

1 **HUMAN RESOURCES DEPARTMENT**

2 **San Luis Obispo County**

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4 **DEPUTY AGRICULTURAL COMMISSIONER AND**  
5 **SEALER OF WEIGHTS AND MEASURES**  
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7 **DEFINITION:**

8 Under direction of the Agricultural Commissioner/Sealer, plans, organizes, and  
9 directs the activities within assigned Agricultural and Weights and Measures  
10 programs; interprets and enforces applicable laws and regulations; performs a  
11 variety of administrative program duties and other related work as required.  
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13 **DISTINGUISHING CHARACTERISTICS:**

14 This is a management level position in the department. Incumbents are  
15 responsible for the activities of assigned programs and personnel, and may oversee  
16 a district office. This classification is distinguished from the Deputy Agricultural  
17 Commissioner in that this classification requires licensure as both a Deputy  
18 Agricultural Commissioner and a Deputy Sealer of Weights and Measures.  
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20 **REPRESENTATIVE DUTIES:**

- 21 • Plans, organizes, assigns and evaluates the work of assigned staff,  
22 establishes work standards and evaluates performance, makes  
23 recommendations to the appointing authority regarding staffing, selection,  
24 promotion, discipline and termination.
- 25 • Establishes and maintains contact with community resources, outside  
26 organizations, media and the public in support of outreach efforts and the  
27 promotion of departmental activities, programs, goals and objectives.
- 28 • Prepares and delivers oral presentations.
- 29 • Reviews and implements changes in laws, regulations or program  
30 requirements.
- 31 • Collaborates with staff, the business community and the public to enforce  
32 applicable laws and regulations.

- 33 • Ensures proper and timely resolution of weights and measures issues,  
34 conflicts and discrepancies.
- 35 • Provides technical information and assistance to the Agricultural  
36 Commissioner/Sealer, staff and public.
- 37 • Ensures proper adherence to all safety procedures.
- 38 • Monitors day-to-day activities of assigned staff and is responsible for all  
39 aspects of assigned programs.
- 40 • Participates in and conducts meetings, compliance interviews, and/or  
41 administrative hearings; testifies as an expert witness or departmental  
42 representative; may act as hearing officer.
- 43 • Provides recommendations for program changes or implementation of new  
44 programs.
- 45 • Maintains accurate records, and creates reports and correspondence.
- 46 • Prepares program budget requests and participates in the development of  
47 the departmental budget.
- 48 • Develops and manages program contracts, cooperative agreements, grants  
49 and memoranda of understanding.
- 50 • Assists in developing and implementing departmental policy and  
51 organizational design.
- 52 • Assists with capital projects and facility management and district office  
53 management.
- 54 • Serves as a representative of the department.

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56 **EMPLOYMENT STANDARDS:**57 Knowledge of:

- 58 • Agricultural and Weights and Measures programs under the purview of the  
59 Agricultural Commissioner/Sealer
- 60 • Policies and procedures of the California Departments of Agriculture and  
61 Pesticide Regulation
- 62 • Applicable local, State and Federal laws, regulations and ordinances
- 63 • Accepted methods of employee training, supervision and work planning

- 64 • All agricultural programs as well as technical knowledge of assigned
- 65 programs
- 66 • Fiscal management practices and organizational concepts

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68 Ability to:

- 69 • Supervise, train and evaluate the performance of assigned personnel
- 70 • Manage and implement changes within assigned programs
- 71 • Establish and maintain effective working relationships with the public and
- 72 others contacted in the course of work
- 73 • Enforce applicable laws and regulations in a professional manner
- 74 • Analyze situations correctly and adopt effective course of action
- 75 • Work independently
- 76 • Make presentations on behalf of the County and/or department
- 77 • Manage, coordinate and deliver training programs
- 78 • Prepare accurate written reports
- 79 • Operate standard office equipment including a computer and assigned
- 80 software
- 81 • Communicate effectively, both verbally and in writing

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83 **EDUCATION & EXPERIENCE:**

84 A valid California license or license of eligibility as either a Deputy Agricultural  
85 Commissioner or Deputy Sealer of Weights and Measures is required at time of  
86 application. Within 24 months of appointment, the incumbent must possess both  
87 licenses referenced above and both must be maintained throughout employment.

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89 **LICENSES/CERTIFICATES:**

90 A valid driver license is required at the time of application. A valid **CALIFORNIA**  
91 driver license is required at the time of appointment and must be maintained  
92 throughout employment.

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94 This class specification generally describes the duties and responsibilities  
95 characteristic of the position(s) within this class. The duties of a particular position

96 within a multi-position class may vary from the duties of other positions within the  
97 class. Accordingly, the essential functions of a particular position (whether it be a  
98 multi-position class or a single-position class) will be identified and used by medical  
99 examiners and hiring authorities in the selection process. If you have any questions  
100 regarding the duties or the working conditions of the position, please contact the  
101 Personnel Department at (805) 781-5959.

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103 Adopted: 09-24-2014

104 Effective: