



THE COUNTY OF SUTTER

Invites Applications for

DEPUTY AGRICULTURAL COMMISSIONER/SEALER

\$6,150 - \$7,529/Monthly

FINAL FILING DATE:
OPEN UNTIL FILLED

THE POSITION: Under general direction, to assist in the administration and supervision of operational division(s), including enforcement of all laws, rules and regulations which pertain to the County Department of Agriculture. ***The eligible list established from this recruitment may be used to fill any future opening(s) in this class up to nine months.*** Management receives 13 days of paid Administrative Leave per year in addition to the other paid time off indicated on the back of this flier. Any of unused Administrative Leave may be converted as taxable compensation or may be converted to a deferred compensation plan. This position also receives county-paid term life insurance of \$150,000.

JOB DUTIES: Plans, organizes, and directs comprehensive program directed toward the protection of the agricultural industry, the environment, and the public through enforcement of Federal and State Agricultural, Weights and Measures and Health and Safety laws, including administrative rules and regulations; supervises and evaluates assigned staff, handles employee concerns, directs work assignments, coordinates training, recommends counseling and disciplining when necessary, and completes employee performance appraisals; monitors work practices to assure effectiveness and conformity with established legal requirements, job standards, and safety measures; reviews and revises operating procedures within division; conducts staff meetings to explain and interpret policies and explain enforcement parameters; acts on behalf of the Assistant Commissioner as necessary; supervises and/or conducts inspections or investigations and takes appropriate remedial legal actions required to obtain compliance with laws and regulations; determines appropriate compliance enforcement per violation circumstances; directs the preparation of work plans, contracts and grants, showing justification for requested appropriations and staffing; administers and monitors approved work plans, contracts or grants; compiles information to determine costs of performing various tasks, services, or providing supplies; reviews and monitors a variety of departmental reports, time sheets, program level data and related materials; prepares various reports and correspondence; reviews new legislation to remain current on changes in regulations, policies and procedures of the division; confers with Assistant Agricultural Commissioner/Sealer to develop plans and initiate procedural change; maintains an inventory of equipment and supplies; gives presentations to various groups on departmental activities; leads and/or serves on interdepartmental committees; represents the County at local and State meetings and conferences; confers with State and Federal personnel and staff from other County Departments of Agriculture to discuss and keep informed on pertinent issues, as well as to coordinate activities.

MINIMUM QUALIFICATIONS: The following are the minimum qualifications for this position. Possession of these qualifications does not ensure that an applicant will be interviewed. Applications will be reviewed in comparison with all other applications received.

Knowledge of: Local, State, and Federal laws, policies, agreements and regulations pertaining to the function of the County Department of Agriculture; California Agricultural Commissioners Association policies and agreements; agricultural industry in California and the activities of the County Agriculture and Weights and Measures Department; the principles and practices of supervision and management; the principles of administration; including budgeting; general agricultural practices and issues; the principles and techniques of agricultural inspection, including pest and disease detection and eradication; the principles and techniques of weights and measures, quantity control, and fraudulent packaging and labeling inspections; entomology, plant pathology and economic poisons; and the principles and practices of management necessary to plan, analyze, develop, evaluate, and direct the diverse and complex activities of a major department. **Ability to:** Establish and maintain working and cooperative relationships with staff, other agencies and the general public; communicate effectively, both orally and in writing; express ideas clearly and concisely; prepare and present complex and detailed administrative reports; enforce corrections, non-compliance, seizure, quarantines or violations to agricultural and weights and measures laws with tact and firmness; interpret and apply laws and regulations related to agriculture and weights and measures; supervise and prioritize the work of others; gather, analyze and compile information; communicate and interact with personnel at all organizational levels; instruct, persuade, negotiate and motivate individuals with diverse backgrounds and business interests. **Education and Experience:** Possession of a bachelor's degree from an accredited college or university with major course work in one or more appropriate disciplines in agricultural, biological or physical science or chemistry as required by the Food and Agricultural Code for California Agricultural Inspector/Biologist licensing and five years of progressive experience in agriculture inspection and enforcement of agricultural laws including some in a supervisory capacity, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. **License or Certificate:** Must possess and maintain throughout employment a valid State of California Deputy County Agricultural Commissioner License or possession of a valid State of California Deputy County Sealer of Weights and Measures License. Must possess and maintain throughout employment an appropriate valid California driver's license necessary to operate class C vehicles, and possibly a class A weights and measures heavy equipment vehicle. **Special Requirements:** *Essential duties require the following physical and work requirements:* Requires the ability to maintain mental capacity which allows the capability of exercising sound judgment and rational thinking under varied circumstances; the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; ability to see; ability to hear and communicate orally; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as using a computer, typing, data entry or use of other office equipment or supplies. Requires the ability to perform occasional on-site field inspections including exertion of a moderate amount of physical effort to stoop, crouch, climb and lift in performance of assigned duties; ability to work around toxic substances in a safe manner; may be subject to uncomfortable working conditions including exposure to dust, noise, heat or cold; must be able to perceive color, shapes, and forms; requires the ability to operate a motor vehicle.

The recruitment process for this position includes completing an application, participating in oral interview(s). Please notify the Human Resources Department prior to the final filing date for this position if you believe you have a disability, which would make it difficult to participate in any portion of the recruitment process, and would require reasonable accommodation. Sutter County reserves the right to require medical documentation concerning the need for accommodation. Offers of employment are contingent upon investigation of employment history, references, drug testing, medical review/exam and fingerprinting in addition to other appropriate requirements of the position.

The County of Sutter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities. Sutter County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.



SUTTER COUNTY HIGHLIGHTS

Sutter County is a major agricultural center located in Northern California approximately 50 miles north of the State Capitol, Sacramento. The County, bounded by the Sacramento and Feather Rivers, encompasses 608 square miles and provides easy access to the Lake Tahoe and San Francisco areas. Mountains and lakes offering unlimited recreational opportunities are abundant. Sutter County is a general-law county with a population of approximately 97,000 and includes two incorporated cities, Yuba City and Live Oak. There are 19 department heads and 900 positions with an annual budget of 241 million dollars.

HOW TO APPLY

Eligible applicants are **REQUIRED** apply online at

www.CalOpps.org

Applicants may also attach any additional information in resume form.

For additional information, please visit our website @ www.suttercounty.org

Or contact

Sutter County Human Resources

1160 Civic Center Boulevard, Suite B

Yuba City, CA 95993

Phone (530) 822-7113

FAX (530) 822-7191

E-mail hr@co.sutter.ca.us

TDD access through CA Relay Service: 1-800-735-2929

SELECTION PROCEDURE

The applications will first be reviewed for minimum qualifications. All applications meeting the minimum qualifications will be referred to a screening committee. Those candidates with the most directly related experience, education and training may be invited to a written, performance and/or oral examination. Up to ten ranks of the most outstanding candidates will be referred for final interview(s) with the appropriate department. Investigation of employment history and references may be conducted prior to appointment.

EMPLOYEE BENEFITS

Salary: New employees start at step one and after satisfactory performance during a probationary period, advance to the second step. There are five (5) annual Merit Steps. Merit steps six (6) and above may be awarded after additional years of service have been met and upon satisfactory performance.

<u>PERS Miscellaneous Retirement (NON-Safety)</u>			<u>PERS SAFETY Retirement (Law, Fire, Probation Officers)</u>		
Tier 1 Classic	2.7 @ 55	8% EE Share by EE	3 @ 50	9% EE Share by EE	Up to 11-15-2011
Tier 2 Classic	2 @ 60	7% EE Share by EE	2 @ 50	9% EE Share by EE	11-16-11 to 12-31-2012
Tier 3 New	2 @ 62	6.25% EE Share by EE	2.7 @ 57	11.25% EE Share by EE	1-1-13 (PEPRA)
Note: Tier formula eligibility depends on PERS Rules and AB340, PEPRA Law. The County also participates in Social Security.					

Medical, Dental, Vision and Life Insurance: The County pays the major portion of health, dental, vision and life insurance for employee and dependent(s). Health, dental, vision, and life insurance become effective the first of the month following 30 days of employment. **Management** receives county-paid term life insurance of \$150,000.

Health Care Spending Account: Designated pretax contribution to pay for eligible health care expenses not covered by any insurance.

Dependent Care Spending Account: Designated pretax contribution used to pay for eligible dependent day care expenses.

Paid Leave Days: Depending on the classification in which employed, most employees receive eleven days **vacation** per year up to five years service; fifteen days up to ten years; seventeen days up to fifteen years; twenty days after fifteen years. Thirteen paid **holidays** per year. **Sick leave** accrues at the rate of twelve days per year. **Management** receives 13 days of paid Administrative Leave per year in addition to the other paid time off.

Disability Insurance: Sutter County participates in the State Disability Insurance Program.

Deferred Compensation: Employees may participate in deferred compensation plans. Also, most **New Hires** to Sutter County who are enrolled in a County-sponsored Deferred Compensation Plan, will receive twenty-five dollars (\$25.00) per pay period deposited into their account, eligibility date varies by Unit (Fire Unit not eligible and some Re-hires may not be eligible). **Employees will be advised of the eligibility requirements during New Employee Orientation.** **Management** may convert any unused Administrative Leave as taxable compensation or it may be converted to a deferred compensation plan.

Offers of employment are contingent upon submission of documents verifying identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986; successful completion of a preplacement medical review/examination; satisfactory driving record and proof of automobile insurance, if applicable, and other appropriate requirements of the position. Significant moving violations or lack of insurance may be cause for disciplinary action up to and including dismissal.

The above information is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee bargaining units.

Sutter County is required by law to make available certain public records, including employee names, titles, and compensation, as a result of a 2007 California Supreme Court decision. Therefore, be advised that unless an employee can demonstrate the necessity of having this public information withheld, based upon specific, verifiable safety and/or security reasons, this information will be released to the public upon demand.

The County of Sutter does not discriminate on the basis of race, color, religious creed, sex, marital status, age, national origin, medical condition (cancer or genetic characteristics/information), mental or physical disability (including AIDS or HIV), ancestry, sexual orientation, gender identity, gender expression, military and veteran status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state or local laws or ordinance.

Rev. 07/19/18