IMPERIAL COUNTY

CLASS TITLE: AGRICULTURAL BIOLOGIST / STANDARD SPECIALIST IV

BASIC FUNCTION:

Under the direction of an assigned supervisor, organize and direct assigned programs and staff within the Agricultural Commissioner/Sealer’s office including inspections and investigations involved in the enforcement of the California Food & Agriculture Code, Business & Professions Code, California Code of Regulations and various ordinances, agreements, policies, MOUs and other requirements applicable to the office of the Agricultural Commissioner and Sealer; develop, implement and supervise related projects; train and evaluate the performance of assigned personnel.

DISTINGUISHING CHARACTERISTICS:

The Agricultural Biologist/Standards Specialist IV classification is the supervisory-level classification in the series. Incumbents serve as a first-line supervisor and are responsible for training, supervising and directing full-time and seasonal or temporary staff and related work on various inspections, investigations and enforcement projects or programs. The Agricultural Biologist/Standards Specialist I is the entry-level classification in the series and is responsible for learning to perform inspections, conduct investigations, and apply and enforce a variety of Weights & Measures laws and regulations. Incumbents work under close supervision and assignments are limited in scope and content pending licensing in appropriate categories. The Agricultural Biologist/Standards Specialist II is the mid-level classification in the series and works more independently, under general supervision, with broader scope and greater responsibility for more complex and difficult assignments. Incumbents may assist with training other Agricultural Biologist/Standards Specialists as assigned. The Agricultural Biologist/Standards Specialist III is the advanced-level classification in the series and provides work direction and guidance to Agricultural Biologist I’s and II’s during inspection, investigation and enforcement activities. Incumbents work independently, serve as a lead and conduct the most complex inspections and investigations.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct assigned programs, projects and staff within the Agricultural Commissioner/Sealer’s office including inspections and investigations involved in the enforcement of the California Food & Agriculture Code, Business & Professions Code, California Code of Regulations and various ordinances, agreements, policies, MOUs and other requirements applicable to the office of the Agricultural Commissioner and Sealer; assure proper identification of violations and enforcement of related laws and regulations.

Train and evaluate the performance of assigned staff; participate in interviews and recommend transfers, reassignment, disciplinary actions; assign staff duties and review work for accuracy, completeness and compliance with established standards, procedures and safety practices; monitor and direct activities of assigned staff in the field.

Provide training and instruction to subordinate personnel concerning assigned areas of departmental operations and procedures including laws, regulations, ordinances, rules,

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inspection methods and safety procedures; analyze and resolve highly technical problems, issues and concerns; keep appropriate administrators current of operational, public relations and personnel issues.

Supervise and participate in collecting monies for fees, fines, licenses and registrations; assure proper implementation of enforcement actions and preparation of documents such as quarantine, notices of proposed action, citations, letters of warning, cease and desist orders, and the seizure and destruction of products contaminated by pesticides or infested with pests or diseases of concern.

Participate in the development and implementation of projects and activities involving inspections, investigations and enforcement; evaluate staffing demands for various projects within assigned geographic area or major programs as directed; adjust and prioritize staff assignments to accommodate workload demands and Department needs in various programs or geographic areas.

Review required reports, investigations and citations for completeness, content, accuracy and readability prior to release to appropriate agencies or individuals; make and advise subordinates concerning related modifications and corrections.

Oversee and participate in the preparation and maintenance of a variety of records, maps and reports related to investigations, enforcement, pest detection and control, eradication activities and assigned duties; review and adjust activities in response to staff daily activity reports; maintain informational documents, data, statistics and official records utilizing various databases, spreadsheets and software.

Provide consultation and technical assistance to County staff, outside agencies and the public concerning inspection, investigation and enforcement activities; respond to inquiries and provide detailed and technical information concerning related standards, requirements, issues, problems, solutions, processes, laws, codes, rules, regulations, policies and procedures.

Organize, direct and conduct inspections of public, private and agricultural property to determine the presence of destructive insects, mammals, noxious weeds, nematodes and plant diseases; map trapped or infested sites; supervise delimitation of newly-introduced species; supervise and participate in eradication and control projects for a variety of plant, disease and animal pests.

Supervise and participate in the preparation and issuance of registrations, clearances, permits, phytosanitary certificates, and certificates of registration, device inspection and cleanliness; assure proper preparation of related documentation and compliance with related requirements.

Prepare and deliver oral presentations to the agricultural industry, weights and measures community, regulated industries, community groups, governmental agencies and the general public concerning assigned functions.

Communicate with County personnel, various outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns; prepare and distribute a variety of correspondence.
Operate and train others in the use of various technical equipment such as a laser range finder, GPS, digital camera, refractometer, CD burner, scanner, microscope, computer and assigned software; utilize a designated computer system to input data, retrieve information and prepare reports; drive a vehicle to conduct work.

Monitor and inspect instruments, inspection equipment and personal safety equipment to assure safe and proper operating condition and adequate inventory levels; arrange for maintenance and repairs as needed; order supplies and equipment as needed.

Supervise and participate in obtaining and maintaining evidence and preparing case files for administrative and civil penalty hearings and court proceedings; compile related documents, reports, photographs, recordings, information and evidence; testify as a witness or as the investigating authority as directed.

Coordinate field results and data with the State to enhance efficiency of programs and activities; verify program compliance with State contracts, inspection procedures and regulations.

Attend training sessions to receive instruction in agricultural, weights and measures, and pest control laws, regulations, methods, techniques and procedures; represent the Department at various meetings and community events as assigned.

Assist in the preparation of Board letters, grant proposals, legislative analysis and official correspondence.

Conduct studies or compile information concerning statistics, natural disasters, investigations and complaints related to agriculture and weights and measures.

**OTHER DUTIES:**
Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Biology including terminology and basic biological principles.
- Zoology including invertebrates, vertebrates, animal physiology and animal classification.
- Entomology including insect life cycles, pest management, identification and types of damage, control and prevention.
- Botany including identification, physiology, pathology, disease life cycles, control and prevention.
- Organic and inorganic chemistry including terminology and basic reactions and principles.
- Mathematics including algebra, geometry and statistics.
- Physical science including the understanding of weighing and measuring devices including scales, volumetric devices and meters.
- Crop science including soils, crops, fertilizers and pesticides.
- Applicable laws, codes, rules, regulations, policies and procedures.
- Departmental safety practices for the use of equipment, various materials and automobiles.
- Principles and practices of supervision and training.
- Department organization, operation, policies and objectives.

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Crops grown in the County.
Record-keeping and report preparation techniques.
Operation of a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Health and safety regulations.
Proper lifting techniques.

ABILITY TO:
Organize and direct assigned programs, projects and staff within the Agricultural Commissioner/Sealer’s office including inspections and investigations involved in the enforcement of the California Food & Agriculture Code, Business & Professions Code, California Code of Regulations and various ordinances, agreements, policies, MOUs and other requirements.
Participate in the development and implementation of projects and activities.
Train and evaluate the performance of assigned personnel.
Assure proper implementation of enforcement actions and preparation of related documents.
Operate a variety of technical equipment such as a laser range finder, GPS, digital camera, refractometer, CD burner and scanner.
Interpret, apply and enforce applicable laws, codes, rules, regulations, policies and procedures.
Recognize various plant products, plant quality, pests, life stages and disease symptoms.
Organize, direct and conduct inspections of public, private and agricultural property to determine the presence of destructive insects, mammals, noxious weeds, nematodes and plant diseases.
Supervise and participate in the inspection of fruits and vegetables.
Perform math and statistical computations.
Prepare and deliver oral presentations.
Plan and organize work.
Meet schedules and time lines.
Maintain records and prepare reports.
Operate a computer and assigned software.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: bachelor's degree in biology, agricultural science or a related field and one year experience at the level of an Agricultural Biologist/Standards Specialist III.

LICENSES AND OTHER REQUIREMENTS:
Possession of the eight State licenses for County Agricultural Biologist or Weights & Measures.
Valid California driver’s license.
Some positions may require incumbents to obtain a valid California Class B driver's license.

WORKING CONDITIONS:
ENVIRONMENT:
Indoor and outdoor work environment.
Seasonal heat and cold or adverse weather conditions.
Exposure to fumes, dust, odors, oil, grease and gases.
Driving a vehicle to conduct work.
Evening or variable work hours.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a variety of equipment.
Hearing and speaking to exchange information.
Seeing to conduct inspections and read a variety of materials.
Sitting or standing for extended periods of time.
Lifting, carrying, pushing and pulling heavy objects as assigned by the position.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling and crouching.
Walking.

HAZARDS:
Exposure to chemicals used in pest control.
Working around and with machinery having moving parts.
Exposure to pollen, allergens, insects, bees, fuels and fertilizers.