cooperative working relationships with federal, state and local
57 agencies and organizations, county departments, industry, business organizations,
58 community groups and the public.
- 59 • Responsible for the coordination, oversight and review of various departmental programs as
60 assigned, including but not limited to Land Use, Nuclear Power...

61

62 **EMPLOYMENT STANDARDS:**

63 **Knowledge of:**

64

4b8

- 65 • Agricultural and Weights and Measures programs under the purview of Agricultural
- 66 Commissioner/Sealer.
- 67 • Occupational safety, health rules and regulations.
- 68 • Computer applications, data collection and statistical analysis; and conducting impact
- 69 analysis and making appropriate recommendations.
- 70 • Structure, functions and policies of County government.
- 71 • California Agricultural Commissioner and Sealers' Association structure, function, policies
- 72 and memoranda of understanding.
- 73 • Relevant provisions of federal, state, local codes, laws, rules, regulations, departmental
- 74 policies and procedures related to the office and duties of the Agricultural
- 75 Commissioner/Sealer.
- 76 • Assessing, analyzing, identifying and implementing solutions to complex, legal and
- 77 enforcement issues.
- 78 • Planning and implementing policies and procedures while ensuring compliance with
- 79 department and County goals and objectives.
- 80 • Effective techniques of written and oral communication.
- 81 • Techniques to successfully assess and prioritize multiple tasks, projects and demands
- 82 through delegation.
- 83 • Principles and practices of public administration, project, and program administration
- 84 methods, techniques and policies.
- 85 • Accepted practices of employee supervision and evaluation.
- 86 • Principles of governmental budget preparation, financial controls and reporting.
- 87 • Customer service and public relations methods and practices.
- 88 • Investigative procedures and the civil and criminal penalties under the purview of the
- 89 Agricultural Commissioner/Sealer.

90

91 **Ability to:**

- 92 • Exercise independent judgement and initiative to make sound, educated decisions with
- 93 little supervision.
- 94 • Apply logical thinking to solve problems or accomplish tasks; understand, interpret and
- 95 communicate complicated policies and protocol.
- 96 • Establish and promote cooperative and effective relationships with all individuals
- 97 contacted within the scope of work.

- 98 • Maintain confidential information in accordance with legal standards and/or County
99 policies.
- 100 • Understand, interpret, explain and apply laws, rules, policies and regulations as they
101 relate to the function of the Agricultural Commissioner/Sealer's program areas.
- 102 • Assist in formulating and administering plans of enforcement.
- 103 • Interpret, explain and enforce the provisions governing laws and regulations, define
104 problems, collect and analyze data.
- 105 • Effectively plan, direct and administer program operations to accomplish policies, goals
106 and objectives.
- 107 • Supervise, train and evaluate the performance of assigned personnel.
- 108 • Represent the department in personnel grievances and disciplinary matters.
- 109 • Maintain records and prepare complex reports, utilizing computer data bases and
110 programs.
- 111 • Communicate effectively verbally and in writing to a diverse population of individuals
112 and advisory groups.
- 113 • Prepare and present ideas, facts, recommendations and statistics, using tact, discretion,
114 initiative and independent judgement within established guidelines.
- 115 • Complete multiple priority projects with conflicting deadlines and work effectively around
116 interruptions, changing priorities and deadlines.
- 117 • Collect, interpret and evaluate narrative and statistical data pertaining to policy,
118 administrative, fiscal and management matters.
- 119 • Effectively administer assigned budgets.
- 120 • Perform internal and external customer needs assessments and establish an effective
121 response system for ongoing customer feedback.
- 122 • Respond to emergency situations.

123

124 **EDUCATION AND EXPERIENCE:**

125 Valid State of California license as a County Agricultural Commissioner **AND** three County
126 Weights and Measures Inspector licenses are required at the time of application. Within 24
127 months of appointment, the incumbent must possess the County Sealer of Weights and
128 Measures license. Licenses referenced above must be maintained throughout employment.

129

130 **In Addition:**

131 Two years' experience performing the duties of a Deputy Agricultural Commissioner or Deputy
132 Sealer with experience in supervision and directing one or more County-wide programs
133 including: Pesticide Regulation, Pest Prevention and Plant Regulation, Pest Management,
134 Weights and Measures Inspection. Alternatively, two years of experience in a supervisory or
135 management position within the California Department of Food and Agriculture's Division of
136 Plant Health and Pest Prevention or the Division of Measurement Standards or the California
137 Department of Pesticide Regulation may substitute for the experience as Deputy Agricultural
138 Commissioner or Deputy Sealer.

139

140 **LICENSES AND CERTIFICATES:**

141 A valid driver license is required at the time of application. A valid **CALIFORNIA**
142 driver license is required at the time of appointment and must be maintained
143 throughout employment. In addition, all required licenses must be acquired and
144 maintained in accordance with the licensing requirements established by the
145 California Department of Food and Agriculture.

146

147 This class specification generally describes the duties and responsibilities
148 characteristic of the position(s) within this class. If you have any questions
149 regarding the duties or the working conditions of the position, please contact the
150 County Human Resources Department at (805) 781-5959.

151

152 Approved: XX-XX-XXXX

153 Adopted: XX-XX-XXXX