

County of Santa Cruz

INVITES YOU TO APPLY FOR:



Deputy Agricultural Commissioner/Sealer

Supplemental Questionnaire Required

Open and Promotional

Job # 22-TG8-01

Salary: \$8,004 – 10,675 / Month

Closing Date: Friday, December 2, 2022

THE JOB: Under general direction, plans, coordinates and directs the divisional operations of either agricultural or weights and measures enforcement inspections in the assigned programs; may act as the Department Head in the absence of the Agricultural Commissioner/Director of Weights and Measures; and perform other duties as required. **The list established will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list.**

THE REQUIREMENTS: Any combination of education and experience which would provide the required knowledge and abilities is qualifying, unless otherwise specified. A typical way to obtain the knowledge and abilities would be:

At least two years of experience equivalent to an Agriculture/Weights and Measures Inspector III.

Candidates who are taking an examination in November to gain a California Certificate of Eligibility for this position are encouraged to apply. Only candidates who have a valid California Certificate of Eligibility as a Deputy County Sealer of Weights and Measures or a Deputy County Agricultural Commissioner will be eligible for a job offer consideration. All candidates are required to submit a copy of their certificates.

SPECIAL REQUIREMENTS/CONDITIONS: Possession of a valid State Certificate of Eligibility as a Deputy County Sealer of Weights and Measures or a Deputy County Agricultural Commissioner. Possess and maintain a valid California Class C Driver's License and the ability to obtain a valid California Class B license within a year may be required for one position.

Knowledge: Thorough knowledge of the organization, procedures, and operation of combined County agriculture and/or weights and measures program; applicable local, State and Federal laws and regulations pertaining to agriculture and/or weights and measures programs and agriculture and weights



and measures inspection, investigation, and enforcement techniques. Working knowledge of the structure and function of County government and the application of data processing to agriculture and/or weights and measures operations. Some knowledge of administration, management and supervision including affirmative action, labor relations and personnel management; and the principles and practices of program planning, budgeting, training, and public relations.

Ability to: Plan, organize, direct and coordinate the work of a division engaged in enforcement, investigation and inspection of agriculture and weights and measures programs; supervise, train and evaluate the work of subordinate staff; exercise initiative, ingenuity and sound judgment to solve administrative, operational and technical problems; evaluate program operations and develop more efficient and effective work methods and programs; establish and maintain effective working relationships with others; understand, interpret, explain and apply laws and regulations pertaining to agriculture and/or weights and measures programs; coordinate functions among division, departments and the state; collect, interpret, analyze and evaluate data; prepare and present clear and concise administrative and technical reports; speak effectively before groups; and learn to operate a computer terminal to access, input and analyze data.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

California Certificate of Eligibility as a Deputy County Sealer of Weights and Measures
DEPUTY AGRICULTURAL COMMISSIONER/SEALER- SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Describe your experience with planning, organizing, directing and coordinating agricultural programs. Include the scope of your supervisory duties.
2. Describe how you deliver a regulatory program while providing customer service.
3. Describe your experience clarifying, explaining and interpreting agricultural laws and regulations to subordinates, growers, shippers, and others in the agricultural community.

EMPLOYEE BENEFITS:

VACATION – 16 days 1st year, increasing to 31 days per year after 15 years of service. Available after 1 year of service.

ADMINISTRATIVE LEAVE – One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.

HOLIDAYS – 13 paid holidays per year.

SICK LEAVE – Six days per year.

BEREAVEMENT LEAVE – 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN – County pays for employee and eligible dependent coverage.

VISION PLAN – The County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT AND SOCIAL SECURITY – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013 (PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE – County paid \$50,000 term policy. Employee may purchase additional life insurance.

LONG TERM DISABILITY PLAN – Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

DEPENDENT-CARE PLAN – Employees who pay for qualifying child or dependent care expenses may elect this pre-tax program.

H-CARE PLAN – Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSFA) – Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION – A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz
www.santacruzcountyjobs.com

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CO/fh 11/22