



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

ANNOUNCES AN OPEN RECRUITMENT FOR:

**SUPERVISING AGRICULTURAL BIOLOGIST**

**Application Deadline: OPEN UNTIL FILLED**

**DEPARTMENT:** Agricultural Commissioner  
**LOCATION:** Inyo and Mono Counties  
**SALARY:** Range 78 \$5303 \$5563 \$5846 \$6138 \$6445\*\*  
(The above monthly salary will be paid over 26 pay periods annually.)

**\*\*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.

**DEFINITION:** Under general direction, plans, organizes, and directs the activities of the Agriculture/Weights and Measures division of the Agricultural Commissioner's Department; coordinates the work of the division with other departments and agencies; performs related duties as required.

**DISTINGUISHING CHARACTERISTICS:** Positions in this class are characterized by their responsibility to administer, as well as perform actual inspections, services, and controls as required by law, of all divisions, including Special Services, Pesticide Regulation, Pest Prevention and Weights and Measures. Incumbents should possess a high degree of scientific analytical ability; good oral and written communication skills; and the ability to work effectively with others.

**ESSENTIAL JOB DUTIES:** Conducts field surveys and inspections in areas applicable to the Agricultural Commissioner/Sealer's Office, including fruit, vegetable, and egg quality control, nursery compliance, pest disease control, pesticide safety, weighing and measuring devices, quantity control of package 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 and weights and measures policies, legal requirements, and information; advises and serves general public, community groups, government agencies, and private industry on agricultural and weights and measures problems and concerns; conducts studies and reports such as annual crop statistics, pesticide illness investigations, statistical sampling surveys, follow-up inspections, and investigation of complaints and infractions; prepares routine reports and correspondence; makes oral presentations; plans work schedules and monitor 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 and weights and measures 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 industry, and other industries and agencies; obtains compliance, preferably by education rather than by enforcement; compiles statistics; maintains an inventory of equipment and supplies; provides vacation and temporary relief as required; other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Education/Experience/Licensing Requirements:** Incumbents in this class must possess licenses in at least six of the eight Agricultural Biologist and Weights & Measures Inspector categories, and must possess all eight licenses within the first year of employment. Within the first year of employment, incumbents will need to obtain a State of California "Qualified Applicator Certificate" in Regulatory Category "G". Within the first year of employment, incumbents will need to obtain a valid "Class B" operator's license, issued by California Department of Motor Vehicles.

**Knowledge of:** State laws, regulations, policies, and agreements pertaining to the function of the Agricultural Commissioner/Sealer's 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 and weights and measures practices and issues; 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; knowledge of personnel supervision and principles of program management.

**Ability to:** Interpret and enforce agricultural standards, laws, and 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; 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, 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 be willing and available for overnight travel.

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

**APPLICATION:** **This recruitment will remain open until position has been filled.** Applications must be received in the Personnel Office, 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.

**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) 878-0295 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.

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