

# Civil Service Commission



**Jed Nicholson** *Commission President, District 1*  
**Lesley Santos** *District 2*  
**Erica Flores Baltodano** *Commission Vice President, District 3*  
**David Warren** *District 4*  
**Robert Bergman** *District 5*  
  
**Jamie Russell** *Commission Secretary*

## AGENDA

**County of San Luis Obispo Civil Service Commission  
Regular Session Meeting**

**Wednesday January 22, 2025 @ 9:00 a.m.**

**1055 Monterey Street, Suite D-271, 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. Reports**

Commission President  
Commission Counsel  
Commission Outside Counsel  
Commission Secretary

**4. Minutes**

The following draft minutes are submitted for approval:

- a. December 09, 2024

**5. Request to Approve New Job Specification(s) and Approve Revised Job Specification(s):**

- a. Agricultural/Weights and Measures Inspector I, II, III (New)
- b. Supervising Agricultural/Weights & Measures Inspector (Revised)

**6. Adjournment**

# Civil Service Commission



**Jed Nicholson** *Commission President, District 1*  
**Lesley Santos** *District 2*  
**Erica Baltodano** *Commission Vice President, District 3*  
**David Warren** *District 4*  
**Robert Bergman** *District 5*

**Jamie Russell** *Commission Secretary*

## Minutes

### County of San Luis Obispo Civil Service Commission Special Session Meeting

Wednesday December 09, 2024 @ 9:30 a.m.

1055 Monterey Street, Suite D-271, San Luis Obispo, CA 93408

**Present:** Commissioners: President Nicholson, Vice President Baltodano,  
Commissioner Santos, Commissioner Warren

Staff: Commission Secretary Jamie Russell  
Commission Clerk Steven Guevara

County Counsel: Jon Ansolabehere

Outside Counsel: Steve Simas

**Absent:** Commissioner: Robert Bergman

### 1. Call to Order / Flag Salute / Roll Call

Commission President Nicholson called the meeting to order at 9:33 a.m. and led the flag salute. Roll was called. Commissioner Bergman was absent.

### 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. There was no public comment.

### 3. Minutes

The following draft minutes are submitted for approval:

- a. January 24, 2024

# Civil Service Commission

46 i. Amend Line 154 on page 3a.04  
47

48 Commissioner Vice President Baltodano noted that clarification is needed on page 3, section  
49 A004, at the start of the paragraph on line 154. The Commission requested clarification  
50 regarding the amendment, but it still remains unclear. Vice President Baltodano recommends  
51 proposing a change to the start to further make the language clearer. Commissioner Santos  
52 moves to approve, Commissioner Warren seconds the motion, and the minutes were approved  
53 with a 4-0-0 vote.  
54

55 b. July 24, 2024  
56

57 Commissioner Vice President Baltodano recommends a few revisions. On page 3b.002, line 73,  
58 the phrase "amendments that they say" should be corrected, as "they" refers to the  
59 commissioners. On page 3b.002, line 80, it should say that Vice President Baltodano "moved to"  
60 approve. On page 3b.003, the paragraph beginning on line 125, the sentence needs to be  
61 reorganized. The little "a" should read "application to identify." The Commission was asked to  
62 use language that the commissioners have already approved and apply it to new job  
63 descriptions. The request is to identify and remove or replace language that describes the  
64 allowed formulaic substitution with previously approved preamble language for minimum  
65 qualifications. Additionally, Vice President Baltodano pointed out a typo in line 132, where the  
66 sentence should read: "Since then, the department has gone back and reviewed the remaining  
67 job classifications to see if any further changes were necessary." The issue was just typos in that  
68 paragraph.  
69

70 Commissioner Vice President Baltodano moved to approve the minutes, Commissioner Santos  
71 seconded the motion, and the minutes were approved with a 4-0-0 vote.  
72

73 c. November 14, 2024  
74

75 Commissioner Vice President Baltodano moves to approve minutes as presented. Commission  
76 Warren seconds, the motion, and the minutes are approved with a 4-0-0 vote.  
77

78 d. November 15, 2024  
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80 Commissioner Warren moves to approve the minutes as presented. Vice President  
81 Commissioner seconds the motion, and the minutes are approved with a 4-0-0 vote.  
82

83 e. November 20, 2024  
84

85 Commissioner Vice President Baltodano moves to approve minutes as presented. Commission  
86 Warren seconds, the motion, and the minutes are approved with a 4-0-0 vote.  
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90 **4. Reports**

# Civil Service Commission

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**Commission President** – None

**Commission Counsel** – None

**Commission Outside Counsel** – None

**Commission Secretary** – Jamie introduces the commissioners to the new classification analyst, Mackenzie Lawrie.

**Principal Human Resources Analyst Mark McKibben** – A request is made for the commission to hold a few dates for two appeals that have gone through the prehearing process but have not yet been settled. The appellant’s representative is unavailable in January, so the commission is looking to hold dates February 26th or March 26th, along with the surrounding dates. The appeals involve a termination and a suspension. In the termination case, the employee faces a deadline regarding whether to pursue the appeal, as the association has decided not to represent the employee. In the suspension case, the employee has resigned but still wishes to pursue the appeal due to a loss of pay, which is linked to a property loss.

Mark also clarifies that there should not be a need for more than two days to address these cases. Simas suggests that while the commission lacks the legal authority to order this, it may be a good case for outside counsel to get involved and potentially submit briefs or declarations.

Commissioner Vice President Baltodano notes she will be absent from March 22nd to 29th and unavailable for the regular meeting. Mark McKibben suggests considering earlier dates or dates in April. Vice President Baltodano proposes March 19th, 20th, and 21st as potential hearing dates, which the commission agrees would work with their schedules. Mark McKibben then suggests moving the regular March meeting on the 26th to an earlier time slot on the 19th or 20th.

## 5. Calendar

Commissioner Vice President Baltodano moves to approve the 2025 regular session meeting dates, with the amendment to move the regular meeting date from March 26, 2025, to March 19, 2025. Commissioner Santos seconds the motion, and the motion is approved with a 4-0-0 vote.

## 6. CLOSED SESSION: Public Employee Discipline (per Government Code Section 54957(b)):

Deliberations regarding Appeal #A23-09

The Commission deliberates on appeal #A23-09 and reaches a decision. Vice President Baltodano moves to approve the findings and decision. Commissioner Warren seconds the motion, and it is approved with a 4-0-0 vote.

## 7. Adjournment

# Civil Service Commission

136  
137 President Nicholson adjourned the meeting at 12:18 p.m.

138  
139 ***\* Note: These minutes reflect official action of the Civil Service Commission. A digital record exists***  
140 ***and will remain as the official, complete record of all proceedings by the Civil Service Commission.***

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DRAFT



TO: Civil Service Commission

DATE: January 22, 2025

FROM: Teresa McCarthy White, Human Resources Analyst

SUBJECT: Revised Classification: Supervising Agricultural/Weights & Measures Inspector

New Classification: Agricultural/Weights & Measures Inspector I/II/III

Department: Department of Agriculture/Weights & Measures

Appointing Authority: Martin Settevendemie, Agricultural Commissioner/Sealer

**RECOMMENDATION**

It is recommended that the Commission approve the proposed new classification series and specification, Agricultural/Weights & Measures Inspector I/II/III and the revisions to the Supervising Agricultural/Weights & Measures Inspector specification as proposed.

**BACKGROUND**

In California, the Department of Food & Agriculture (CDFA) delegates many of its enforcement and inspection responsibilities to County Agricultural Commissioners/Sealers and their departments. The County's Department of Agriculture/Weights & Measures is split into two major divisions - Agriculture and Weights & Measures. Within the Agriculture division, services are further split into three subdivisions: Pesticide Use, Pest Prevention and Management, and Plant Material. The Weights & Measures division is responsible for ensuring the public's

confidence in the marketplace by inspecting store scales, checkout scanners, packages, taximeters, and gasoline pumps for accuracy.

While the State retains control over licensing eligibility and requirements for Inspectors, counties have the discretion to set additional qualifications and determine whether Inspectors will be specialized or cross-trained to perform a variety of duties. This approach ensures that Inspectors meet consistent statewide standards while allowing flexibility to address specific local needs.

## **DISCUSSION**

The Department currently maintains two distinct career series: Agricultural Inspector/Biologist Inspector I/II/III and Weights & Measures Inspector I/II/III. Progression within each series is based on obtaining additional CDFA-issued licenses, along with accumulating the required years of work experience at each level. Inspectors can earn a total of five licenses for Agricultural Inspector/Biologist, and up to three Weights & Measures Inspector. For more information about these licenses, please refer to the attached Licensure Information sheet.

*Consolidating Agricultural Inspector/Biologist I/II/III and Weights & Measures Inspector I/II/III*  
Combining the existing Inspector classifications into one Agricultural/Weights & Measures Inspector class series will provide employees with broader opportunities to work across multiple programs within both divisions. This enables employees to have both primary and secondary assignments while preserving a specialist approach. This added flexibility increases overall efficiency by enabling a single Inspector to complete all necessary inspections at a singular site. It also gives the department the ability to better respond to shifting workloads due to seasonal and program specific needs.

This new career series will also strengthen succession planning. Inspectors at the III level will be required to hold all eight CDFA-issued licenses. By requiring the full range of licenses, the department is positioning employees for success to obtain the necessary CDFA licensure to advance into management roles, where they are required to have expertise in both Agricultural and Weights & Measurements standards. These management licensing exams are known to be challenging, with historically high failure rates.

The combined series is also consistent with statewide trends. Eight of the County's nine comparable counties have adopted a combined Inspector model. Aligning with this model ensures the County remains competitive in recruiting and retaining employees.

#### *The Current Stand-Alone Inspector Classifications*

Incumbents in the current stand-alone Agricultural Inspector and Weights & Measures Inspector classifications will have the option to remain within their existing series or obtain the additional licensure required to transition into the new combined series. Newly hired employees will be recruited directly into the combined Inspector series, and the stand-alone classifications will be phased out through attrition. Once these classifications are vacated, they will be brought to your Commission to designate as obsolete.

#### *Supervising Agricultural /Weights & Measures Inspector*

Currently, the minimum qualifications for Supervising Agricultural/Weights & Measures Inspector are possession of either the five Agriculture licenses or the three Weights & Measures licenses. It is proposed to update this requirement to possession of all eight licenses, aligning with the combined Inspector III classification that this classification supervises.



## **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 Department of Agriculture/Weights & Measures and the representing union, SLOCEA, were involved in the creation and revisions of these specifications and concur with them as proposed.

### Attachments:

1. Proposed Specification for Agricultural/Weights & Measures Inspector I/II/III
2. Proposed Specification for Supervising Agricultural/Weights & Measures Inspector – Redlined
3. Proposed Specification for Supervising Agricultural/Weights & Measures Inspector – Revisions Accepted
4. Licensure & Exam Process Informational Sheet
5. Proposed Organizational Chart

1 **HUMAN RESOURCES DEPARTMENT**

2 **San Luis Obispo County**

3

4 **AGRICULTURAL/WEIGHTS AND MEASURES INSPECTOR I, II, III**

5 **(Career Series)**

6 **DEFINITION:**

7 Classes in this series perform a wide variety of inspections to enforce provisions of the California Food  
8 and Agricultural Code, California Code of Regulations, California Business and Professions Code,  
9 Structural Pest Control Act, Federal Regulations, Government Code, and County Code pertaining to the  
10 protection of the public, agricultural employees and fieldworkers, natural resources and the  
11 environment, and to protect consumers from fraud and deception in the enforcement of weights and  
12 measures laws and regulations.

13

14 **DISTINGUISHING CHARACTERISTICS:**

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

20

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

24

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

31

32 **TYPICAL TASKS AND REPRESENTATIVE DUTIES:**

33 (not in order of importance):

34  
35 Agricultural/Weights and Measures Inspector I:

- 36 • Conducts inspections and code enforcement in any number of departmental programs, verifying  
37 compliance with applicable laws, regulations, and local county ordinance.
- 38 • Inspections conducted may include pesticide use monitoring and enforcement to ensure  
39 compliance with pesticide laws and regulations, inspection of incoming and exported plant  
40 material for compliance with applicable quarantine laws and regulations, inspection of  
41 commercial weighing and measuring devices, and/or Quality Control inspections, including the  
42 inspection of point-of-sale systems for transactional accuracy.
- 43 • Ensures compliance with international, federal, state, and local laws and regulations by evaluating  
44 applications for permits and certificates in the interest of public protection and safety,  
45 environmental and resource protection, the protection of agriculture, and consumer protection.
- 46 • Issues official inspection certificates, notices of violation, off-sale orders, disposal orders, hold  
47 orders, cease and desist orders, and stop work orders in accordance with applicable codes and  
48 regulations.
- 49 • Implements follow-up compliance and enforcement actions.
- 50 • Issues restricted material pesticide permits to meet the California Environmental Quality Act;  
51 issues operator identification numbers; validates, registers, and regulates agricultural and pest  
52 control businesses; inspects and regulates pesticide use to protect the public, agriculture, natural  
53 resources, and the environment.
- 54 • Detects and prevents the introduction of detrimental pests through inspections, surveys, trapping,  
55 and sampling; controls and/or eradicates pest plants, insects, and plant diseases in accordance  
56 with approved procedures, which may include the application of pesticides or biological control  
57 agents.
- 58 • Gathers and compiles evidence and prepares reports; collects, prepares, and submits official  
59 samples required for the enforcement or verification of regulatory compliance.
- 60 • Provides information and educational outreach to the general public, growers, and regulated  
61 industries.
- 62 • May act as the Department's or other enforcement agencies' expert witness in enforcement or  
63 other legal proceedings.
- 64 • Operates and maintains specialized equipment.

- Performs other related duties as required.

#### Agricultural/Weights and Measures Inspector 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, consumer protection, 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 enforcement actions when violations are identified or determined.
- Provides outreach to local growers, industry/consumer 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, weights and measures, and other program related issues.
- Provides information, technical expertise, and support to other associated regulatory agencies.
- Prepares for emergency response, including those at the Diablo Canyon Nuclear Power Plant.

#### Agricultural/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:**

#### Agricultural/Weights and Measures Inspector I:

- Agronomy, biology, chemistry, botany, entomology, ecology, mathematics, statistics, and other disciplines related to agricultural production and weighing and measuring systems
- General agricultural practices and operations
- Pesticide use, pesticide monitoring techniques, and pesticide regulation
- Weighing and measuring systems and the principles of their operation
- Principles of price verification, quantity control and fuel quality
- Principles of the laws and regulations pertaining to environmental and natural resource monitoring and consumer protection
- Public speaking and communication techniques

Agricultural/Weights and Measures Inspector II (in addition to the above):

- Provisions of the California Food and Agricultural Code, California Business and Professions Code, California Code of Regulations, and other relevant codes, policies, guidelines, and ordinances as they relate to all program areas
- Inspection, testing, 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/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:**

Agricultural/Weights and Measures Inspector I:

- Communicate effectively verbally and in writing

- 129 • Learn and enforce complex laws and regulations related to agriculture, natural resources,  
130 pesticide regulation, public protection, consumer protection, and weights and measures
- 131 • Prepare and maintain accurate reports and other records
- 132 • Establish and maintain effective working relationships with co-workers, the public, and others
- 133 • Effectively promote compliance with laws and regulations through both education and  
134 enforcement
- 135 • Identify pests and understand their biology
- 136 • Analyze complex pesticide permit-related documents for compliance with applicable laws and  
137 regulations
- 138 • Maintain a safe and orderly work area and adhere to all safety rules and policies
- 139 • Operate and maintain specialized equipment in the performance of assigned duties
- 140 • Perform work indoors and outdoors in a variety of environmental conditions

141

142 Agricultural/Weights and Measures Inspector II (in addition to the above):

- 143 • Independently analyze, formulate, and implement an effective course of action in a regulatory or  
144 investigative setting
- 145 • Conduct independent investigations and analyze laws and regulations to determine and  
146 recommend optimal solutions and possible enforcement actions
- 147 • Determine the sufficiency and validity of evidence to enact compliance and enforcement actions  
148 against violators
- 149 • Effectively communicate agricultural, natural resource, public protection, and weights and  
150 measures principles and program details to various audience groups
- 151 • Evaluate and interpret complex laws, regulations, guidelines, and policies
- 152 • Implement compliance and enforcement actions

153

154 Agricultural/Weights and Measures Inspector III (in addition to the above):

- 155 • Communicate complex regulatory subject matter effectively in both staff and public meetings
- 156 • Conduct all phases of work independently, with minimal supervision
- 157 • Plan, direct, lead, train, and evaluate the work of assigned staff
- 158 • Organize and coordinate assigned program duties

159

160 **EDUCATION AND EXPERIENCE**

161 Graduation from an accredited four-year college or university with a bachelor's degree in agriculture,  
162 biology, chemistry, physical science, mathematics, physics, statistics or other related fields that meet the  
163 minimum qualifications for County Agricultural Inspector/Biologist *and* County Weights and Measures  
164 Inspector license examinations as determined by the California Department of Food and Agriculture  
165 (CDFA).

## 167 **LICENSES AND CERTIFICATES**

168 Agricultural/Weights and Measures Inspector I: Must obtain one (of eight) valid CDFA license within six  
169 months of appointment. The six-month requirement may be extended up to an additional six months at  
170 the discretion of the appointing authority.

171  
172 Agricultural/Weights and Measures Inspector II: Must possess and maintain four (of eight) valid CDFA  
173 licenses, including the following three specific licenses: (1) Pesticide Regulation, (2) Pest Prevention and  
174 Plant Regulation, and (3) Weight Verification

175  
176 Agricultural/Weights and Measures Inspector III: Must possess and maintain all eight of the below CDFA  
177 licenses

- 178 • Pesticide Regulation
- 179 • Investigation and Environmental Monitoring
- 180 • Integrated Pest Management
- 181 • Commodity Regulation
- 182 • Pest Prevention and Plant Regulation
- 183 • Weight Verification
- 184 • Measurement Verification
- 185 • Transaction and Product Verification

186  
187 Possession of a valid driver's license is required at the time of application. A valid CALIFORNIA driver's  
188 license is required at the time of appointment and must be maintained throughout employment.

189  
190 A CALIFORNIA Commercial Class B Driver's License is not required at the time of appointment, but the  
191 ability to obtain one may be required depending on the employee's program assignment.

193 **OTHER CONDITIONS OF EMPLOYMENT:**

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

197  
198 **SPECIAL SUBCLASS RECRUITMENT:**

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

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



1 **HUMAN RESOURCES DEPARTMENT**

2 **County of San Luis Obispo**

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4 **SUPERVISING AGRICULTURAL/WEIGHTS & MEASURES INSPECTOR**

5

6 **DEFINITION:**

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

10

11 **DISTINGUISHING CHARACTERISTICS:**

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

22

23 **REPRESENTATIVE DUTIES:**

24 (Not in order of importance)

- 25 • Plans, schedules, supervises, and evaluates work of assigned staff; provides technical assistance  
26 to staff; oversees field operations and advises inspection staff on solutions to problems; trains  
27 staff in all areas of departmental operations, procedures, and regulations; reviews the work of  
28 staff for compliance with established program guidelines and uniform application of state and  
29 county laws and regulations.

- 30 • Develops contracts, oversees and directs contract fulfillment, and coordinates associated  
31 invoicing and reporting requirements.
- 32 • Evaluates projected workload, equipment, and supply needs to allocate resources, assign work,  
33 and prepare budgets for specific program areas. Assists management staff in the development  
34 and monitoring of program-specific budgets.
- 35 • Implements and coordinates special programs with appropriate local, state, and federal agencies  
36 as assigned; represents the department through participation in regional or statewide advisory  
37 committees as required.
- 38 • Conducts field surveys, inspections, and investigations in areas applicable to the Department of  
39 Agriculture/Weights and Measures including, but not limited to pest prevention, pesticide  
40 regulation and environmental monitoring, pest detection, pest management, and weights and  
41 measures.
- 42 • Obtains evidence for administrative hearings and other enforcement proceedings; may testify or  
43 act as a hearing advocate in administrative hearings or court proceedings regarding violations of  
44 applicable laws and regulations.
- 45 • Presents at various professional, community, and industry group meetings to inform and advise  
46 representatives and the public on agricultural laws and regulations, weights and measures laws  
47 and regulations, inspection procedures, and other relevant issues.
- 48 • Performs other related work as required.

49

50 **EMPLOYMENT STANDARDS:**

51 **Knowledge of:**

- 52 • Applicable federal, state, and local laws, regulations, ordinances, and practices related to the  
53 areas of agriculture and weights and measures inspection and enforcement
- 54 • Provisions of the California Food and Agricultural Code, California Business and Professions Code,  
55 California Code of Regulations, and other relevant codes and ordinances pertaining to agricultural  
56 and weights and measures program areas
- 57 • Investigative and enforcement techniques and procedures
- 58 • Duties and responsibilities of the County Agricultural Commissioner/Sealer of Weights and  
59 Measures department

- 60 • Principles of program supervision and management, including program planning; budgeting,  
61 contracting, and invoicing; public relations; and office management procedures. Principles and  
62 practices of supervision, including planning and organizing work, training, and evaluation  
63 • Basic computer usage and common software

64

65 **Ability to:**

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

83

84 **EDUCATION AND EXPERIENCE:**

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

88 [\(CDFA\)](#).

89

90 **AND**

91

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

95

96 **LICENSES AND CERTIFICATES**

97 **AND**

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

100

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

102

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

105 ~~Must possess and maintain all five County Agricultural Inspector/Biologist licenses and all three~~  
106 ~~County Weights and Measures Inspector licenses:~~

107

• ~~Pesticide Regulation~~

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• ~~Investigation and Environmental Monitoring~~

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• ~~Integrated Pest Management~~

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• ~~Commodity Regulation~~

111

• ~~Pest Prevention and Plant Regulation~~

112

• ~~Weight Verification~~

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• ~~Measurement Verification~~

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• ~~Transaction and Product Verification~~

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116 **LICENSES AND CERTIFICATES:**

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

119

120 **SPECIAL SUBCLASS RECRUITMENT:**

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

128

129 Adopted: 0- 00- 00

1 **HUMAN RESOURCES DEPARTMENT**

2 **County of San Luis Obispo**

3

4 **SUPERVISING AGRICULTURAL/WEIGHTS & MEASURES INSPECTOR**

5

6 **DEFINITION:**

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

10

11 **DISTINGUISHING CHARACTERISTICS:**

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

22

23 **REPRESENTATIVE DUTIES:**

24 (Not in order of importance)

- 25 • Plans, schedules, supervises, and evaluates work of assigned staff; provides technical assistance  
26 to staff; oversees field operations and advises inspection staff on solutions to problems; trains  
27 staff in all areas of departmental operations, procedures, and regulations; reviews the work of  
28 staff for compliance with established program guidelines and uniform application of state and  
29 county laws and regulations.

- 30 • Develops contracts, oversees and directs contract fulfillment, and coordinates associated  
31 invoicing and reporting requirements.
- 32 • Evaluates projected workload, equipment, and supply needs to allocate resources, assign work,  
33 and prepare budgets for specific program areas. Assists management staff in the development  
34 and monitoring of program-specific budgets.
- 35 • Implements and coordinates special programs with appropriate local, state, and federal agencies  
36 as assigned; represents the department through participation in regional or statewide advisory  
37 committees as required.
- 38 • Conducts field surveys, inspections, and investigations in areas applicable to the Department of  
39 Agriculture/Weights and Measures including, but not limited to pest prevention, pesticide  
40 regulation and environmental monitoring, pest detection, pest management, and weights and  
41 measures.
- 42 • Obtains evidence for administrative hearings and other enforcement proceedings; may testify or  
43 act as a hearing advocate in administrative hearings or court proceedings regarding violations of  
44 applicable laws and regulations.
- 45 • Presents at various professional, community, and industry group meetings to inform and advise  
46 representatives and the public on agricultural laws and regulations, weights and measures laws  
47 and regulations, inspection procedures, and other relevant issues.
- 48 • Performs other related work as required.

49

50 **EMPLOYMENT STANDARDS:**

51 **Knowledge of:**

- 52 • Applicable federal, state, and local laws, regulations, ordinances, and practices related to the  
53 areas of agriculture and weights and measures inspection and enforcement
- 54 • Provisions of the California Food and Agricultural Code, California Business and Professions Code,  
55 California Code of Regulations, and other relevant codes and ordinances pertaining to agricultural  
56 and weights and measures program areas
- 57 • Investigative and enforcement techniques and procedures
- 58 • Duties and responsibilities of the County Agricultural Commissioner/Sealer of Weights and  
59 Measures department

- 60 • Principles of program supervision and management, including program planning; budgeting,  
61 contracting, and invoicing; public relations; and office management procedures. Principles and  
62 practices of supervision, including planning and organizing work, training, and evaluation  
63 • Basic computer usage and common software

64

65 **Ability to:**

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

83

84 **EDUCATION AND EXPERIENCE:**

85 Graduation from an accredited four-year college or university with a Bachelor's degree in  
86 agricultural, biological, natural resources, chemical or physical sciences, or other appropriate  
87 disciplines as determined by the Secretary of the California Department of Food and Agriculture  
88 (CDFA).

89



90 **AND**

91

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

95

96 **LICENSES AND CERTIFICATES**

97 Must possess and maintain all five County Agricultural Inspector/Biologist licenses and all three  
98 County Weights and Measures Inspector licenses:

- 99 • Pesticide Regulation
- 100 • Investigation and Environmental Monitoring
- 101 • Integrated Pest Management
- 102 • Commodity Regulation
- 103 • Pest Prevention and Plant Regulation
- 104 • Weight Verification
- 105 • Measurement Verification
- 106 • Transaction and Product Verification

107

108 **LICENSES AND CERTIFICATES:**

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

111

112 **SPECIAL SUBCLASS RECRUITMENT:**

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

## **CDFA Licensure Information**

### Minimum Qualifications Set by the State to Test for a CDFA License

Candidates must qualify under one of the following criteria to be eligible to test for any of the required licenses:

1. Possession of a Bachelor's degree from an accredited four-year college in any discipline with a minimum of 30 semester units, or equivalent, in one or any combination of the following disciplines:
  - Agricultural Science,
  - Biological Science,
  - Chemical Science,
  - Physical Science,
  - Mathematics, and/or
  - Statistics
2. Possession of a Bachelor's degree from an accredited four-year college with specialization in one or more appropriate disciplines in agricultural, biological, chemical, or physical sciences; or
3. Possession of one or more valid statewide specific category licenses as a County Agricultural Inspector/Biologist; or

### Agricultural Inspector Licenses Available to Test For:

1. Pesticide Regulation
2. Investigation and Environmental Monitoring
3. Integrated Pest Management
4. Commodity Regulation
5. Pest Prevention and Plant Regulation

### Weights and Measures Inspector Licenses Available to Test For:

1. Weight Verification
2. Measurement Verification
3. Transaction and Product Verification

License Comparison

Career Series Level	Inspector I	Inspector II	Inspector III
Current SLO Ag Inspector Licensure	Obtain <b>1</b> Ag license within 6 months of appointment	Possess <b>3</b> Ag licenses, two of which must be 1) Pesticide Regulation and 2) Pest Prevention and Plant Regulation	Possess all <b>5</b> Ag licenses
Current SLO W&M Inspector Licensure	Obtain <b>1</b> W&M license within 6 months of appointment	Possess <b>2</b> W&M licenses	Possess all <b>3</b> W&M licenses
Proposed SLO Combined Inspector Licensure	Obtain <b>1</b> Ag or W&M license within 6 months of appointment.	Possess <b>4</b> Ag or W&M licenses, three of which must be Pesticide Regulation, Pest Prevention and Plant Regulation, and Weight Verification	Possess all <b>8</b> Ag and W&M licenses
Market Combined Inspector Licensure	<b>1-2</b> licenses	<b>3-5</b> licenses	<b>5-8</b> licenses



# Department of Agriculture/Weights and Measures Organizational Chart

