



## Sonoma County Job Announcement

### Agricultural Biologist I/II/III, EXTRA-HELP (CST: Ag Biologist/Standards Specialist I/II/III) Recruitment #1007-1123-EH

|                  |                                    |
|------------------|------------------------------------|
| Salary:          | See Position Information           |
| Department:      | Agricultural Commissioner's Office |
| Date Opened:     | 7/2/2010 8:00:00 AM                |
| Filing Deadline: | Continuous                         |
| Job Type:        | Temporary/Extra Help               |
| Recruiter:       | Spencer Keywood-Dettmer            |
| HR Tech:         | Sylvia Lemus                       |

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#### POSITION INFORMATION

This recruitment is being conducted to fill **extra-help (temporary)** vacancies in the Agricultural Commissioner's Office. This employment list may also be used to fill future extra-help vacancies as they occur during the active status of this list.

#### Salary Information:

Agricultural Biologist I - \$20.28 to \$24.64/hourly

Agricultural Biologist II - \$23.24 to \$28.25/hourly

Agricultural Biologist III - \$25.59 to \$31.10/hourly

The primary goal and purpose of the Agricultural Commissioner's Office is "To Promote and To Protect" agriculture and to protect the public health, safety and welfare. Agriculture is one of the leading industries in Sonoma County and it provides a very significant base to the County's economy. The Office accomplishes the promotion and protection of agriculture through educational outreach and enforcement. The key responsibilities of an Agricultural Biologist in meeting these goals include pest prevention, consumer protection, environmental protection, and special services. This job is primarily a field position, and some of the specific tasks include but are not limited to: pesticide use enforcement; pest exclusion (e.g., Glassy-Winged Sharpshooter, Gypsy Moth, Mediterranean Fruit Fly, etc.); pest management; farm market, organic, and nursery inspections; and hazardous material inspections.

#### The Positions:

Agricultural Biologist I, under close supervision, observes and learns the techniques and inspection methods relative to the enforcement of federal, state and local laws and regulations, including the State Food and Agricultural Code, California Code of Regulations, Federal Code of Regulations, Uniform Fire Code, Business and Professions Code, Sonoma County Ordinances and the State Health and Safety Code, which protect the agricultural and horticultural industries of the County, protect the health and safety of agricultural workers and the public, safeguard the environment and protect consumers from fraud and deception; and performs related duties as required.

Agricultural Biologist II/III, under general supervision, provides services and inspections relative to the enforcement of federal, state and local laws and regulations including the State Food and Agricultural Code, California Code of Regulations, Code of Federal Regulations, Uniform Fire Code, Business and Professions Code, Sonoma County

Ordinances and the State Health and Safety Code, which protect the agricultural and horticultural industries of the County, protect the health and safety of agricultural workers and the public, safeguard the environment and protect consumers from fraud and deception; and performs related duties as required.

**Distinguishing Characteristics:**

Agricultural Biologist I is the entry and trainee level in the series. Incumbents are expected to promote to the Biologist/Standards Specialist II level upon demonstrated competence and completion of the requirements for the next level. Appointments to the class of Biologist/Standards Specialist I cannot continue for longer than twenty-four months. Employees must obtain at least two licenses in agricultural inspection issued by the California Department of Food and Agriculture; failure to meet the requirements of the Agricultural Biologist II within two years of appointment will necessitate termination of employment. This class is distinguished from Agricultural Biologist II in that the latter is the experienced level in the series and includes high level of inspection duties and independence of action.

Agricultural Biologist III is the advanced experienced level in the series. Incumbents perform independent inspection duties in several areas in the enforcement of agricultural laws and regulations. Incumbents may act as lead worker and offer technical assistance and training to subordinate Agricultural Biologists.

**Please complete the required supplemental questionnaire.**

**Extra-Help Employment Information:**

Extra-help employees relieve or augment permanent staff. Temporary, extra-help employees are not in the classified civil service and do not have property rights to permanently allocated positions. In addition, they do not receive most employee benefits such as: long-term disability insurance coverage; accrual of vacation and sick leave; participation in the County retirement program; or eligibility to take promotional examinations. **Temporary extra-help employees are limited in their employment to a maximum of one calendar year. These employees must be off of work for three months before they can be re-employed on an extra help basis.** Extra-help employees who meet the eligibility requirements (generally worked 11 consecutive pay periods with a minimum of 440 hours and are scheduled at least 40 hours per pay period) may qualify for a County contribution toward medical coverage.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Agricultural Biologist I:**

**Knowledge of:** basic mathematics; principles of botany, entomology, plant pathology, chemistry and related laboratory techniques; federal, state and local regulations, laws and procedures in the functional area of agricultural, hazardous material and fire safety inspection and enforcement; and the agricultural industry of Sonoma County.

**Ability to:** make mathematical computations; read, understand and interpret technical material, including laws, regulations and lab analysis; effectively use data processing equipment and systems; collect and organize field information, write clear and concise reports and maintain records; learn to conduct a wide range of agricultural, hazardous material and fire safety inspection and enforcement functions; use and maintain department equipment; establish and maintain cooperative and effective working relationships; follow oral and written instructions; analyze situations accurately and recommend appropriate action; communicate tactfully and effectively with the public, co-workers, consumers and industry representatives to provide information or obtain compliance with enforcement actions; and lift and carry 50 pound objects or containers for short distances.

**Agricultural Biologist II:**

**Working knowledge of:** Basic mathematics; principles of botany, entomology, plant pathology and related laboratory techniques; Federal, state and local regulations, laws

and procedures in the functional area of agricultural and hazardous material and fire safety inspection and enforcement; the agricultural industry of Sonoma County; and rules of evidence, investigative techniques and court procedures.

**Ability to:** Make mathematical computations; read, understand and interpret technical material including laws and regulations; collect and organize field information, write clear and concise reports and maintain records; effectively use data processing equipment and systems; learn to conduct a wide range of agricultural, hazardous material and fire safety inspection and enforcement functions; offer technical assistance and direction to subordinates; establish and maintain cooperative and effective working relationships; follow oral and written instructions; analyze situations accurately and recommend appropriate action; communicate tactfully and effectively with the public, co-workers, consumers and industry representatives to provide information or obtain compliance with enforcement actions; and lift and carry 50 pound objects or containers for short distances.

### **Agricultural Biologist III:**

**Working knowledge of:** basic mathematics; principles of physical science and/or principles of botany, entomology, plant pathology and related laboratory techniques or depending on area of specialization; Federal, state and local regulations, laws and procedures in the functional area of agricultural, hazardous material and fire safety inspection and enforcement; and the agricultural industry of Sonoma County.

**Ability to:** make mathematical computations; read, understand and interpret technical material including laws and regulations; collect and organize field information; write clear and concise reports and maintain records; effectively use data processing equipment and systems; conduct a wide range of agricultural, hazardous material and fire safety inspection and enforcement functions; offer technical assistance and direction to subordinates; establish and maintain cooperative and effective working relationships; follow oral and written instructions; analyze situations accurately and recommend appropriate action; communicate tactfully and effectively with the public, co-workers, consumers and industry representatives to provide information or obtain compliance with enforcement actions; and lift and move 50 pound objects or containers for short distances.

## **MINIMUM QUALIFICATIONS**

**Agricultural Biologist I:** Graduation with a B.S. or B.A. degree from a four year college with major work in agriculture or the biological sciences or other degrees approved by the California Secretary of Food and Agriculture. **NOTE:** State law requires college graduation in agriculture or the biological sciences for admission to the licensing examinations for County Agricultural Biologist.

**License:** Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

**Agricultural Biologist II:** One year of experience as a Biologist Specialist I in the enforcement of agricultural laws and regulations.

**License:** Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

**Other Licenses (Agricultural Biologist II):** Two licenses issued by the California Department of Food and Agriculture in agricultural inspection, one of which needs to be Pesticide Regulation.

**Note:** Employees appointed to positions in this job class are expected to obtain additional licenses issued by the California Department of Food and Agriculture in agricultural inspection, as required for the Biologist III level, within twenty-four (24) months of appointment at the II level.

**Agricultural Biologist III:** Two years of experience in the enforcement of agricultural laws and regulations.

**License:** Possession of a valid driver's license at the appropriate level including necessary special endorsements, as required by the State of California, may be required to perform the essential job functions of the position.

**Other Licenses (Agricultural Biologist III):** Licenses issued by the California Department of Food and Agriculture in: 1) Pest Prevention & Plant Regulation; 2) Pesticide Regulation; 3) Environmental Monitoring and Investigation; 4) Commodity Regulation; 5) Integrated Pest Management.

Experience using Geographical Information System (GIS), having intermediate to advanced Microsoft Office computer skills, and the ability to speak Spanish are highly desired skills for all three levels.

## SELECTION PROCEDURE

### **Application Instructions:**

The information contained in the application and responses to the supplemental questions will be evaluated and taken into consideration throughout the employment process. Applicants should list all employers and positions held within the last ten years in the work history section of your application and be as thorough as possible when responding to the supplemental questions. You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, please list each position separately. Failure to comply with these instructions may impact your competitiveness in this process or may result in disqualification.

### **Please complete the required supplemental questionnaire.**

An **Application and Supplemental Questionnaire Appraisal** (pass/not pass) will be conducted to evaluate each applicant's combination of educational coursework, training, experience, knowledge, and abilities which relate to this position to ensure satisfaction of the minimum qualifications for this position. Candidates who possess the minimum qualifications for the position will be placed on an Extra-help employment list and referred to the department. The department may contact candidates from the employment list who possess the most appropriate job-related qualifications for further consideration.

## MISCELLANEOUS INFORMATION

### **Background Information:**

A background investigation may be required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additionally, a pre-employment medical examination, including a drug screening, will be required prior to employment.

**How to Apply:**

Applications are accepted on-line at [www.jobaps.com/sonoma](http://www.jobaps.com/sonoma). Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Continuous recruitments may close without notice at any time that a sufficient number of qualified applications have been received. Applications received after the recruitment closes will not be accepted.

**The County of Sonoma is committed to a policy and actively pursues a program of equal employment and non-discrimination.**

RETURN EMPLOYMENT APPLICATIONS AND SUPPLEMENTAL DATA TO:

575 Administration Drive Suite 116B

Santa Rosa, CA 95403 (707) 565-2331

<http://www.yourpath2sonomacounty.org>