



AN EQUAL OPPORTUNITY EMPLOYER
 (WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

AGRICULTURE/WEIGHTS AND MEASURES/CANNABIS

INSPECTOR I, II, or III

Application Deadline: OPEN UNTIL FILLED

DEPARTMENT:	Agricultural Commissioner						
LOCATION:	Inyo and Mono Counties						
SALARY:	Level I	Range 60	\$3612	\$3788	\$3978	\$4181	\$4387
	Level II	Range 65	\$4052	\$4261	\$4475	\$4699	\$4929
	Level III	Range 70	\$4569	\$4800	\$5036	\$5292	\$5557

****BENEFITS:** CalPERS Retirement System: Existing (“Classic”) CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; new CalPERS members hired after January 1, 2013 (2% at 62) will be required to pay at least 50% of normal cost. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

DISTINGUISHING CHARACTERISTICS:

This series will be utilized in the agriculture, weights and measures, commercial cannabis permit, and other functional areas of the Agricultural Commissioner’s Office to perform the services, inspections, and controls as required by law. Incumbents should possess a high degree of scientific analytical ability; good oral and written communication skills; and the ability to work effectively with others.

Level I – This is an entry level position. Trainee will work under supervision while learning tasks associated with their skill area.

Level II – Under general supervision, this level is distinguished by the variety of skill and experience required. Persons at this level are required to act independently and perform satisfactorily in several skill areas.

Level III – Under general supervision, this level is the most highly trained and skilled position in the series and incumbents perform the greatest variety and most difficult tasks. Persons working at this level may train or act as the lead person when working with less skilled individuals. Incumbent may supervise planning, scheduling, training, and monitoring programs as assigned by the Commissioner/Sealer.

ESSENTIAL JOB DUTIES:

Level I – Conducts standard inspections to determine compliance of agricultural and weights and measures laws and regulations, conducts inspections of cannabis businesses including cultivation, manufacturing, distribution, testing, and retail facilities, samples, investigates complaints from the public, conducts surveys of cannabis establishments, inventories and reviews documents in order to identify errors and discrepancies in permits and licenses issued, accepts and conducts preliminary review of cannabis application documents to confirm completeness, issues pesticide permits and business permits and other related duties as required.

Level II – Conducts field surveys and inspections as directed by the Agricultural Commissioner/Sealer’s Office, including commercial cannabis permit inspections, fruit, vegetable, and egg quality control, nursery compliance, pest and disease control, pesticide safety, weighing and measuring devices, quantity control of packaged commodities, weighmaster and petroleum products, electric meters and liquid petroleum gas; investigates and determines commodity fitness and recommends remedial measures used in regulation of agricultural industry such as suggestions or reprimands, issuing certificates of compliance or notices of non-compliance ordering reconditioning or destruction of commodities, office hearings, or issuing citations; disseminates agricultural, weights and measures, and county commercial cannabis policies, legal requirements, and information; advises and serves general public, community groups, government agencies, and private industry on agricultural, weights and measures, and commercial cannabis problems and concerns; conducts studies

and reports such as annual crop statistics, pesticide illness investigations, statistical sampling surveys, follow-up inspections, investigation of complaints and infractions, and track and trace compliance; prepares routine reports and correspondence; makes oral presentations; assists in review of cannabis permit applications; other related duties as required.

Level III – In addition to the above, plans work schedules and monitors work progress to assure program integrity; performs programs as planned; prepares reports as required by the programs and keeps the Agricultural Commissioner/Sealer informed; performs remedial legal actions required to obtain compliance with State laws and regulations; supervises personnel engaged in agricultural, weights and measures, and commercial cannabis inspections and investigations; performs departmental administrative work relating to programs, personnel, budget, and reporting functions; represents the Agricultural Commissioner/Sealer to the public and other agencies as required; speaks to various groups on departmental activities; works with members in all facets of the agricultural and cannabis industry, and other industries and agencies; obtains compliance, preferably by education rather than by enforcement; compiles statistics; maintains an inventory of equipment and supplies; assists in review of cannabis permit applications; other related duties as assigned.

MINIMUM QUALIFICATIONS

LICENSING:

Level I – This position requires any one (1) County Agricultural Inspector Biologist or County Weights and Measures Inspector license issued by the California Department of Food and Agriculture.

Level II – This position requires any (3) County Agricultural Inspector Biologist or County Weights and Measures Inspector license issued by the California Department of Food and Agriculture.

Level III – This position requires all eight (8) County Agricultural Inspector Biologist or County Weights and Measures Inspector license issued by the California Department of Food and Agriculture.

EDUCATION:

Level I, II, III – Achievement of the appropriate level of college commiserate with CDFA requirements for licensing.

EXPERIENCE:

Level I – None required.

Level II – One (1) year experience in the technical inspection and enforcement of agricultural or weights and measures laws as a licensed Agriculture/Weights and Measures/Cannabis Inspector I

Level III – Two (2) years of responsible experience acting in the capacity of an Agriculture/Weights and Measures/Cannabis Inspector II.

Knowledge of: State and county laws, regulations, policies, and agreements pertaining to the function of the Agricultural Commissioner/Sealer's Office and County Commercial Cannabis Permit Office; enforcement powers and obligations of the Agricultural Commissioner, rules of evidence, investigating, techniques, and court procedures; mechanics and operation of scales and other weighing and measuring devices; general agricultural, weights and measures, and cannabis business practices and issues; general biology; methods for treating and controlling plant pests and diseases commonly found in California; rules and regulations governing general inspection of agricultural pests and the sale and use of pesticides and economic poisons; basic principles of County budgeting methods. Level III incumbents should also have knowledge of personnel supervision and principles of program management.

Ability to: Interpret and enforce agricultural standards, laws, and regulations; interpret and enforce Inyo County commercial cannabis regulations, inspect, test, and seal commercial weighing and measuring equipment; keep accurate records and prepare reports; operate a computer in the course of work; understand and carry out oral and written directions; establish and maintain cooperative working relationships with those contacted during the course of work; perform heavy labor outdoors under adverse weather conditions, including extreme temperatures, sun, wind, water, odors, and insects. Senior incumbents should also have the ability to supervise personnel engaged in agricultural and weights and measures inspections and investigations; plan, coordinate, and review inspection programs; perform departmental administrative work relating to programs, personnel, budget, and reporting functions.

Physical ability to: Work outdoors, often in adverse conditions, including extreme temperatures, sun, wind, water, odors, and insects; walk distances on difficult and remote terrain, and lift and carry for some distance weights of up to 50 pounds; operate specialized equipment.

Special requirements: Must successfully complete a County pre-employment background investigation. Must possess a valid Class B commercial operator's license issued by the California Department of Motor Vehicles within 1 year of employment.

Core Competencies:

The core competencies listed below and the ability to immediately demonstrate these competencies consistent with the position's level in the department and the specific work assignment:

- **Intensity:** Goes after the goal with passion; is results oriented, and gets the job done. *Key Concepts:* Risk-taker; results-oriented; and initiative driver.
- **Ethical Behavior:** Does what is right regardless of temptations and pressures to do otherwise; upholds the public's trust; and conducts self-according to a set of principles. *Key Concepts:* Respect; trust; responsible; fair; and caring.
- **Influence:** Affects successful outcomes for the organization through the use of masterful leadership, collaboration, and a keen understanding of the organization, its goals, and the interests of all parties. *Key Concepts:* Engaged; collaborative; strategic orientation; situational awareness; organizationally savvy; inspirational; energizing-empowering; team orientation; and change agent.
- **Commitment:** Successfully builds relationships with and promotes involvement of diverse groups; considers the needs of diverse clients when developing policies and procedures related to service; works closely with diverse groups to identify and deliver services that meet their needs and the strategic objectives of the program; establishes customer service as the single purpose to which all resources are dedicated; focuses on delivering the best services possible to the public; focuses on customer needs; and is committed to public service. *Key Concepts:* Public servant; and customer service.
- **Interpersonal Skills:** Possesses and uses versatile communication styles and approaches; understands the underlying psychology of why people act as they do and changes approach to affect positive outcomes; builds rapport throughout the organization; and develops human potential. *Key Concepts:* Staff development; communication; listening; delegation; recognition; and buy-in.
- **Resiliency:** Is adaptable; takes direct action; leads by example; exhibits tenacity. This leader is ready, flexible, self-reliant, and has a reputation for finding opportunities in difficult situations. *Key Concepts:* Action-orientation; adaptability; flexibility; agility; tenacity; survivability; courage; confidence; and intuition.
- **Craftsmanship:** Rejects the "good enough for government work" attitude; takes ownership of work done and results accomplished; takes pride in delivering quality services to customers; seeks out opportunities to develop new and creative solutions and programs; imagines possibilities; defines a vision, and works to bring vision into reality. *Key Concepts:* Innovative; imaginative; inventive; pride-in-work; accountability; self-development; and self-starter.

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

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, and oral examination.

APPLICATION: **This recruitment will remain open until position has been filled.** Applications must be received at the Inyo County Personnel Department, P.O. Box 249, Independence, CA 93526. Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached".** Incomplete applications will not be processed.

The County of Inyo has work sites located throughout the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Tecopa, and Shoshone), and Mono County. Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration. **All positions are considered Countywide positions**, and employees are expected to report to all Inyo County work locations as needed to complete assigned work.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.