Public Comment can be submitted any time via email or U.S. Mail. Comments must be received by 5:00 p.m. Tuesday April 27, 2021 prior to the Civil Service Commission meeting. Please submit your comment to the Civil Service Commission Clerk at HR_CSCCLERK@co.slo.ca.us or send comment to the address below. Your comment will be placed into the administrative record of the meeting and forwarded to each commission member. Comments will not be read aloud or presented visually at the meeting.

Mailing Address:
Civil Service Commission Clerk
1055 Monterey St. Suite D-250
San Luis Obispo, CA 93408

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. March 24, 2021

4. Request to Approve Revised Job Specification(s):
   a. Lab Assistant I/II

5. Request to Approve Revised Job Specification(s):
   a. Agriculture Inspector Trainee I/II/III (Eliminate Trainee Level & Update Spec)

6. Request to Approve Revised Job Specification(s):
   a. Weights/Measures Inspector Trainee I/II/III (Eliminate Trainee Level & update spec)
7. Request to Approve New Job Specification(s):
   a. Supervising Agricultural/Weights & Measures Inspector

8. Request to Abolish Obsolete Job Classifications

9. Reports
   Commission President
   Commission Counsel
   Commission Outside Counsel
   Commission Secretary

10. Adjournment
Civil Service Commission

Regular Session Meeting
Wednesday March 24, 2021
3433 S. Higuera St., Room 101, San Luis Obispo, CA 93401

Present: President Nix, Commissioner Bergman, and Commissioner Baltodano

Staff: Commission Secretary Tami Douglas-Schatz
      Commission Clerk Rosa Reyes

County Counsel: Nina Negranti, Assistant County Counsel

Outside Counsel: Steve Simas, Attorney

1. Call to Order/Flag Salute/Roll Call

President Nix called the meeting to order at 9:02 a.m. and led the flag salute. Roll was called. Commissioner Ohannesian was absent. Commissioner Baltodano was present via ZOOM. It was reported Vice President Nicholson would be late; however, he was not present for the meeting.

2. Public Comment Period

President Nix asked if there were any members of the public wishing to address the Commission on matters not on the agenda. Seeing none, she asked Commission Clerk Rosa Reyes if there was public comment received by mail or email. The Clerk reported no public comment was received, and President Nix moved to the next item on the agenda.

3. Minutes
   a. February 10, 2021

The minutes from February 10, 2021 were considered. There were no requests for changes or amendments. Commissioner Baltodano made a motion to approve the minutes and Commissioner Bergman seconded the motion. Motion carried 3-0-2.
4. Request to Move the CSC Regular Meeting on May 26, 2021 to May 12, 2021

Mark McKibben, Principal Human Resource Analyst reported this change had been requested to accommodate the attorney for SLOCEA for a pending appeal matter before the Commission. There are new circumstances in the case and the May date would not give the appellant or respondent enough time to prepare. Subsequently, there is no need to reschedule the Regular May meeting date. The Commission agreed to keep their regular meeting scheduled date of May 26, 2021.

5. Request to Approve Revised Job Specification(s):
   a. Deputy Clerk of the Board- Confidential

President Nix asked if there were any members of the public wishing to address the Commission on this specification revision. Seeing none, she asked Commission Clerk Ms. Reyes if there was public comment received by mail or email. Ms. Reyes reported none were received.

Teresa McCarthy White, Human Resources Analyst introduced Guy Savage, Assistant County Administrator participating on Zoom and Taj D'Entremont, Human Resources Analyst. The recommendation is to update the Deputy Clerk of the Board classification and create a new Assistant Deputy Clerk of the Board classification within the Administrative office. The primary purpose of the class is to perform a wide range of highly specialized clerical and administrative duties in support of the Board of Supervisors, Assessment Appeals Board, and other Boards, Commissions and committees. The Deputy Clerk of the Board specification was created in 2019 after this function was moved from the Clerk Recorders Office to the Administrative Office. Ms. McCarthy White reminded the Commission at the 2019 Civil Service meeting that a review of the function would be needed after the Administrative Office the chance to fully integrate this position in their office and gain a better understanding of the staffing infrastructure needed.

This position has been reviewed for two years and it has been determined the Deputy Clerk of the Board specification needs to be modified to represent the supervisory and program management role this position performs. Furthermore, the Assistant Deputy Clerk of the Board specification needs to be created to assist the Deputy Clerk of the Board with the workload. Conversations with the department and market research has proven the revisions in the current Deputy Clerk of the Board and the creation of Assistant Deputy Clerk of the Board are justified based on the current roles and responsibilities.

Commissioner Baltodano brought forth concerns within the Education and Experience section as it is worded due to the highly specialized nature of the position. Ms. McCarthy White noted this specification with this language was approved in 2019 by the Commission. The proposed language is strengthening the specification by adding “of a governing advisory, or quasi-judicial board/council office”, within this section. It was also noted, there has not been an issue with appropriately staffing this position with these minimum qualifications. Mr. Savage agreed there has been no issue. President Nix interjected to ask Commissioner Bergman for his comments on
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this specific issue. He agreed due to the highly specialized nature of this position the wording should be stronger. He prefers the wording “shall include” over “may include”. President Nix also agrees with the “shall” wording. When this position was moved to the Administrative Office there was already an incumbent in the position who had the experience. Scenarios were discussed and questions were asked about the minimum qualification pattern should this position become vacant. Ms. McCarthy White, Mr. Savage and Ms. D’Entremont spoke to these. The Commission also had questions about the certification process, and these questions were answered. The discussion was brought back to whether to use the “shall” or “may” language. The “may include” language in the Education and Experience section provides greater flexibility that would allow for a more diverse pool of applicants to apply. Commissioner Baltodano suggested wording to include more stronger language but would also allow flexibility. Commissioner Bergman and President Nix preferred the “shall” language.

Commission Secretary and Human Resources Director, Tami Douglas-Schatz explained the importance of a specification working for the department, being mindful of the diversity initiatives and evaluating education and experience both in the minimum qualifications but also in the selection process.

Mr. Savage was asked by the Commission if he had issue with the “may” language being changed to “shall”. He answered that in terms of this specification he did not have any objections. Commissioner Bergman made a motion to approve this specification with the change on line 182 to say “shall” instead of “may.” President Nix seconded the motion but allowed another point of discussion. Commissioner Baltodano stated her support for the language change in this specification but wanted on the record that replacing “may” with “shall” is not always appropriate for the reasons stated by human resources staff and it is important to be mindful of being able to attract a diverse qualified pool of applicants.

President Nix and Commissioner Bergman had questions as to why the “Confidential” designation had been dropped. Ms. McCarthy White, Mr. McKibben, and Nina Negranti, Assistant County Counsel addressed their questions. President Nix brought the discussion back to the already stated motion and second motion to approve the specification with noted amendments. Motion carried 3-0-2.

6. Request to Approve New Job Specification(s):
   a. Assistant Deputy Clerk of the Board- Confidential

President Nix asked if there were any members of the public who had public comment on this position. Seeing none, she asked Commission Clerk Ms. Reyes if there was public comment received by mail or email. Ms. Reyes reported none were received.

President Nix, stated there had already been discussion about the “may” versus “shall” language and to move things forward wanted to know if the Commission was still satisfied that this was a
specific enough position that would require the more restrictive language to be successful. Mr. Savage spoke to this issue and Commissioner Bergman had no objection to keeping the language of “may”.

Commissioner Bergman made a motion to approve this specification and President Nix seconded the motion. Motion carried 3-0-2.

7. Request to Approve New Job Specification(s):
   a. Forensic Autopsy Technician

   President Nix asked if there were any members of the public who had public comment on this position. Seeing none, she asked Commission Clerk Ms. Reyes if there was public comment received by mail or email. Ms. Reyes reported none were received.

   Teresa McCarthy White, Human Resources Analyst introduced Chief Taylor with the Sheriff's Department and Taj D'Entremont, Human Resources Analyst. The recommendation was to create a classification within the Coroner's Unit in the Sheriff's Office. The primary purpose of this classification is to assist the Forensic Pathologist in performance of autopsies that require an investigation. The work is currently being performed by a Laboratory Assistant I/II. The assignment at the Coroner's Office is significantly different from the crime and public health lab and because of this it is not reasonable to expect positions within the Laboratory Assistant I/II position to perform the duties required of this assignment. There is no current specification this assignment can be included in due to the uniqueness of the position. Based on input from the union, department and from market research, it has been concluded this new specification accurately reflects current roles and responsibilities for this position.

   Ms. McCarthy-White and Ms. D'Entremont clarified that once approved, this would not result in reclassifications but would require a new recruitment. Commissioner Bergman wanted Chief Taylor's input on the Education and Experience section. The discussion went back to whether to have the “may” or “shall” language. Reasons supporting the less restrictive language were discussed. Mark McKibben, Principal Human Resources Analyst proposed more specific language that would still allow flexibility for more candidates to meet the minimum qualifications. Commissioner Baltodano stated she would not be in support of changing to the “shall” language in this specification. The agreed upon language was “A combination of education, training, and experience that provides the required knowledge and abilities listed. This may include”. Commissioner Baltodano made one other change that addressed a typo.

   Commissioner Bergman made a motion to accept the job specification with the change and Commissioner Baltodano seconded the motion. Motion passed 3-0-2.
8. Request to Approve New Job Specification(s):
   a. Department Information Technology Manager

   Teresa McCarthy White, Human Resources Analyst reintroduced Chief Taylor with the Sheriff’s Department and Jennie Brunick, Department Administrator with the Sheriff’s Department, Daniel Milei, Information Technology (IT) Department Director and Taj D’Entremont, Human Resources Analyst. It is recommended that a new classification be created to manage departmental IT operations. The primary purpose of the position is to manage, plan, design, implement and maintain IT operations and staff in a large department with complex information technology. There is a current IT Manager classification reserved for employees within the IT department. This position is responsible for Countywide IT. IT Supervisor is the most senior position within an operational department. Large departments like the Sheriff’s department have a large variety of department-specific technology. The expectation to maintain this, plan for current and future needs and solutions, create short- and long-range plans, in addition to other responsibilities exceed the scope of an IT supervisor. By creating this department level management position outside of IT would allow departments to properly adapt and address their unique technology needs. Based on conversations with the Sheriff’s department and IT and from market research, it has been concluded this new specification accurately reflects the roles and responsibilities that will be in place for this position.

   President Nix asked if there were any persons who had public comment on this position. Seeing none, she asked Commission Clerk Ms. Reyes if there was public comment received by mail or email. Ms. Reyes reported none were received.

   Commissioner Baltodano suggested clarifying language and then brought the discussion to the Education and Experience section. She asked if there should be law enforcement IT experience required because of the technology with which this person would potentially work. Ms. McCarthy White reported after conducting research of other agencies that had IT Program Managers, it was concluded this was not necessary to include. This is because an IT professional with the level of experience required should be able to quickly gain the required knowledge to work with the specific technology. Ms. D’Entremont advised this could also be addressed when the job is advertised that law enforcement experience is desirable.

   Commissioner Bergman asked what other departments this person could potentially work with. Ms. McCarthy White reported there may be other large departments such as Health Agency or Department of Social Services that may be interested in a position like this. This is why it was necessary to strengthen the language in the Distinguishing Characteristics section so it would only be available to departments with complex IT operations. The Sheriff’s department assignment is highlighted in this specification to emphasize the differences in the position. The intention was to create a specification that could be utilized by other departments to hire their own full-time person if there became a need, without having to create a brand-new specification for each department. Commissioner Bergman brought the discussion back to the Education and Experience section. The
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Commissioners agreed that they would be in support of changing the language on line 111 to “A combination of education, training, and experience that provides the required knowledge and abilities listed.” Commissioner Bergman made a motion to approve the specification with the amendments and Commissioner Baltodano seconded the motion. Motion carried 3-0-2.

9. Request Administrative Authority to Update Peace Officer Job Classifications Pursuant to AB 846

Mark McKibben, Principal Human Resources Analyst, reminded the Commission that last month he provided notice that a significant number of specifications would be updated as result of the passing of Assembly Bill 846. The Assembly Bill requires that language in peace officer job specifications be updated to deemphasize references to paramilitary-type descriptions, include language that is more supportive of community interactions and a requirement of POST (Police Officer Standards and Training) pre-employment psychological evaluation testing. Testing would include identifying potential bias of protected groups either conscious or unconscious.

The Human Resources Department spoke with all the impacted employee associations and management, received feedback and agreed upon standard language to propose to the Commission for approval. This language would be added to the twenty-six (26) identified job specifications.

President Nix asked if there were any persons who had public comment on this matter. Hearing none, she asked Commission Clerk Ms. Reyes if there was written public comment. Ms. Reyes reported none were received.

Commissioner Bergman asked if this language was mirrored throughout the state. Mr. McKibben reported each county was given the discretion to update their job specifications with their own specific language but the language needed to meet the parameters outlined in the Assembly Bill. Commissioner Bergman made a motion to approve and President Nix and Commissioner Baltodano both seconded the motion. Motion carried 3-0-2.

10. Receive and File Job Class Salary Listing

Mr. McKibben reminded the Commission at the last meeting there were concerns from the Commission that there may be a growing number of individual specific classifications being created. In response, HR committed to providing this documentation and Mr. McKibben reported he had conducted research on this matter. In 2016, fifty-eight (58) job classifications were eliminated leaving five hundred and fifty-six (556) active classifications. Five years later there are nine (9) new classes, resulting in five hundred sixty-five (565) active classifications. With efforts by HR and the Commission “job creep” has been avoided. Current activity also indicates that potentially thirty-six (36) more job classifications can be identified as obsolete because they have not been filled for the past 4-5 years. This matter will be discussed with the
Civil Service Commission

Analysts to see if other job classes could be removed from the classification plan.

11. Discussion regarding virtual meetings
   a. Civil Service Commission Regular Meetings
   b. Civil Service Commission Special Hearings

President Nix considered item 11.b, Civil Service Commission Special Hearing first. Outside Counsel Steve Simas began the discussion with stating reasons why having in person hearings were preferable for employee hearings and the issues that need to be considered if hearings were on ZOOM. Mr. McKibben reported the first opportunity for an evidentiary hearing could potentially be as far off as August and there has not been the opportunity to discuss the logistics of the hearing. President Nix expressed her concerns with having hybrid hearings. She is hoping at the minimum having the Commission, attorneys, and witnesses in person for Special hearings to see and evaluate the parties in the case. Commissioner Bergman also expressed his preference for in-person hearings. This is also his preference for Regular Meetings. Commissioner Baltodano provided her input on this matter and wanted to hear from County Counsel about what the County and state requirements were for in-person meetings. Nina Negranti, Assistant County Counsel reported there are two orders that address virtual meetings and hearings These are the Public Meeting Executive order and Executive Order N-29-20. She went over these briefly. Additionally, any statutes requiring a party or witness to participate in a hearing in person are suspended, meaning they cannot be required to appear in person so long as certain criteria is met. It is recommended against requiring public attendance while the pandemic and Executive orders are in place. The Commission can indicate their desire to have public meetings and have people appear in person, but Ms. Negranti does not believe they can be compelled. She also addressed the criteria to hold a public meeting.

(Commissioner Bergman left the meeting at approximately 10:50 a.m.)

12. Reports

President Nix, Commission Counsel and Commission Outside Counsel had nothing to report. Commission Secretary Tami Douglas-Schatz reported more specs would be brought before the Commission and discussed having a dialog with the Commission about direction and parameters pertaining to minimum qualifications to be considered when writing minimum qualifications. She inquired if another general discussion about minimum qualifications should be agendized. President Nix agreed that a discussion about rewording would be beneficial. Commissioner Baltodano also agreed to have a discussion on minimum qualifications.

Ms. Negranti pointed out there had not been a request for public comment on item 11. President Nix took the matter back to item 11 and asked if there were any persons who had public comment on this matter. Seeing none, she asked Commission Clerk Ms. Reyes if there was written public comment. Ms. Reyes reported none and President Nix
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closed public comment for item 11. She moved the matter to Public Comment on Closed Session.

13. Public Comment on Closed Session Item

President Nix asked if there were any persons online who had public comment on this matter. Hearing none, she asked Commission Clerk Ms. Reyes if there was written public comment. Ms. Reyes reported none were received.

Ms. Negranti reminded the commission there would be no reportable action because there wasn’t a quorum.

14. Closed Session: CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION (Government Code Section 54956.9(a)) – Formally initiated: Luther v. County of San Luis Obispo Civil Service Commission, San Luis Obispo Superior Court Case Number 20CV-0524.

President Nix brought the meeting back into Open Session at 11:41 and advised there was no reportable action.

15. Adjournment

President Nix adjourned the meeting.

*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.

1 There was a glitch in the recording where no audible sound could be heard from approximately 2:10:00-2:10:54
TO: Civil Service Commission
DATE: April 28, 2021
FROM: Teresa McCarthy White, Human Resources Analyst
SUBJECT: Revised Class Classification: Laboratory Assistant I/II

Departments: Health Agency & Sheriff's Office
Appointing Authority: Michael Hill, Health Agency Director
Ian Parkinson, Sheriff

RECOMMENDATION

It is recommended that the Commission approve the revisions to Laboratory Assistant I/II as proposed, including specification modernization, responsibility updates, the addition of a Sheriff's Office assignment, and a title change to Laboratory Technician.

BACKGROUND

The Laboratory Assistant I/II classification was established in 1972 and last revised in 1992. It is used in both the Health Agency's Public Health Laboratory and the Sheriff's Office Crime Laboratory. Incumbents in both laboratories prepare and perform analysis of specimens by operating specialized equipment and laboratory computer systems. The current specification does not sufficiently describe the duties of the Sheriff's Office assignment or reflect the moderately complex diagnostic analysis incumbents are currently required to perform nor the additional duties that have been added over the last thirty years.
DISCUSSION

The proposed specification is revised to update the job title and job duties. A significant addition is the description of the duties to include an assignment to the Sheriff’s Office Crime Laboratory. The class specification was originally written to describe the work performed in the Public Health Laboratory that focused on environmental specimen testing and assisting the Microbiologist with human specimens, performing phlebotomy, and preparing it for analysis. However, since 2013, the Sheriff’s Office has been using this classification to assist Sheriff’s Forensic Specialists in the processing and examination of forensic toxicology, chemical analyses of controlled substances, and testing urine samples for the presence of drugs. While the specimens, materials, and supplies vary according to the assigned department, the work performed is similar enough in nature to not necessitate separate classifications.

In both the Sheriff’s Office and the Public Health Laboratory, the classification no longer performs phlebotomy duties and now performs more complex diagnostic analysis of the specimen than described in the class specification. The update from non-interpretative analysis to moderately complex diagnostic analysis elevates the role from a Laboratory Assistant which performs routine collection and clerical duties to Laboratory Technician as technicians exercise a higher level of responsibility with specimen preparation and routine testing. The level of complexity increases as incumbents move from level I of the series to level II. In addition, the II level is responsible for a variety of regulatory laboratory duties including compliance logs and certification records.

RESULT

The proposed specifications accurately describe the classifications’ duties and employment standards and are consistent with current format, terminology, and titling standards. These improvements will serve to accurately describe the classifications to potential applicants and
current employees and will be used as a basis for classification, compensation, and performance management.

**OTHER AGENCY INVOLVEMENT**

The Health Agency, Sheriff's Office, and SLOCEA were involved in the revisions of these specifications and concur with the specifications as proposed.

**Attachments:**

1. Proposed Specification for Laboratory Technician I/II – Revisions Redlined
2. Proposed Specification for Laboratory Technician I/II – Revisions Accepted
3. Organizational Charts
LABORATORY LABORATORY ASSISTANT-TECHNICIAN I/ & II

DEFINITION:
Classes in this series perform a variety of standardized, well-defined technical procedures, involving biological, chemical, or related methods in preparing or processing laboratory specimens, materials, or supplies; performs non-interpretive moderately complex diagnostic analysis of specimens and substances on human specimens under the supervision of a Microbiologist or Sheriff's Forensic Laboratory Specialist; perform analysis of environmental water and shellfish specimens under the supervision of a Microbiologist, and operates specialized equipment and laboratory computer systems as required for reporting and billing; and do other related work as required. Positions within this classification are assigned to either the Public Health Laboratory or the Sheriff's Forensic Laboratory. Specimens, materials, and supplies vary according to the assigned department.

TYPICAL TASKS:
Cleans and sterilizes laboratory supplies, materials and equipment using specialized mechanical equipment or manual methods; prepares media, reagents, stains, and sterile solutions; instructs patients regarding specimen collection and routing; processes biological specimens in preparation for analysis involving proper labeling, centrifugation, separation, sorting and appropriate packaging and shipping; performs non-diagnostic analytic procedures on human specimens under the supervision of a Microbiologist; performs analytic procedures on environmental water and shellfish specimens under the supervision of a Microbiologist; applies appropriate charges and batches charges for billing; retrieves confidential patient information from the laboratory's computer system; maintains a safe and clean environment; may assist professional staff in performing examinations; may perform phlebotomy (obtaining blood specimens through venipuncture or skin puncture).

DISTINGUISHING CHARACTERISTICS:
Laboratory Technician Assistant I: Under close supervision, performs the less complex and basic technical procedures; prepares the less complex media and/or reagents. Incumbents in this classification would devote a greater percentage up to fifty percent of their time to the preparation of glassware and
specimen containers, instrument maintenance, and routine media than persons in the higher classifications.

**Laboratory Technician Assistant II:** Under supervision, performs the more difficult and technical procedures involving biological, chemical, or related methods and analysis. Incumbents in this classification would may act as a lead worker, including maintaining daily laboratory assistant technician schedules and coordinating the laboratory assistant technician staff, and would normally spend a greater percentage of their time in the more difficult or specialized tasks or testing, such as water and shellfish testing.

**TYPICAL TASKS**

Typical Tasks and Representative Duties:

(Not in order of importance)

**Laboratory Technician I:**

- Cleans and sterilizes laboratory supplies, materials and equipment using specialized mechanical equipment or manual methods;
- Calibrates, repairs, and maintains instruments and equipment;
- Prepares media, reagents, stains, and sterile solutions;
- Instructs patients regarding specimen collection and routing;
- Processes biological specimens in preparation for analysis, involving proper labeling, centrifugation, separation, sorting, and appropriate packaging and shipping;
- May performs non-diagnostic moderately complex analytic procedures on human specimens or substances under the supervision of a Microbiologist or a Sheriff's Forensic Laboratory Specialist;
- May performs analytic procedures on environmental water and shellfish specimens under the supervision of a Microbiologist or chemical examinations of substances including pills, powders, and liquids under the supervision of a Sheriff's Forensic Laboratory Specialist;
- Applies appropriate charges and batches charges for billing and/or provides records to ensure proper invoicing;
- Retrieves confidential patient information from the laboratory's computer system;
- Maintains a safe and clean environment; may assist professional staff in performing examinations; may perform phlebotomy (obtaining blood specimens through venipuncture or skin puncture).
— Checks standard laboratory supplies inventory to assure adequate inventory levels and places supply orders as needed.

- Performs other related duties as required.

**Public Health Assignment:**

(In addition to the above)

- Performs analytic procedures on environmental water and shellfish specimens under the supervision of a Microbiologist.
- Instructs patients on specimen collection and routing.
- Validates instruments and equipment.

**Laboratory Technician II:**

(In addition to the above)

- Maintains records necessary for laboratory equipment, such as temperature and maintenance logs; may assist in the maintenance of Safety Data Sheets.
- Maintains, tracks, and keeps pertinent laboratory logs and records required for certification under federal and state regulations including Occupational and Safety Hazards Administration (OSHA), Medical Waste Management Program (MWMA), Environmental Laboratory Accreditation Program (ELAP), Federal Drug Administration (FDA), Environmental Protection Agency (EPA), National Shellfish Sanitation Program (NSSP), The NELAC Institute (TNI), or Integrated Waste Management Authority (IWMA).

**Public Health Assignment:**

(In addition to the above)

- Performs post-analytical interpretation of instrumental results.
- Maintains training records of staff as applicable, including Demonstrations of Capability and Autoclave Safety Training.
- Provides information and performs certain procedures on food and water for regulatory inspectors such as the Federal Drug Administration.

**Sheriff's Office Assignment:**

(In addition to the above)
• Performs chemical preparations of solid substances including pills, powders, and liquids, urine drugs of abuse screens, and forensic alcohol analysis under the supervision of a Sheriff’s Forensic Laboratory Specialist.

• Assists in researching and implementing methods to perform extractions of urine samples to test for the presence of drugs and other toxic compounds, identify target ions, quantitative analysis procedures for various drugs, and perform assists with chromatographic and spectrophotometric analysis.

EMPLOYMENT STANDARDS:

Knowledge of:

Laboratory Technician Assistant I:

• Uses and care of laboratory equipment; medical terminology; basic physiology; protocol for aseptic procedures; basic typing-keyboarding skills or and computer mechanics programs.

• Basic use of office equipment

• Proper safety procedures in handling potentially harmful chemicals and substances

Public Health Assignment:

(In addition to the above)

• Basic physiology

• Protocol for aseptic procedures

Laboratory Technician Assistant II:

(In addition to the above)

• The above plus: In-depth knowledge of specimen handling and routing routine laboratory terminology; basic procedures for water and shellfish testing,

• Ordering, storage, and utilization of consumable laboratory supplies and equipment

• General and special laboratory safety procedures
• Proper safety procedures in handling potentially harmful chemicals, substances, and specimens which may include but are not limited to sexually transmitted diseases, Tuberculosis, HIV, Hepatitis, Rabies, West Nile Virus, Anthrax, and E coli.

**Public Health Assignment:**

- Basic procedures for water and shellfish testing
- Knowledge of standard methods for the analysis of water and food

**Sheriff’s Office Assignment:**

(In addition to the above)

- Principles of organic and inorganic chemistry and biochemistry
- Knowledge of common types of controlled substances and standard methods for analysis

**Ability to:**

**Laboratory Technician Assistant I:**

- Accurately remember and apply oral and written **procedural instructions**
- Learn operation, care, and use and care of laboratory instruments and equipment
- Establish and maintain effective working relationships, including working as part of a team; work effectively in a team
- Maintain a safe and aseptic work environment **according to industry standards**
- Prepare clear, complete, and concise reports and maintain accurate records
- Handle infectious agents safely
- Develop and maintain competency in computer programs used in the lab
- Effectively communicate verbally and in writing
- Apply policies, rules, and regulations governing a forensic or Public Health laboratory

**Laboratory Technician Assistant II:**

(In addition to the above)

- Accurately direct and instruct co-workers as assigned
- Accurately and safely operate a variety of laboratory equipment
- Conduct accurate **moderately complex diagnostic non-interpretive** analyses of biological specimens
- Train others in laboratory procedures and methods
- Effectively organize work schedules and set priorities
- Effectively explain technical understanding to regulatory inspectors of procedures performed

**EDUCATION/EXPERIENCE:**

Graduation from high school or possession of a GED certificate

And:

A combination of education, training, and experience that provides the required knowledge and abilities listed. This may include:

**Laboratory Technician Assistant I:**

Either A: Six months or one year experience in a laboratory or in a medically related field such as Emergency Medical Technician, veterinary assistant, or medical assistant; Or B: One year experience in a medically oriented job that included using medical or scientific terminology and basic typing or computer skills and computer programs;

Or B: Completion of one year of schooling in an accredited college or university in microbiology, general chemistry, or forensic science including completion of lab coursework.

**Laboratory Assistant Technician II:**

Either A: Two years of laboratory work experience;

Or B: One year of laboratory experience in a hospital or health care setting, including using laboratory computer applications.

Sheriff’s Office Assignment: Two years in a chemical or forensic specific laboratory is desirable.

**LICENSES AND CERTIFICATES**
Certain positions within this classification may require driving. When driving is an essential function of the position, a valid CALIFORNIA driver license will be required at the time of appointment and must be maintained throughout employment.

CERTIFICATE:
May be required to become certified in phlebotomy.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Personnel-Human Resources Department at (805) 781-5959.

Adopted: 06-21-72
Reviewed: 06-24-92
Effective: 06-24-92
Laboratory Technician I/II

DEFINITION:
Classes in this series perform a variety of standardized, well-defined technical procedures, involving biological, chemical, or related methods in preparing or processing laboratory specimens, materials, or supplies; performs moderately complex diagnostic analysis of specimens and substances under the supervision of a Microbiologist or Sheriff's Forensic Laboratory Specialist; and operates specialized equipment and laboratory computer systems as required for reporting and invoicing. Positions within this classification are assigned to either the Public Health Laboratory or the Sheriff's Forensic Laboratory. Specimens, materials, and supplies vary according to the assigned department.

DISTINGUISHING CHARACTERISTICS:
Laboratory Technician I: Under close supervision, performs basic technical procedures; prepares the less complex media and/or reagents. Incumbents in this classification devote up to fifty percent of their time to the preparation of glassware and specimen containers, instrument maintenance, and routine media than persons in the higher classification.

Laboratory Technician II: Under supervision, performs the more difficult and technical procedures involving biological, chemical, or related methods and analysis. Incumbents in this classification may act as a lead worker, including maintaining daily laboratory technician schedules and coordinating the laboratory technician staff and would normally spend a greater percentage of their time in the more difficult or specialized tasks or testing.

Typical Tasks and Representative Duties:
(Not in order of importance)

Laboratory Technician I:
• Cleans and sterilizes laboratory supplies, materials and equipment using specialized mechanical equipment or manual methods.

• Calibrates, repairs, and maintains instruments and equipment.

• Prepares media, reagents, stains, and sterile solutions.

• Processes biological specimens in preparation for analysis including proper labeling, centrifugation, separation, sorting, and appropriate packaging and shipping.

• Performs moderately complex analytic procedures on specimens or substances under the supervision of a Microbiologist or a Sheriff's Forensic Laboratory Specialist.

• Applies appropriate charges and batches charges for billing and/or provides records to ensure proper invoicing.

• Retrieves confidential information from the laboratory's computer system.

• Maintains a safe and clean environment.

• Checks standard laboratory supplies inventory to assure adequate inventory levels and places supply orders as needed. Performs other related duties as required.

**Public Health Assignment:**

(In addition to the above)

• Performs analytic procedures on environmental water and shellfish specimens under the supervision of a Microbiologist. Instructs patients on specimen collection and routing.

• Validates instruments and equipment.

**Laboratory Technician II:**

(In addition to the above)

• Maintains records necessary for laboratory equipment, such as temperature and maintenance logs; may assist in the maintenance of Safety Data Sheets.

• Maintains, tracks, and keeps pertinent laboratory logs and records required for certification under federal and state regulations including Occupational and Safety Hazards Administration (OSHA), Medical Waste Management Program (MWMA), Environmental Laboratory Accreditation Program (ELAP), Federal Drug Administration (FDA), Environmental Protection Agency (EPA), National Shellfish Sanitation Program (NSSP), The NELAC Institute (TNI), or Integrated Waste Management Authority (IWMA).
Public Health Assignment:

(In addition to the above)

- Performs post-analytical interpretation of instrumental results.
- Maintains training records of staff as applicable, including Demonstrations of Capability and Autoclave Safety Training.
- Provides information and performs certain procedures on food and water for regulatory inspectors such as the Federal Drug Administration.

Sheriff's Office Assignment:

(In addition to the above)

- Performs chemical preparations of solid substances including pills, powders, and liquids, urine drugs of abuse screens, and forensic alcohol analysis under the supervision of a Sheriff's Forensic Laboratory Specialist.
- Assists in researching and implementing methods to perform extractions of urine samples to test for the presence of drugs and other toxic compounds, quantitative analysis procedures for various drugs, and assists with chromatographic and spectrophotometric analysis.

EMPLOYMENT STANDARDS:

Knowledge of:

Laboratory Technician I:

- Medical terminology
- Basic keyboarding skills and computer programs
- Basic use of office equipment
- Proper safety procedures in handling potentially harmful chemicals and substances

Public Health Assignment:

(In addition to the above)

- Basic physiology
- Protocol for aseptic procedures
Laboratory Technician II:

(In addition to the above)

- In-depth knowledge of specimen handling and routine laboratory terminology
- Ordering, storage, and utilization of consumable laboratory supplies and equipment
- General and special laboratory safety procedures
- Proper safety procedures in handling potentially harmful chemicals, substances, and specimens which may include but are not limited to sexually transmitted diseases, Tuberculosis, HIV, Hepatitis, Rabies, West Nile Virus, Anthrax, and E coli.

Public Health Assignment:

(In addition to the above)

- Basic procedures for water and shellfish testing
- Knowledge of standard methods for the analysis of water and food

Sheriff's Office Assignment:

(In addition to the above)

- Principles of organic and inorganic chemistry and biochemistry
- Knowledge of common types of controlled substances and standard methods for analysis

Ability to:

Laboratory Technician I:

- Accurately remember and apply oral and written procedural instructions
- Learn operation, use and care of laboratory instruments and equipment
- Establish and maintain effective working relationships; work effectively in a team
- Maintain a safe and aseptic work environment according to industry standards
- Prepare clear, complete, and concise reports and maintain accurate records
- Handle infectious agents safely
- Develop and maintain competency in computer programs used in the lab
- Effectively communicate verbally and in writing
- Apply policies, rules, and regulations governing a forensic or Public Health laboratory.
Laboratory Technician II:

(In addition to the above)

• Accurately direct and instruct co-workers as assigned
• Safely operate a variety of laboratory equipment
• Conduct accurate moderately complex diagnostic analyses of biological specimens
• Train others in laboratory procedures and methods
• Effectively organize work schedules and set priorities
• Effectively explain technical understanding to regulatory inspectors of procedures performed

EDUCATION/EXPERIENCE:

Graduation from high school or possession of a GED certificate

AND;

A combination of education, training, and experience that provides the required knowledge and abilities listed. This may include:

Laboratory Technician I:

Either A: One year experience in a laboratory or in a medically related field that included using medical or scientific terminology and computer programs;

Or B: Completion of one year of schooling in an accredited college or university in microbiology, general chemistry, or forensic science including completion of lab coursework

Laboratory Technician II:

Two years of laboratory work experience

Sheriff's Office Assignment: Two years in a chemical or forensic specific laboratory is desirable.

LICENSES AND CERTIFICATES
Certain positions within this classification may require driving. When driving is an essential function of the position, a valid CALIFORNIA driver license will be required at the time of appointment and must be maintained throughout employment.

**OTHER CONDITIONS OF EMPLOYMENT**

Sheriff's Office candidates must successfully pass a comprehensive law enforcement background investigation.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Human Resources Department at (805) 781-5959.

Adopted: 06-21-72
Reviewed: 06-24-92
Effective: 06-24-92
TO: Civil Service Commission
DATE: April 28, 2021
FROM: Teresa McCarthy White, Human Resources Analyst
SUBJECT: Revised Classifications: Agricultural Inspector/Biologist Trainee/I/II/III
Weights & Measures Inspector Trainee/I/II/III
New Classification: Supervising Agricultural/Weights & Measures Inspector
Department: Department of Agriculture/Weights & Measures
Appointing Authority: Martin Settevendemie, Agricultural Commissioner/Sealer

RECOMMENDATION
It is recommended that the Commission approve the revisions to the Agricultural Inspector/Biologist Trainee/I/II/III and Weights and Measures Inspector Trainee/I/II/III classifications as proposed, including specification updates and the removal of the Trainee level. In addition, it is recommended the Commission approve the proposed new specification, Supervising Agricultural/Weights & Measures Inspector.

BACKGROUND
The Department of Agriculture/Weights & Measures’ mission is protecting agriculture, the environment, the health and safety of citizens, and ensuring equity in the marketplace. The department is comprised of two divisions, Agriculture Resources and Weights & Measures. The Weights & Measures division serves the community by ensuring confidence and integrity in the
marketplace by inspecting store scales, checkout scanners, packages, taximeters, and gasoline pumps for accuracy. The Agriculture Resources Division is comprised of three program areas: Pesticide Use, Pest Prevention and Management, and Plant Material. Each of these programs are managed by a Deputy Agricultural Commissioner/Sealer who have several programs, responsibilities, and in some cases, a district office under them.

DISCUSSION

In both the Agricultural Inspector/Biologist Trainee/I/II/III and the Weights & Measures Inspector Trainee/I/II/III specifications, it is proposed that the Trainee level be eliminated. The department utilizes the existing Agricultural/Weights & Measures Technician I/II classification as the trainee level for both of the Inspector series, making the Trainee level unnecessary.

Agricultural Inspector/Biologist Trainee/I/II/III

The Agricultural Inspector/Biologist Trainee/I/II/III specification was created in 1971 and was last updated in 2010. The most significant change to the specification is distinguishing the representative duties and employment standards between the three levels in the series. There are also revisions to bring the layout/formatting up to date and clarify the representative duties.

Weights & Measures Inspector Trainee/I/II/III

This specification was also created in 1971 was last updated in 2010. Similarly, the most significant change to the specification is distinguishing the representative duties and employment standards between the three levels in the series and bring the layout/formatting up to date. One change of note was the removal of Option C from the Education and Experience section which allowed candidates already working in the field to qualify by substituting one or more valid licenses issued by the Secretary of the California Department of Food and Agriculture for the required education. This was removed as a minimum qualification option as
the California Department of Food & Agriculture clause that allowed “grandfathered” individuals to obtain the license and work as inspectors without the required education no longer applies.

**Supervising Agricultural /Weights & Measures Inspector**

The proposed new Supervising Agricultural/Weights & Measures Inspector classification will assist Deputy Agricultural Commissioner/Sealers with the supervision of staff and program areas. It is distinguished from the III level of the two different Inspector classes in that incumbents at the Inspector III level may supervise Agricultural/Weights & Measures Technicians or temporary workers during the course of their work, but it is not their principal role or responsibility. An example where the position may be utilized is in the Pest Prevention program where there are over twenty temporary Pest Detection Trappers in addition to permanent staff. This new classification would provide a necessary supervisory class to enable the Deputy Agricultural Commissioner/Sealer to focus on management activities, including budget, programmatic direction, and running a district office, while the Supervisor focuses on day-to-day supervisory activities including training and technical assistance.

**RESULT**

The proposed specifications accurately describe the respective classifications’ duties and employment standards and are consistent with current format, terminology, and titling standards. These improvements will serve to accurately describe the classifications to potential applicants and current employees and will be used as a basis for classification, compensation, and performance management. In addition, the new Supervisor class will provide adequate staff supervision and allow the Deputy to perform strategic duties. The deletion of the Trainee level from the two Inspector series will eliminate unnecessary class duplication and provide a clearer path of progression and succession.

**OTHER AGENCY INVOLVEMENT**
The Department of Agriculture/Weights & Measures and the representing union SLOCEA were involved in the revisions of these specifications and concur with the specifications as proposed.

Attachments:

1. Proposed Specification for Agricultural Inspector/Biologist Trainee/I/II/III – Redlined
2. Proposed Specification for Agricultural Inspector/Biologist Trainee/I/II/III – Revisions Accepted
5. Proposed Specification for Supervising Agricultural /Weights & Measures Inspector
6. Proposed Organizational Chart
HUMAN RESOURCES DEPARTMENT

County of San Luis Obispo County

AGRICULTURAL INSPECTOR/BIOLOGIST TRAINEE, I, II, III
(Career Series)

DEFINITION:

Classes in this series perform a wide variety of inspections to provide code enforcement and regulation of the provisions of the California Food and Agricultural Code, California Code of Regulations, California Business and Professions Code, Structural Pest Control Act, Federal Regulations, Government Code, and County Code pertaining to agricultural the protection of the public, employees, natural resources, and environmental regulations the environment in one or more of the following agricultural program areas: 1) pesticide regulation, 2) investigation and environmental monitoring, 3) integrated pest management, 4) commodity regulation, 5) pest prevention and plant regulation, 6) agricultural land use planning, and 7) agricultural statistics; provide emergency response; and do other related work as required.

DISTINGUISHING CHARACTERISTICS:

The Agricultural Inspector/Biologist Trainee classification is the trainee-level position in the series. Incumbents work under supervision and learn the tools, methods, equipment, laws and regulations pertaining to agricultural inspection in all program areas while performing a variety of routine tasks in any agricultural program.

The Agricultural Inspector/Biologist I: This classification is the entry-level position in the series. Incumbents work under close general supervision to learn the tools, methods, equipment, laws, and regulations pertaining to agricultural inspections in all program areas, and independently inspect for compliance in licensed program areas to ensure public safety and the protection of agricultural and natural resources in which licensed. They may act as an expert witness in enforcement proceedings.

The Agricultural Inspector/Biologist II: This classification is the journey-level position in the series. Incumbents work under general supervision and are assigned complex tasks in
program areas in which licensed. They may act as an expert witness in enforcement proceedings.

The Agricultural Inspector/Biologist III: This classification is the advanced journey-level position classification in the series. Incumbents work under direction and are assigned the most complex tasks in any licensed agricultural program areas in which licensed and conduct work independently with minimal supervision; may have continuing responsibility providing program coordination and direction for assigned programs and personnel, including direct supervision acting as a lead worker over assigned temporary help, contract staff, and Agricultural/Weights & Measures Technicians. They may act as a departmental advocate or an expert witness or expert witness in enforcement proceedings and legal hearings.

REPRESENTATIVE DUTIES:
(Not in order of importance)

PRIMARY RESPONSIBILITIES INCLUDE:
Agricultural Inspector/Biologist I:
— Conducts inspections and code enforcement in any number of departmental programs. Inspections may include pesticide use monitoring and enforcement to ensure compliance with pesticide laws and regulations, and inspection of incoming and exported plant material for compliance with quarantine requirements and regulations. Evaluates applications for permits and certificates to ensure compliance with applicable laws and regulations.
• Ensures compliance with international, federal, state, and local laws and regulations by evaluating applications for permits and certificates in the interest of public protection and safety, environmental and resource protection, and the protection of agriculture.
• Issues restricted material pesticide permits to meet the California Environmental Quality Act; issues operator identification numbers; validates, registers, and regulates agricultural businesses and pest control advisors businesses; inspects and regulates pesticide use to protect the public, agriculture, natural resources, and the environment.
• Issues official inspection certificates, notices of violation, disposal orders, hold orders, cease and desist orders, and stop work orders in accordance with applicable codes and regulations.
— Inspects incoming plant material for compliance with quarantine requirements and other associated laws and regulations.
• Certifies agricultural products being shipped out of county for quality, pest cleanliness, and compliance with state, federal, and international quarantine regulations.
• Inspects and enforces regulations and laws pertaining to certified farmers’ markets and issues direct marketing certificates.
• Inspects nurseries, plants, and seed for compliance with pest conditions, grades, standards, and labeling requirements.
• Inspects and investigates complaints and apiaries for compliance with county ordinance and disease, hive strength, and pest issues. State and federal laws and regulations.
• Inspects agricultural commodities for compliance with quality and standardization laws.
• Registers and inspects organic operations to meet compliance with state and federal regulations.
• Deploys and services traps for the detection of targeted, regulated pests for the protection of agriculture and natural resources.
• Surveys fields, orchards, roadways, and other areas for pests and initiates corrective action as needed to control or eradicate agricultural and environmental pests.
• Applies pesticides and biological agents to control and mitigate regulated pests of agriculture and natural resources.
• Educates the public and others about invasive pests.
• Compiles agricultural statistics, prepares reports and correspondence, and keeps maintains accurate records.
• May act as the Department’s or other enforcement agencies’ expert witness in enforcement or other legal proceedings.
• Performs other related work duties as required.

**TYPICAL TASKS:**

(Not in order of importance)

**Agricultural Inspector/Biologist II:**

(In addition to the above)

• Acts as the primary investigator, taking appropriate compliance and code enforcement actions in response to complaints, inspections, and incidents involving public safety, employee/worker
health and safety, environmental protection, natural resource protection, and protection of agricultural resources.

- Responds to complaints or investigation requests by gathering, collecting, and analyzing available evidence and completing written investigative reports.
- Recommends and implements compliance and code enforcement actions when violations are identified.
- Provides outreach to local growers, industry groups, and local citizens, including the coordination of educational workshops and conducting training sessions in the topics of pesticide safety, pesticide regulation, pest exclusion, pest management, and other program-related issues.
- Provides information, technical expertise, and support to other local, state, and federal associated regulatory agencies.
- Prepares for emergency response, including radiation leaks from those at the Diablo Canyon Nuclear Power Plant; may quarantine crops, notify growers, and prohibit movement of harvest.

**Agricultural Inspector/Biologist III:**

(In addition to the above)

- Ability to read and interpret complex laws, regulations, guidelines, and policies to assure compliance with the California Food and Agricultural Code, California Business and Professions Code, California Code of Regulations, Federal Regulations, and other relevant codes and ordinances, including implementing follow-up compliance and enforcement actions
- Inspects incoming plant material for compliance with quarantine requirements.
- Certifies agricultural products shipped out of county for quality and pest cleanliness.
- Deploys and services traps for the detection of target pests.
- Surveys fields, orchards, dooryards, roadways, and other areas for pests.
- Initiates corrective action as needed to control or eradicate pests.
- Issues restricted material pesticide permits and inspects pesticide use.
- Issues inspection certificates, notices of violation, disposal orders and hold orders in accordance with applicable codes and regulations.
- Prepares cases for administrative action or filing with the District Attorney.
- Investigates and takes appropriate action in response to complaints and incidents involving agricultural programs.
• Responds to pesticide incidents as part of the County Emergency Response Program

• Inspects agricultural commodities for compliance with standardization laws

• Inspects certified farmers’ markets and issues direct marketing certificates

• Applies pesticides and biological agents to control agricultural pests

• Inspects nurseries, plants and seed for pest condition, grades, standards and labeling

• Inspects apiaries for disease, hive strength, and compliance with county ordinance

• Educates the public and others about invasive pests.

• Communicates and interacts with members of the public in the course of work

• Registers and inspects organic operations

• Assists with review of land use planning proposals and prepares written responses.

• Prepares for emergency response, including those at the Diablo Canyon Nuclear Power Plant.

• May supervise, lead, train, and assist in evaluating the performance of assigned staff; assist with interviews and recommend appointments, transfers, reassignments, terminations, and disciplinary actions; establish work schedules, assign employee duties, and review work to ensure accuracy, completeness, and compliance with established standards, requirements, and procedures.

• Assists with review of land use planning proposals and prepares written responses.

• Prepares cases for administrative action or filing with the District Attorney; may act as the Department’s advocate in enforcement proceedings.

• Compiles agricultural statistics, prepares reports and correspondence, and keeps accurate records

• Assures compliance with California Food and Agricultural and Business and Professions Codes and California Code of Regulations and other relevant codes and ordinances, including preparation of enforcement follow-up

• May act as the Department’s advocate and/or expert witness in enforcement proceedings

• Provides the agricultural industry and public with the information needed for compliance with laws and regulations, including presentations before these groups

• Operates and maintains specialized equipment

• May require substantial lifting, walking, climbing and other related physical tasks

• May supervise, train and evaluate the performance of assigned staff; assist with interviews and recommend appointments, transfers, reassignments, terminations and disciplinary actions; establish
work schedules, assign employee duties and review work to ensure accuracy, completeness and compliance with established standards, requirements and procedures.

EMPLOYMENT STANDARDS:

Knowledge of:

**Agricultural Inspector/Biologist I:**
- Agronomy, biology, chemistry, botany, entomology, ecology, mathematics, and other disciplines as related to agricultural production and agricultural issues;
- General agricultural practices and operations;
- Pesticide use, pesticide monitoring techniques, and pesticide regulation;
- Principles of the laws and regulations pertaining to environmental and natural resource monitoring, protection, licensing, and permitting;
- Public speaking and communication techniques

**Agricultural Inspector/Biologist II:** The above, plus:

(In addition to the above)
- Provisions of the California Food and Agricultural Code, Business and Professions Code, California Code of Regulations, and other relevant codes, policies, guidelines, and ordinances as they relate to agricultural all program areas;
- Inspection, monitoring, and enforcement techniques and procedures for relevant regulatory codes;
- Investigation techniques, hearing procedures, and pertinent legal proceedings;
- Established operating policies and procedures of the department and other regulatory agencies;
- Duties, responsibilities, strategic direction, and goals of the County Agricultural Commissioner/Sealer, both at the local, and state, and federal wide level

**Agricultural Inspector/Biologist III:** The above, plus:

(In addition to the above)
- Principles of staff supervision and program management including training, staff evaluation, staff scheduling, program coordination, and long-term planning supervision
- Training techniques for technical program-related issues, complaint and investigatory procedures, and departmental procedures
- Principles behind established departmental policies and procedures
  - All aspects of program responsibilities, including training, staff evaluation, staff scheduling, program coordination, and long-term planning
- County agricultural and environmental programs
- General agricultural practices and operations
- Integrated pest management principles
- Pesticide use, monitoring and regulations
- Principles of public speaking and communication techniques
- Provisions of the California Food and Agricultural Code, Business and Professions Code, California Code of Regulations, and other relevant codes and ordinances as they relate to agricultural program areas
  - Established operating policies and procedures of the department
  - Investigation techniques and courtroom procedures
  - Principles of staff and program supervision, including planning, organizing, coordinating, training, and evaluating techniques
  - Duties, responsibilities, strategic direction and goals of the County Agricultural Commissioner
  - Current technological developments and industry trends in area of expertise

**Ability to:**

**Agricultural Inspector/Biologist I:**

- Communicate effectively orally verbally and in writing;
- Learn and enforce complex rules, laws and regulations related to agriculture, natural resources, pesticide regulation, and public protection
- Identify pests and understand their biology
- Prepare and maintain accurate reports and other records;
• Analyze and understand complex pesticide permit--related documents for compliance with applicable laws and regulations;
• Establish and maintain effective working relationships with co-workers, the public, and others;
• Effectively promote compliance with laws and regulations through both education and enforcement;
• Maintain a safe and orderly work area and adhere to all safety rules and policies;
• Operate and maintain specialized equipment in the performance of assigned duties;
• Perform moderately strenuous physical work which may require lifting and carrying up to 60 pounds, walking, climbing, and other related physical tasks;
• Perform work indoors and outdoors in all types a variety of environmental conditions.

Agricultural Inspector/Biologist II: The above, plus:

(In addition to the above)
• Independently analyze, formulate, and implement an effective course of action in a regulatory or investigative setting;
• Conduct independent investigations and analysis of regulatory determination to analyze laws and regulations to determine and recommend optimal solutions and possible enforcement actions;
• Determine the sufficiency and validity of evidence to enact compliance and enforcement actions against violators;
• Effectively communicate agricultural, natural resource, public protection, and safety principles including necessary program details to various audience groups.
• Read and interpret complex laws, regulations, guidelines, and policies to assure compliance with the California Food and Agricultural Code, California Business and Professions Code, California Code of Regulations, Federal Regulations, and other relevant codes and ordinances, including implementing follow-up compliance and enforcement actions.
• Implement compliance and enforcement actions, including but not limited to, the issuance of violation notices, cease and desist orders, and administrative civil penalties.

Agricultural Inspector/Biologist III: The above, plus:

(In addition to the above)
• Communicate complex regulatory subject matter effectively in both staff and public meetings;
• Conduct all phases of work independently with minimal supervision;
• Plan, direct, supervise, train, and evaluate the work of assigned staff
• Organize and coordinate assigned program duties.
• Establish and maintain effective relationships with the public and others using tact, patience and courtesy
• Identify pests
• Inspect pesticide use
• Operate and maintain specialized equipment in the performance of assigned duties
• Prepare and maintain accurate reports and records
• Enforce laws and regulations in a professional manner
• Represent and effectively communicate agricultural programs to various groups
• Use independent judgment, and analyze, formulate, and implement effective course of action
• Determine the sufficiency and validity of evidence to prosecute violators
• Effectively promote compliance with laws and regulations through education and enforcement
• Plan, direct, supervise, train and evaluate the work of assigned staff
• Organize and coordinate assigned programs
• Develop and maintain positive working relationships
• Foster a spirit of teamwork and advocacy when meeting with staff and members of departments
• Maintain a safe and orderly work area and adhere to all safety rules and policies
• Perform moderately strenuous physical work which may require lifting and carrying up to 60 pounds, walking, climbing, and other related physical tasks
• Perform work indoors and outdoors in all types of environmental conditions

EDUCATION AND EXPERIENCE:

All Levels: Either A: Graduation from an accredited four-year college or university with a Bachelor's degree in agricultural, biological, natural resources, chemical or physical sciences, or other appropriate disciplines as determined by the Secretary of the California Department of Food and Agriculture (CDFA);
Or B: Possession of a valid certificate of qualification issued by the Director of the California Department of Food and Agriculture prior to January 1, 1985, may substitute for the required education.

**LICENSES AND CERTIFICATES:**

**Agricultural Inspector/Biologist Trainee:** Must obtain and maintain one valid California license as a County Agricultural Inspector/Biologist in any license exam area within one year of appointment.

**Agricultural Inspector/Biologist I:** Must obtain and maintain one valid CDFA California license as a County Agricultural Inspector/Biologist in any license exam area within six months of appointment. The six-month requirement may be extended up to an additional six months at the discretion of the appointing authority. Must possess and maintain one or more valid California licenses as a County Agricultural Inspector/Biologist in any of the license exam areas.

**Agricultural Inspector/Biologist II:** Must possess and maintain three valid CDFA California licenses as a County Agricultural Inspector/Biologist. Two of the three licenses must be (1) Pesticide Regulation and (2) Pest Prevention and Plant Regulation.

**Agricultural Inspector/Biologist III:**

**Either A:** Must possess and maintain all five valid CDFA California licenses as a County Agricultural Inspector/Biologist;

**Or B:** Must possess and maintain a valid CDFA California license as a Deputy Agricultural Commissioner or Agricultural Commissioner.

A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license is required at the time of appointment and must be maintained throughout employment.

**OTHER CONDITIONS OF EMPLOYMENT:**
Employees must be willing and able to respond before or to after the normal workday, and to or irregular or and on-call emergency requests on nights, weekends, and holidays. Travel may be required to and from work sites, businesses, and other locations.

**SPECIAL SUBCLASS RECRUITMENT:**

Recruitments for this classification may be conducted according to the special divisions or programs in which the vacancy exists and the requirements of the position.

This class specification generally describes the duties and responsibilities characteristic of the positions(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Human Resources Department at 805.781.5959.

Adopted: 01-20-71
Revised: 06-21-95
Revised: 02-24-10
Revised: 00-00-00
AGRICULTURAL INSPECTOR/BIOLOGIST I, II, III

(Career Series)

DEFINITION:

Classes in this series perform a wide variety of inspections to provide code enforcement and regulation of the provisions of the California Food and Agricultural Code, California Code of Regulations, California Business and Professions Code, Structural Pest Control Act, Federal Regulations, Government Code, and County Code pertaining to the protection of the public, employees, natural resources, and the environment in one or more of the following program areas: 1) pesticide regulation, 2) investigation and environmental monitoring, 3) integrated pest management, 4) commodity regulation, 5) pest prevention and plant regulation, 6) agricultural land use planning, and 7) agricultural statistics.

DISTINGUISHING CHARACTERISTICS:

Agricultural Inspector/Biologist I: This classification is the entry-level classification in the series. Incumbents work under close supervision to learn the tools, methods, equipment, laws, and regulations pertaining to inspections in all program areas, and independently inspect for compliance in licensed program areas to ensure public safety and the protection of agricultural and natural resources. They may act as an expert witness in enforcement proceedings.

Agricultural Inspector/Biologist II: This classification is the journey-level classification in the series. Incumbents work under general supervision and are assigned complex tasks in program areas in which licensed. They may act as an expert witness in enforcement proceedings.

Agricultural Inspector/Biologist III: This classification is the advanced journey-level position classification in the series. Under direction incumbents are assigned the most complex tasks in any licensed program area and conduct work independently with minimal supervision; may have continuing responsibility providing program coordination and direction for assigned programs and personnel,
including acting as a lead worker over assigned temporary help, contract staff, and Agricultural/Weights & Measures Technicians. They may act as a departmental advocate or an expert witness in enforcement proceedings and legal hearings.

REPRESENTATIVE DUTIES:

(Not in order of importance)

**Agricultural Inspector/Biologist I:**

- Conducts inspections and code enforcement in any number of departmental programs. Inspections may include pesticide use monitoring and enforcement to ensure compliance with pesticide laws and regulations, and inspection of incoming and exported plant material for compliance with quarantine applicable laws and regulations. Ensures compliance with international, federal, state, and local laws and regulations by evaluating applications for permits and certificates in the interest of public protection and safety, environmental and resource protection, and the protection of agriculture.
- Issues restricted material pesticide permits to meet the California Environmental Quality Act; issues operator identification numbers; validates, registers, and regulates agricultural and pest control businesses; inspects and regulates pesticide use to protect the public, agriculture, natural resources, and the environment.
- Issues official inspection certificates, notices of violation, disposal orders, hold orders, cease and desist orders, and stop work orders in accordance with applicable codes and regulations.
- Certifies agricultural products being shipped out of county for quality, pest cleanliness, and compliance with state, federal, and international quarantine regulations.
- Inspects and enforces regulations and laws pertaining to certified farmers’ markets and issues direct marketing certificates.
- Inspects nurseries, plants, and seed for compliance with pest conditions, grades, standards, and labeling requirements.
- Investigates complaints and inspects apiaries for compliance with county ordinance and state and federal laws and regulations.
- Inspects agricultural commodities for compliance with quality and standardization laws.
- Registers and inspects organic operations to meet compliance with state and federal regulations.
• Deploys and services traps for the detection of targeted, regulated pests for the protection of agriculture and natural resources.

• Surveys fields, orchards, roadways, and other areas for pests and initiates corrective action as needed to control or eradicate agricultural and environmental pests.

• Applies pesticides and biological agents to control and mitigate regulated pests of agriculture and natural resources.

• Educates the public and others about invasive pests.

• Compiles agricultural statistics, prepares reports and correspondence, and maintains accurate records.

• May act as the Department's or other enforcement agencies' expert witness in enforcement or other legal proceedings.

• Performs other related duties as required.

**Agricultural Inspector/Biologist II:**

(In addition to the above)

• Acts as the primary investigator, taking appropriate compliance and code enforcement actions in response to complaints, inspections, and incidents involving public safety, employee/worker health and safety, environmental protection, natural resource protection, and protection of agricultural resources.

• Responds to complaints or investigation requests by gathering, collecting, and analyzing available evidence and completing written investigative reports.

• Recommends and implements compliance and code enforcement actions when violations are identified.

• Provides outreach to local growers, industry groups, and local citizens, including the coordination of educational workshops and conducting training sessions in the topics of pesticide safety, pesticide regulation, pest exclusion, pest management, and other program-related issues.

• Provides information, technical expertise, and support to other local, state, and federal regulatory agencies.

• Prepares for emergency response, including radiation leaks from Diablo Canyon Nuclear Power Plant; may quarantine crops, notify growers, and prohibit movement of harvest.
Agricultural Inspector/Biologist III:

(In addition to the above)

- May lead, train, and assist in evaluating the performance of assigned staff; assist with interviews and recommend appointments, transfers, reassignments, terminations, and disciplinary actions; establish work schedules, assign employee duties, and review work to ensure accuracy, completeness, and compliance with established standards, requirements, and procedures.
- Assists with review of land use planning proposals and prepares written responses.
- Prepares cases for administrative action or filing with the District Attorney; may act as the Department’s advocate in enforcement proceedings.

EMPLOYMENT STANDARDS:

Knowledge of:

Agricultural Inspector/Biologist I:

- Agronomy, biology, chemistry, botany, entomology, ecology, mathematics, and other disciplines as related to agricultural production and agricultural issues
- General agricultural practices and operations
- Pesticide use, pesticide monitoring techniques, and pesticide regulation
- Principles of the laws and regulations pertaining to environmental and natural resource monitoring, protection, licensing, and permitting
- Public speaking and communication techniques

Agricultural Inspector/Biologist II:

(In addition to the above)

- Provisions of the California Food and Agricultural Code, Business and Professions Code, California Code of Regulations, and other relevant codes, policies, guidelines, and ordinances as they relate to all program areas
- Inspection, monitoring, and enforcement techniques and procedures for relevant regulatory codes
- Investigation techniques, hearing procedures, and pertinent legal proceedings
- Established operating policies and procedures of the department and other regulatory agencies
Duties, responsibilities, strategic direction, and goals of the County Agricultural Commissioner/Sealer, at the local, state, and federal level

**Agricultural Inspector/Biologist III:**

(In addition to the above)

- Principles of staff supervision and program management including training, staff evaluation, staff scheduling, program coordination, and long-term planning
- Training techniques for technical program-related issues, complaint and investigatory procedures, and departmental procedures
- Principles behind established departmental policies and procedures

**Ability to:**

**Agricultural Inspector/Biologist I:**

- Communicate effectively verbally and in writing
- Learn and enforce complex laws and regulations related to agriculture, natural resources, pesticide regulation, and public protection
- Identify pests and understand their biology
- Prepare and maintain accurate reports and other records
- Analyze complex pesticide permit-related documents for compliance with applicable laws and regulations
- Establish and maintain effective working relationships with co-workers, the public, and others
- Effectively promote compliance with laws and regulations through both education and enforcement
- Maintain a safe and orderly work area and adhere to all safety rules and policies
- Operate and maintain specialized equipment in the performance of assigned duties
- Perform work indoors and outdoors in a variety of environmental conditions

**Agricultural Inspector/Biologist II:**

(In addition to the above)
• Independently analyze, formulate, and implement an effective course of action in a regulatory or investigative setting
• Conduct independent investigations and analyze laws and regulations to determine and recommend optimal solutions and possible enforcement actions
• Determine the sufficiency and validity of evidence to enact compliance and enforcement actions against violators
• Effectively communicate agricultural, natural resource, public protection, and safety principles including necessary program details to various audience groups
• Read and interpret complex laws, regulations, guidelines, and policies
• Implement compliance and enforcement actions, including but not limited to, the issuance of violation notices, cease and desist orders, and administrative civil penalties

**Agricultural Inspector/Biologist III:**
(In addition to the above)
• Communicate complex regulatory subject matter effectively in both staff and public meetings
• Conduct all phases of work independently with minimal supervision
• Plan, direct, lead, train, and evaluate the work of assigned staff
• Organize and coordinate assigned program duties

**EDUCATION AND EXPERIENCE:**
**All Levels:** Graduation from an accredited four-year college or university with a bachelor’s degree in agricultural, biological, natural resources, chemical or physical sciences, or other appropriate disciplines as determined by the Secretary of the California Department of Food and Agriculture (CDFA).

**LICENSES AND CERTIFICATES:**
**Agricultural Inspector/Biologist I:** Must obtain and maintain one valid CDFA license as a County Agricultural Inspector/Biologist in any license exam area within six months of appointment. The six-month requirement may be extended up to an additional six months at the discretion of the appointing authority.

**Agricultural Inspector/Biologist II:** Must possess and maintain three valid CDFA licenses as a County Agricultural Inspector/Biologist in any license exam area within six months of appointment. The six-month requirement may be extended up to an additional six months at the discretion of the appointing authority.
Agricultural Inspector/Biologist. Two of the three licenses must be (1) Pesticide Regulation and (2) Pest Prevention and Plant Regulation.

Agricultural Inspector/Biologist III:

Either A: Must possess and maintain all five valid CDFA licenses as a County Agricultural Inspector/Biologist;

Or B: Must possess and maintain a valid CDFA license as a Deputy Agricultural Commissioner or Agricultural Commissioner.

A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license is required at the time of appointment and must be maintained throughout employment.

OTHER CONDITIONS OF EMPLOYMENT:

Employees must be willing and able to respond before or after the normal workday, and to irregular or on-call emergency requests on nights, weekends, and holidays. Travel may be required to and from work sites, businesses, and other locations.

SPECIAL SUBCLASS RECRUITMENT:

Recruitments for this classification may be conducted according to the special divisions or programs in which the vacancy exists and the requirements of the position.

This class specification generally describes the duties and responsibilities characteristic of the positions(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Human Resources Department at 805.781.5959.

Adopted: 01-20-71
Department of Agriculture/Weights and Measures

- Agricultural/Weights & Measures Technician I/II
  - (Updated) Agricultural/Weights & Measures Technician I/II
  - (New) Supervising Agricultural/Weights & Measures Inspector
  - (Updated) Agricultural/.Inspector/Biologist I/II/III

- Deputy Agricultural Commissioner/Sealer
  - (Updated) Deputy Agricultural Commissioner/Sealer
  - (New) Supervising Agricultural/Weights & Measures Inspector
  - (Updated) Agricultural/Weights & Measures Technician I/II

- Deputy Agricultural Commissioner/Sealer
  - (Updated) Deputy Agricultural Commissioner/Sealer
  - (Updated) Agricultural/Weights & Measures Technician I/II

- Deputy Agricultural Commissioner/Sealer
  - (Updated) Deputy Agricultural Commissioner/Sealer
  - (Updated) Agricultural/Weights & Measures Technician I/II

- Deputy Agricultural Commissioner/Sealer
  - (Updated) Deputy Agricultural Commissioner/Sealer
  - (Updated) Agricultural/Weights & Measures Technician I/II
WEIGHTS AND MEASURES INSPECTOR TRAINEE, I, II, III

(Career Series)

DEFINITION:
Classes in this series perform a wide variety of inspections to enforce provisions of the California Business and Professions Code, California Code of Regulations, and County Ordinance Code pertaining to weights and measures and consumer protection activities inspections. Inspections to help ensure accuracy and conformance to the laws and regulations of commercial weighing and measuring devices, packaged goods, and business transactions and ensures consumer protection and equity in the marketplace. Inspections are in one or more of the following program areas: 1) weight verification, 2) measurement verification, and 3) transaction and product verification; 4) petroleum and weighmaster inspections, and do other related work as required.

DISTINGUISHING CHARACTERISTICS:
The Weights and Measures Inspector Trainee classification is the trainee level position in the series. Incumbents work under supervision and learn the tools, methods, equipment, laws and regulations pertaining to weights and measures inspection in all program areas while performing a variety of routine tasks in any weights and measures program.

The Weights and Measures Inspector I: This classification is the entry-level classification position in the series. Incumbents work under close general supervision, learn the tools, methods, equipment, laws and regulations pertaining to weights and measures inspection in all program areas, and independently inspect for compliance in program areas in which licensed; enforce laws, regulations, and local code ordinances pertaining to weights and measures as a public officer granted under the authority of Division 5 of the California Business and Professions Code; may act as an expert witness in enforcement proceedings.
The Weights and Measures Inspector II: This classification is the journey-level classification in the series. Incumbents work under general supervision and are assigned complex tasks in program areas in which licensed. They may act as an expert witness in enforcement proceedings.

The Weights and Measures Inspector III: This classification is the advanced journey-level classification in the series. Incumbents work under direction and are assigned the most complex tasks in all program areas in which licensed; may have continuing responsibility for assigned programs and personnel, including acting as a lead worker over assigned temporary help, contract staff, and Agricultural/Weights & Measures Technicians. They may act as a departmental advocate or an expert witness in enforcement proceedings.

REPRESENTATIVE DUTIES:

(Not in order of importance)

PRIMARY RESPONSIBILITIES INCLUDE:

Weights and Measures Inspector I:

- Conducts inspections in any number of weights and measures program areas, as defined above, ranging from the inspection of commercial weighing and measuring devices to the inspection of point of sale and point-of-sale systems for transactional accuracy.
- Ensures consumer protection and equity in the marketplace through verification of compliance with applicable laws, and regulations, and local county ordinances.
- Investigates and takes appropriate action in response to inspections and complaints involving weights and measures programs.
  — Responds to complaint or investigation requests by gathering, collecting, and analyzing available evidence and completing written investigative reports.
  — Determines and implements compliance and enforcement actions when violations are determined.
  — Provides information, technical expertise, and support to other associated regulatory agencies.

TYPICAL TASKS:

(Not in order of importance)
• Assures Reviews compliance with the California Business and Professions Code, California Code of Regulations, and other relevant codes and ordinances, including implementing follow-up compliance and enforcement actions including but not limited to, the issuance of notices of violation and off-sale orders.
• Implements follow-up compliance and enforcement actions, including but not limited to, the issuance of notices of violation and off-sale orders.
• Inspects, tests, seals, and condemns commercial weighing and measuring devices.
• Inspects and tests prepackaged commodities for compliance with packaging and labeling laws and regulations.
• Inspects point-of-sale systems for transactional accuracy and compliance with law.
• Inspects petroleum handling locations to enforce laws pertaining to transporting, storing, handling, selling, and advertising of petroleum products.
• Inspects, audits, and investigates weighmaster operations.
• Issues inspection certificates, notices of violation, and off-sale orders, and condemns weighing and measuring devices in accordance with applicable laws.
• Investigates and takes appropriate action in response to complaints and incidents involving weights and measures programs.
• Provides industry groups and the public with information needed for compliance with laws and regulations, including presentations before these groups.
• Communicates, interacts, and Educates members of the public in the course of work and promotes commerce and fosters confidence in the marketplace.
• Promotes commerce and fosters confidence in the marketplace
• Prepares cases for administrative action or filing with the District Attorney.
• May act as the Department’s advocate and/or expert witness in enforcement proceedings.
• Prepares for emergency response, including those at the Diablo Canyon Nuclear Power Plant.
• Operates and maintains specialized equipment.
• Performs other related work as required
• May require substantial lifting, walking, climbing, and other related physical tasks

Weights and Measures Inspector II:

In addition to the above:

May require substantial lifting, walking, climbing, and other related physical tasks
• Investigates and takes appropriate action in response to complaints and incidents involving weights and measures programs. Takes appropriate action in response to violations, which could include the issuance of notices of violation, off-sale orders, and administrative civil penalties.

• Recommends and implements compliance and enforcement actions when violations are determined.

• Provides information, technical expertise, and support to other associated regulatory agencies.

—Provides industry groups and the public with information needed for compliance with laws and regulations, including presentations before these groups.

—Prepares for emergency response, including those at the Diablo Canyon Nuclear Power Plant.

Weights and Measures Inspector III:

In addition to the above:

—May supervise, lead, train, and assist in evaluating the performance of assigned staff; assist with interviews and recommend appointments, transfers, reassignments, terminations, and disciplinary actions; establish work schedules, assign employee duties and review work to ensure accuracy, completeness, and compliance with established standards, requirements, and procedures.

• Act as the Department's advocate in enforcement proceedings.

• Prepares cases for administrative action or filing with the District Attorney; may act as the Department's advocate in enforcement proceedings.

Inspects, tests, seals, or condemns commercial weights, scales, beams, meters, tanks, and other weighing and measuring devices

Inspects and tests packaged goods for compliance with container laws and proper statement of net contents

Enforces laws pertaining to transporting, storing, handling, selling, and advertising of petroleum products
Assures compliance with the California Business and Professions Codes and California Code of Regulations and other relevant codes and ordinances, including preparation of enforcement follow-up.

Investigates and takes appropriate action in response to complaints and incidents involving weights and measures programs.

Inspects, audits, and investigates weighmaster operations.

Issues inspection certificates, notices of violation, out-of-order tags, off-sale orders, and citations in accordance with the California Business and Professions Code.

Prepares cases for administrative actions or filing with the District Attorney.

May act as Department’s advocate and/or expert witness in enforcement proceedings.

Communicates and interacts with members of the public in the course of work.

Prepares reports and correspondence and keeps accurate records.

Provides the business community and public with the information needed for compliance with laws and regulations, including presentations before these groups.

May require substantial lifting, walking, climbing and other related physical tasks.

Operates and maintains specialized equipment.

May supervise, train and evaluate the performance of assigned staff; assist with interviews and recommend appointments, transfers, reassignments, terminations and disciplinary actions; establish work schedules, assign employee duties and review work to ensure accuracy, completeness and compliance with established standards, requirements and procedures.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

**Weights and Measures Inspector I:**

- Basic mathematical, statistical, and chemical principles;
- Knowledge of weighing and measuring systems and the principles of their operation;
- Basic knowledge of manufacturing and production of commodities;
- Principles of commerce in the marketplace relating to weights and measures;
- Public speaking and communication techniques.
Weights and Measures Inspector II:
In addition to the above:

- The above, plus: Provisions of the California Business and Professions Code, California Code of Regulations, and other relevant codes and ordinances as they relate to weights and measures program areas;
- Testing, inspection, and enforcement techniques and procedures for assessing relevant regulatory codes;
- Investigation techniques, hearing procedures, and pertinent legal proceedings;
- Established operating policies and procedures of the department;
- Duties, responsibilities, strategic direction, and goals of the County Agricultural Commissioner/Sealer, both at the local and statewide level.

Weights and Measures Inspector III: The above, plus:
In addition the above:

- Principles of staff supervision and program supervision management; including training, staff evaluation, staff scheduling, program coordination, and long-term planning;
- Training techniques for technical program related issues, complaint and investigatory procedures, and departmental procedures;
- Principles behind established departmental policies and procedures;
- All aspects of program responsibilities, including training, staff evaluation, staff scheduling, program coordination, and long-term planning;
- Weighing and measuring systems and the principles of their operation;
- Basic mathematical and statistical principles;
- Principles of commerce in the market place relating to weights and measures;
- Principles of public speaking and communication techniques;
- Provisions of the California Business and Professions Code, California Code of Regulations, and other relevant codes and ordinances as they relate to weights and measures program areas;
- Established operating policies and procedures of the department;
- Duties, responsibilities, strategic direction and goals of the County Sealer of Weights & Measures;
- Investigation techniques and courtroom procedures.
Principles of staff and program supervision, including planning, organizing, coordinating, training and evaluating techniques

Current technological developments and industry trends in area of expertise

Ability to:

**Weights and Measures Inspector I:**
- Communicate effectively orally and in writing
- Learn and enforce complex laws and regulations related to weights and measures
- Prepare and maintain accurate reports and other records;
- Establish and maintain effective working relationships with co-workers, the public, and others;
- Effectively promote compliance with laws and regulations through both education and enforcement;
- Maintain a safe and orderly work area and adhere to all safety rules and policies;
- Operate and maintain specialized equipment in the performance of assigned duties;
- Perform moderately strenuous physical work which may require lifting and carrying up to 60 pounds, walking, climbing, and other related physical tasks;
- Perform work indoors and outdoors in all types of a variety of environmental conditions.

**Weights and Measures Inspector II:** The above, plus:
In addition to the above:
- Independently analyze, formulate, and implement an effective course of action in a regulatory or investigative setting;
- Conduct independent investigations and analysis of regulatory determination and recommend optimal solutions;
- Determine the sufficiency and validity of evidence to enact compliance and enforcement actions against violators;
- Effectively communicate weights and measures principles and program details to various audience groups.

**Weights and Measures Inspector III:** The above, plus:
In addition to the above:
• Communicate complex regulatory subject matter effectively in both staff and public meetings;
• Conduct all phases of work independently, with minimal supervision;
• Plan, direct, supervise, train, and evaluate the work of assigned staff;

Organize and coordinate assigned program duties.

• Interpret and apply laws, regulations and rules related to weights and measures
• Establish and maintain effective relationships with the public and others using tact, patience and courtesy
• Prepare and maintain accurate reports and records
• Enforce laws and regulations in a professional manner
• Use independent judgment, and analyze, formulate, and implement effective course of action
• Effectively promote compliance with the laws and regulations through education and enforcement
• Operate and maintain specialized equipment in the performance of assigned duties
• Determine the sufficiency and validity of evidence to prosecute violators of weights and measures laws
• Issue citations based on the California Business and Professions Code
• Prepare cases for administrative actions
• Represent and effectively communicate weights and measures programs to various groups
• Plan, direct, supervise, train and evaluate the work of assigned staff
• Organize and coordinate assigned programs
• Develop and maintain positive working relationships
• Foster a spirit of teamwork and advocacy when meeting with staff and members of departments
• Maintain a safe and orderly work area and adhere to all safety rules and policies
• Perform moderately strenuous physical work which may require lifting and carrying up to 60 pounds, walking, climbing, and other related physical tasks
• Perform work indoors and outdoors in all types of environmental conditions

EDUCATION AND EXPERIENCE:

All Levels:

Either A: Graduation from an accredited four-year college or university with a Bachelor’s degree in chemistry, physics, mathematics, engineering, law enforcement, commerce, or marketing, or other
appropriate disciplines as determined by the Secretary of the California Department of Food and Agriculture (CDFA);

Or B: Experience in one or more of the following may be substituted for up to two (2) years of the required college education on a year-for-year basis: Enforcement of weights and measures or agricultural laws; the inspection, maintenance, repair, or installation of weighing or measuring instruments or equipment; consumer protection or resolution of consumer complaints in a public or private consumer affairs agency; law enforcement or investigation work in a federal, state, or local jurisdiction; responsible quality control or quantity control work in the production of consumer commodities.

- Or C: Possession of one or more valid license as a County Weights & Measures Inspector issued by the Secretary of the California Department of Food and Agriculture may substitute for the required education.

LICENSES AND CERTIFICATES:

Weights and Measures Inspector Trainee: Must obtain and maintain one valid California license as a County Weights and Measures Inspector within one year of appointment.

Weights and Measures Inspector I: Must obtain and maintain one valid CDFA California license as a County Weights and Measures Inspector within six months of appointment. The six-month requirement may be extended up to an additional six months at the discretion of the appointing authority. Possess and maintain one or more valid California licenses as a County Weights and Measures Inspector in any of the licensed areas.

Weights and Measures Inspector II: Must possess and maintain two valid CDFA California licenses as a County Weights and Measures Inspector.

Weights and Measures Inspector III:

Either A: Must possess and maintain all three valid CDFA licenses as a County Weights and Measures Inspector;

Or B: Must possess and maintain a valid CDFA license as a Deputy Sealer or Sealer of Weights and Measures.
A valid driver’s license is required at the time of application. A valid CALIFORNIA driver’s license is required at the time of appointment and must be maintained throughout employment. A CALIFORNIA Commercial Driver’s License is not required at the time of appointment, but the ability to obtain a Class B license may be a requirement for employment in this series, required depending upon assignment.

OTHER CONDITIONS OF EMPLOYMENT:

Employees must be willing and able to respond before or after the normal workday, and to or irregular on-call emergency requests on nights, weekends, and holidays. Travel may be required to and from work sites, businesses, and other locations.

SPECIAL SUBCLASS RECRUITMENT:

Recruitments for this classification may be conducted according to the special divisions or programs in which the vacancy exists and the requirements of the position.

This class specification generally describes the duties and responsibilities characteristic of the positions(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Human Resources Department at 805.781.5959.

Adopted: 01-20-71
Revised: 06-21-95
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Revised: 02-24-10
Revised: 00-00-00
HUMAN RESOURCES DEPARTMENT
County of San Luis Obispo

WEIGHTS AND MEASURES INSPECTOR I, II, III
(Career Series)

DEFINITION:
Classes in this series perform a wide variety of inspections to enforce provisions of the California Business and Professions Code, California Code of Regulations, and County Code pertaining to weights and measures and consumer protection activities to help ensure accuracy and conformance to the laws and regulations of commercial weighing and measuring devices, packaged goods, and business transactions and ensures consumer protection and equity in the marketplace. Inspections are in one or more of the following program areas: 1) weight verification, 2) measurement verification, 3) transaction and product verification, 4) petroleum and weighmaster inspections.

DISTINGUISHING CHARACTERISTICS:

Weights and Measures Inspector I: This is the entry-level classification in the series. Incumbents work under close supervision, learn the tools, methods, equipment, laws, and regulations pertaining to weights and measures inspection in all program areas, and independently inspect for compliance in program areas in which licensed; enforce laws, regulations, and local codes pertaining to weights and measures as a public officer granted under the authority of Division 5 of the California Business and Professions Code; may act as an expert witness in enforcement proceedings.

Weights and Measures Inspector II: This classification is the journey-level classification in the series. Incumbents work under general supervision and are assigned complex tasks in program areas in which licensed. They may act as an expert witness in enforcement proceedings.

Weights and Measures Inspector III: This is the advanced journey-level classification in the series. Incumbents work under direction and are assigned the most complex tasks in all program areas in which licensed; may have continuing responsibility for assigned programs and personnel, including acting as a
lead worker over assigned temporary help, contract staff, and Agricultural/Weights & Measures Technicians. May act as a departmental advocate or an expert witness in enforcement proceedings.

**REPRESENTATIVE DUTIES:**

(Not in order of importance)

**Weights and Measures Inspector I:**

- Conducts inspections in any number of weights and measures program areas, as defined above, ranging from the inspection of commercial weighing and measuring devices to the inspection of point-of-sale systems for transactional accuracy.
- Verifies compliance with applicable laws, regulations, and local county ordinances.
- Investigates and takes appropriate action in response to inspections and complaints involving weights and measures programs.
- Responds to complaint or investigation requests by gathering, collecting, and analyzing available evidence and completing written investigative reports. Provides information, technical expertise, and support to other associated regulatory agencies.
- Reviews compliance with the California Business and Professions Code, California Code of Regulations, and other relevant codes and ordinances including but not limited to, the issuance of notices of violation and off-sale orders.
- Implements follow-up compliance and enforcement actions, including but not limited to, the issuance of notices of violation and off-sale orders.
- Inspects, tests, seals, and condemns commercial weighing and measuring devices.
- Inspects and tests prepackaged commodities for compliance with packaging and labeling laws and regulations.
- Inspects point-of-sale systems for transactional accuracy and compliance with law.
- Inspects petroleum handling locations to enforce laws pertaining to transporting, storing, handling, selling, and advertising of petroleum products.
- Inspects, audits, and investigates weighmaster operations.
- Issues inspection certificates, notices of violation, and off-sale orders, and condemns weighing and measuring devices in accordance with applicable laws.
- Educates members of the public in the course of work and promotes commerce and fosters confidence in the marketplace.
• Operates and maintains specialized equipment.

• Performs other related work as required.

**Weights and Measures Inspector II:**

(In addition to the above)

• Investigates complaints and incidents involving weights and measures programs. Takes appropriate action in response to violations, which could include the issuance of notices of violation, off-sale orders, and administrative civil penalties.

• Recommends and implements compliance and enforcement actions when violations are determined.

• Provides information, technical expertise, and support to other associated regulatory agencies.

• Provides industry groups and the public with information needed for compliance with laws and regulations, including presentations before these groups.

• Prepares for emergency response, including those at the Diablo Canyon Nuclear Power Plant.

**Weights and Measures Inspector III:**

(In addition to the above)

• May lead, train, and assist in evaluating the performance of assigned staff, assist with interviews and recommend appointments, transfers, reassignments, terminations, and disciplinary actions, establish work schedules, assign employee duties and review work to ensure accuracy, completeness, and compliance with established standards, requirements, and procedures.

• Prepares cases for administrative action or filing with the District Attorney; may act as the Department’s advocate in enforcement proceedings.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

**Weights and Measures Inspector I:**

• Basic mathematical, statistical, and chemistry principles

• Weighing and measuring systems and the principles of their operation

• Basic knowledge of manufacturing and production of commodities
• Principles of commerce in the marketplace relating to weights and measures
• Public speaking and communication techniques

Weights and Measures Inspector II:
(In addition to the above)
• Provisions of the California Business and Professions Code, California Code of Regulations, and other relevant codes and ordinances as they relate to weights and measures program areas
• Testing, inspection, and enforcement techniques and procedures for assessing relevant regulatory codes
• Investigation techniques, hearing procedures, and pertinent legal proceedings
• Established operating policies and procedures of the department
• Duties, responsibilities, strategic direction, and goals of the County Agricultural Commissioner/Sealer, both at the local and statewide level

Weights and Measures Inspector III:
(In addition to the above)
• Principles of staff supervision and program management including training, staff evaluation, staff scheduling, program coordination, and long-term planning
• Training techniques for technical program-related issues, complaint and investigatory procedures, and departmental procedures
• Principles behind established departmental policies and procedures

Ability to:

Weights and Measures Inspector I:
• Communicate effectively verbally and in writing
• Learn and enforce complex laws and regulations related to weights and measures
• Prepare and maintain accurate reports and other records
• Establish and maintain effective working relationships with co-workers, the public, and others
• Effectively promote compliance with laws and regulations through both education and enforcement
• Maintain a safe and orderly work area and adhere to all safety rules and policies
• Operate and maintain specialized equipment in the performance of assigned duties
• Perform work indoors and outdoors in a variety of environmental conditions

Weights and Measures Inspector II:
(In addition to the above)
• Independently analyze, formulate, and implement an effective course of action in a regulatory or investigative setting
• Conduct independent investigations and analysis of regulatory determination and recommend optimal solutions
• Determine the sufficiency and validity of evidence to enact compliance and enforcement actions against violators
• Effectively communicate weights and measures principles and program details to various audience groups

Weights and Measures Inspector III:
(In addition to the above)
• Communicate complex regulatory subject matter effectively in both staff and public meetings
• Conduct all phases of work independently, with minimal supervision
• Plan, direct, lead, train, and evaluate the work of assigned staff
• Organize and coordinate assigned program duties

EDUCATION AND EXPERIENCE:

Either A: Graduation from an accredited four-year college or university with a bachelor's degree in chemistry, physics, mathematics, engineering, law enforcement, commerce, marketing, or other appropriate disciplines as determined by the Secretary of the California Department of Food and Agriculture (CDFA);

Or B: Experience in one or more of the following may be substituted for up to two (2) years of the required college education on a year-for-year basis: Enforcement of weights and measures or
agricultural laws; the inspection, maintenance, repair, or installation of weighing or measuring instruments or equipment; consumer protection or resolution of consumer complaints in a public or private consumer affairs agency; law enforcement or investigation work in a federal, state, or local jurisdiction; responsible quality control or quantity control work in the production of consumer commodities.

LICENSES AND CERTIFICATES:

Weights and Measures Inspector I: Must obtain and maintain one valid CDFA license as a County Weights and Measures Inspector within six months of appointment. The six-month requirement may be extended up to an additional six months at the discretion of the appointing authority.

Weights and Measures Inspector II: Must possess and maintain two valid CDFA licenses as a County Weights and Measures Inspector.

Weights and Measures Inspector III:

Either A: Must possess and maintain all three valid CDFA licenses as a County Weights and Measures Inspector;

Or B: Must possess and maintain a valid CDFA license as a Deputy Sealer or Sealer of Weights and Measures.

A valid driver's license is required at the time of application. A valid CALIFORNIA driver’s license is required at the time of appointment and must be maintained throughout employment. A CALIFORNIA Commercial Driver’s License is not required at the time of appointment, but the ability to obtain a Class B license may be required depending upon assignment.

OTHER CONDITIONS OF EMPLOYMENT:

Employees must be willing and able to respond before or after the normal workday, and to irregular or on-call emergency requests on nights, weekends, and holidays. Travel may be required to and from work sites, businesses, and other locations.
SPECIAL SUBCLASS RECRUITMENT:

Recruitments for this classification may be conducted according to the special divisions or programs in which the vacancy exists and the requirements of the position.

This class specification generally describes the duties and responsibilities characteristic of the positions(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Human Resources Department at 805.781.5959.

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Effective: 06-21-95
Revised: 02-24-10
Revised: 00-00-00
Department of Agriculture/
Weights and Measures
SUPERVISING AGRICULTURAL/WEIGHTS & MEASURES INSPECTOR

DEFINITION:
Under the general direction of a Deputy Agricultural Commissioner/Sealer, plans and coordinates the enforcement of federal, state, and local agricultural and weights and measures laws and regulations, and supervises inspection and enforcement personnel in one or more major programs.

DISTINGUISHING CHARACTERISTICS:
The Supervising Agricultural/Weights & Measures Inspector is a supervisory classification. Supervisory responsibilities include interviewing, selecting, training, assigning, directing, monitoring, evaluating, promoting, and handling any disciplinary requirements of both temporary and permanent staff. The Supervising Agricultural/Weights & Measures Inspector is distinguished from the Agricultural Inspector/Biologist III and the Weights and Measures Inspector III as Supervising Agricultural/Weights & Measures Inspectors supervise multiple staff members in the inspector classifications, as well as other permanent and temporary staff. The Supervising Agricultural/Weights & Measures Inspector is further distinguished from the Deputy Agricultural Commissioner/Sealer as Deputy Agricultural Commissioner/Sealers have administrative and operational responsibility for all aspects of their division and may oversee a district office.

REPRESENTATIVE DUTIES:
(Not in order of importance)
• Plans, schedules, supervises, and evaluates work of assigned staff; provides technical assistance to staff; oversees field operations and advises inspection staff on solutions to problems; trains staff in all areas of departmental operations, procedures, and regulations; reviews the work of staff for compliance with established program guidelines and uniform application of state and county laws and regulations.
• Develops contracts, oversees and directs contract fulfillment, and coordinates associated invoicing and reporting requirements.

• Evaluates projected workload, equipment, and supply needs to allocate resources, assign work, and prepare budgets for specific program areas. Assists management staff in the development and monitoring of program-specific budgets.

• Implements and coordinates special programs with appropriate local, state, and federal agencies as assigned; represents the department through participation in regional or statewide advisory committees as required.

• Conducts field surveys, inspections, and investigations in areas applicable to the Department of Agriculture/Weights and Measures including, but not limited to pest prevention, pesticide regulation and environmental monitoring, pest detection, pest management, and weights and measures.

• Obtains evidence for administrative hearings and other enforcement proceedings; may testify or act as a hearing advocate in administrative hearings or court proceedings regarding violations of applicable laws and regulations.

• Presents at various professional, community, and industry group meetings to inform and advise representatives and the public on agricultural laws and regulations, weights and measures laws and regulations, inspection procedures, and other relevant issues.

• Performs other related work as required.

EMPLOYMENT STANDARDS:

Knowledge of:

• Applicable federal, state, and local laws, regulations, ordinances, and practices related to the areas of agriculture and weights and measures inspection and enforcement

• Provisions of the California Food and Agricultural Code, California Business and Professions Code, California Code of Regulations, and other relevant codes and ordinances pertaining to agricultural and weights and measures program areas

• Investigative and enforcement techniques and procedures

• Duties and responsibilities of the County Agricultural Commissioner/Sealer of Weights and Measures department
• Principles of program supervision and management, including program planning; budgeting, contracting, and invoicing; public relations; and office management procedures. Principles and practices of supervision, including planning and organizing work, training, and evaluation
• Basic computer usage and common software

**Ability to:**
• Work cooperatively to develop and implement effective Agricultural and Weights and Measures programs
• Set priorities, goals, and objectives for staff and assist with establishing departmental procedures and policies
• Manage and implement changes within assigned programs
• Plan, supervise, train, direct, and evaluate the performance of assigned personnel
• Interpret, apply, explain, and enforce applicable laws and regulations in a professional manner
• Plan, organize and conduct presentations, workshops, and training sessions
• Effectively promote compliance with laws and regulations through education and enforcement; oversee and participate in the handling of complaints and investigations
• Analyze situations, assess alternatives, and use independent judgment to implement effective recommendations or solutions
• Communicate effectively verbally and in writing, including the ability to prepare clear and concise reports and other correspondence
• Establish and maintain effective working relationships with the public and others using tact, patience, and courtesy
• Prepare and maintain accurate reports and records

**EDUCATION AND EXPERIENCE:**
Graduation from an accredited four-year college or university with a Bachelor's degree in agricultural, biological, natural resources, chemical or physical sciences, or other appropriate disciplines as determined by the Secretary of the California Department of Food and Agriculture.

AND
Four years of increasing responsibility as a licensed Agricultural Inspector/Biologist or a licensed Weights and Measures Inspector, including at least one year of experience working as an Agricultural Inspector/Biologist III, Weights and Measures Inspector III, or its equivalent level, is required.

**AND**

Either A: Possession of five County Agricultural Inspector/Biologist licenses issued by the California Department of Food & Agriculture (CDFA)

Or B: Possession of three County Weights and Measures Inspector licenses issued by CDFA.

Within 18 months of appointment, the incumbent must successfully obtain all eight CDFA inspector licenses referenced above and those must be maintained throughout employment.

**LICENSES AND CERTIFICATES:**

A valid driver’s license is required at the time of application. A valid CALIFORNIA driver’s license is required at the time of appointment and must be maintained throughout employment.

**SPECIAL SUBCLASS RECRUITMENT:**

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Human Resources Department at 805.781.5959.

Adopted: 0- 00- 00
TO: Civil Service Commission  
DATE: April 28, 2021  
FROM: Mark McKibben, Principal Human Resources Analyst  
SUBJECT: Request to abolish obsolete job classifications

RECOMMENDATION

It is recommended that the Commission approve the Human Resources Department's request to abolish 15 obsolete job classifications.

BACKGROUND

Human Resources staff have completed a thorough audit of all the County's job classifications. This audit was performed to identify job classifications that are currently unused, obsolete, or otherwise unnecessary. All impacted departments have confirmed that the classifications requested to be abolished are not anticipated to be used in the future and should be removed from the County's Classification Plan.

DISCUSSION

A Job Classification Plan is a system that identifies and describes the different types of work performed in an organization. The Plan is then used to group similar positions together under common job titles. Civil Service Rules and best practices in Human Resources (HR) support a periodic review and analysis of the county's Job Classification Plan.

*CSC Rule 5.01 ESTABLISH/REVISE/ABOLISH CLASSES: In accordance with changing needs of the classified service, and upon recommendation from the Human Resources Director or its own determination, the Commission may establish new classes, and revise or abolish existing classes of positions*

The removal of unnecessary job classifications reduces the staff time required to maintain the classification plan, including minimum qualifications, certifications, licensure, and compensation studies. On February 24, 2016, the Commission approved the abolishment of 58 job classifications leaving 556 active job classes. HR is recommending that the following 15 job classifications be abolished as detailed below:
RESULT
Deleting the 15 job class classifications as proposed, will reduce the number of active job classifications from 590 to 575 allowing for more efficient management of the county's job classification system.

OTHER AGENCY INVOLVEMENT

County departments and HR's Labor Division were consulted in this review process and support the recommended action.