

## COUNTY OF SOLANO

### AGRICULTURAL BIOLOGIST (SUPERVISING)

Rev. 12/95

#### DEFINITION

Under general direction, supervises the staff and activities of a specific work unit within the Agriculture Division; performs related duties as required.

#### DISTINGUISHING CHARACTERISTICS

This is the line supervisory level in the Agricultural Biologist series. Although incumbents participate in the work, the emphasis is in supervising staff and carrying responsibility for the daily activities and operations of the unit. The class is distinguished from that of Deputy Agricultural Commissioner in that the latter is responsible for a unit, which receives intense political and public scrutiny and participates in the management of the entire division.

#### EXAMPLES OF DUTIES

Depending on assignment, duties may include but are not limited to the following:

1. Organizes and supervises a specific program; participates in the selection and assignment of personnel for the program; trains, assigns and evaluates staff; communicates objectives and encourages accomplishment; may recommend promotions, cross-training, reassignments and/or disciplinary actions as appropriate and necessary; reviews staff work preparatory to administrative hearings or court action.
2. Analyzes systems, program operations and procedures; develops, recommends and implements new/revised operational guidelines and procedures; coordinates activities with other supervisors and managers and with state and/or federal agency personnel; may prepare and submit budget proposals to obtain state funding for assigned program.
3. Participates in the work of the unit, including trapping pests, spraying roadsides for weed/pest abatement, mixing bait; taking samples, performing inspections, and performing systems analysis, programming and inputting functions to support the automated data collection, storage, retrieval and reporting programs.
4. May take charge of field operations in the event of a major incident or event regulated by the assigned program, or in an effort to enhance specific program service delivery; organizes and coordinates surveys and other data sample collection activities; identifies high risk areas and/or the presence of harmful pests, insects or plant diseases; identifies activities and/or conditions which lend themselves to automation either to increase efficiency or improve service delivery.

**EXAMPLES OF DUTIES (Continued)**

5. Orders supplies and some types of equipment; maintains a clean and safe working environment conducive to high quality performance; ensures the public health and safety in the area of program responsibilities.
6. Maintains a variety of records; prepares billings and periodic narrative/statistical reports; responds to inquiries of staff and the public; may speak to groups; may draft news releases; provides training and supervision; to members of the public engaged in activities, which fall within the areas of the assigned program responsibilities.
7. Participates in the rotational office duty with other biologists; receives public requests/inquiries/complaints; identifies problems and takes or directs actions to resolve them; issues federal and state phytosanitary and quarantine certificates; issues fruit, nut and vegetable market and producer certificates; sells rodent bait and gives information/instruction on their use; issues burn permits; issues insect and disease block replacements; answers questions from the public and the media on agriculture issues.
8. Keeps abreast of developments in assigned program area; formally or informally provides training and instruction to other staff to keep them informed and current in major operational changes; assists other staff and supervisors in analyzing and resolving technical or procedural problems.

**QUALIFICATION GUIDELINES**

**Education and/or Experience**

Considerable experience in the performance of duties associated with the assigned program, including some experience in each area of the Agriculture Division, which demonstrates possession of and competency in requisite knowledge and abilities. Typical qualifying experience would be:

Four years of experience equivalent to an Agricultural Biologist with at least one year of experience equivalent to a Senior or District Agricultural Biologist in a California Agricultural Commissioner's Office.

**Knowledge/Abilities**

**Thorough knowledge** of the duties, responsibilities and objectives of the assigned program area; federal, state and local laws, rules, regulations and procedures governing the program; methods systems and documents used to carry out program activities; state-of-the-art equipment, substances, techniques and/or computer hardware/software that will assist in meeting program objectives.

**Knowledge/Abilities (Continued)**

**Considerable knowledge of** the location and needs of users of the program's services; departmental and County rules and regulations which impact on program staff, equipment and program operations.

**Working knowledge of** all other programs in the Agricultural Division; principles and practices of effective supervision and public personnel administration; budgeting and expenditure control methods; fee collection and billing procedures; effective public relations techniques.

**Ability to** plan, organize and supervise a specific program in the Agriculture Division; understand, interpret, apply and explain laws, regulations and policies governing assigned program operations; develop and implement operational procedures; identify and analyze administrative problems and implement operational changes; make decisions and independent judgments; communicate effectively with people of diverse socio-economic backgrounds and temperaments; establish and maintain cooperative working relationships; determine the appropriate course of action in emergency or stressful situations; demonstrate tact and diplomacy, patience and compassion; collect and analyze data to establish/identify needs and evaluate program effectiveness; draw logical conclusions and make appropriate recommendations; assist in developing and communicating goals and objectives; assist in the preparation of budgets, funding proposals and narrative and statistical reports; comply with laws, regulations and professional practices governing inspection, detection, control and enforcement program services and operations; secure cooperation and teamwork among professional and/or support staff; understand and analyze expenditure reports; deal firmly and fairly with clients of various socio-economic backgrounds and temperaments; maintain accurate records and document actions taken; interview people to determine/resolve problems/complaints and to gather information; organize and prioritize work assignments; make routine arithmetical calculations; proofread and/or edit for errors in spelling, grammar and punctuation; research regulations, procedures and/or technical reference materials; project consequences of decisions; project a positive public image; speak to the media and large and small groups; keep abreast of changes impacting the assigned program; gather evidence and testify at administrative hearings and in court.

**SPECIAL REQUIREMENTS**

Possession of five (5) licenses of eligibility issued by the California Department of Food and Agriculture under Agriculture Code Section 2101 et. seq., at the time of appointment, which must include licensing in the field of specific program assignment.

Possession of or ability to obtain a valid Class C California driver's license is required.

**SPECIAL REQUIREMENTS (Continued)**

Independent travel will be required.

Incumbents may be required to drive autos or small trucks through fields and orchards; and to walk agricultural land in various weather conditions.

Incumbents may be required to spend a great deal of time in a vehicle during hot weather.

**SUPPLEMENTAL INFORMATION**

Incumbents may be exposed to chemicals and plant/animal diseases and poison oak. Incumbents must have a tolerance for chemical and agriculture odors.