

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 44
Fiscal Year: 2017/2018
Posted Date: 06/19/2018
Reposted Date: N/A

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

Item #	Job Code	Title
1	3450	Agricultural Inspector

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

For additional information regarding this proposed classification action, please contact Stephen Fu, Management Assistant, at (415) 701-5680 or by email at Stephen.Fu@sfgov.org.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Operations
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Christopher Colandene, SFERS
Theresa Kao, Controller/ Budget Division
E-File

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: 3450

Job Code: Agricultural Inspector

DEFINITION

Under general supervision, performs inspections and investigations to determine compliance with agricultural quality standards and labeling, plant quarantine, pest detection, pest control, pest management, and safe use and handling of pesticides. inspects and issues permits and certificates for shipment and sales of fruits, vegetables, nursery stock, seeds and other agricultural products; detects pests, insects, diseases and evidences of deterioration; enforces codes and laws pertaining to agriculture; inspection in order to promote agricultural welfare; and performs related duties as required.

Requires responsibility for: interpreting, carrying out and enforcing existing policy and methods in the inspection of agricultural products; achieving minor economies in preventing spoilage of food; personal contacts with the general public, merchants and representatives of organizations involving difficult negotiations; keeping related records and reports. Nature of work requires some physical effort in lifting and opening crates and boxes with frequent exposures to minor abrasions, bruises and sprains.

DISTINGUISHING FEATURES

The 3450 Agricultural Inspector is distinguished from 6120 Environmental Health Inspector by the latter's focus on enforcing City health, housing, planning, and air pollution codes. The 3450 Agricultural Inspector is distinguished from the 6220 Inspector of Weights and Measures by the latter's focus on inspecting weighing and measuring devices and the weights and measures of products and commodities.

SUPERVISION EXERCISED

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Makes various inspections for enforcement of the minimum provisions of the state and federal agricultural codes and regulations; inspects wholesale markets, retail stores, and farmers markets; inspects eggs by candling and weighing to determine size, grade and wholesomeness; inspects fruits and vegetables for evidence of deterioration, decay and misrepresentation; inspects poultry, rabbits, geese and ducks for proper labeling and classifications; inspects honey for cleanliness, proper size containers and markings; issues tags and notices of instances of violations.
2. Makes plant quarantine inspections at post offices, railroad stations, truck depots, docks and nurseries for harmful insect and disease pests which may be entering the state in plants, fruits, vegetables and soil; certifies export shipments for requirements of country of destination.

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3. Inspects bees and hives to assure registration and freedom of apiary diseases and insect pests.
~~Draws official samples and certifies seed; inspects for noxious weed seeds; makes pest control surveys for insects and diseases; places and services fly traps.~~
4. Issues standardized violation notices, disposal orders, stop sale orders and warnings, as necessary, in order to insure proper compliance with federal, state and local laws; compiles daily summary sheets of lots and packages inspected; **prepares reports of inspections and investigations.**
- 4.5. **Enforces laws and regulations pertaining to the safe use, handling, sale, and storage of pesticides; prepares investigative reports and cases for administrative actions; responds to inquiries and complaints from industry, governmental agencies, and the public.**

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: federal, state and local codes relating to **agricultural, environmental protection, and sustainability; agricultural practices; proper scientific methods for performing inspections and investigations; general principles of biology, botany, entomology, plant pathology, and integrated pest management.** ~~inspection, including methods of control or eradication of rodents, pests, animals, and noxious weeds, methods of testing and controlling plant pests and diseases.~~

Ability and Skill to: interpret and explain agriculture laws and regulations; work effectively with merchants, farmers, wholesalers and the general public; **prepare and maintain accurate keep records; follow written and oral instructions. collect and analyze data, commodities, specimens, and evidence; communicate effectively both orally and in writing.**

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Requires completion of two years of agricultural college, supplemented by

Experience:

at least two years of practical experience in plant quarantine, pest control and distribution or inspection of wholesale lots of fruits, nuts, honey, eggs, nursery stock, vegetables or other agriculture products; or an equivalent combination of training and experience.

License and Certification:

Requires possession of: a valid certificate of eligibility as an agricultural inspector in plant quarantine and/or fruit, nut, vegetable, egg and honey standardization and poultry and rabbit meat inspection as issued by the State Department of Agriculture;

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Possession of any two (2) of the required three (3) valid Agricultural Inspector/Biologist Licenses issued by the California Department of Food and Agriculture (CFDA):

1) Pesticide Regulation License;

2) Commodity Regulation License;

3) Pest Prevention and Plant Regulation License.

(Must obtain the third valid CFDA Agricultural Inspector/Biologist License within twelve (12) months of hire)

a valid State Motor Vehicle Operator's license. Possession of a valid Driver License

Substitution:

SUPPLEMENTAL INFORMATION

Inspections are performed primarily at off-site locations and may require a moderate degree of physical exertion including lifting and carrying up to fifty (50) pounds; bending; stooping; climbing; crouching; reaching; kneeling; and manual dexterity; may operate various equipment and vehicles.

PROMOTIVE LINES

To: Senior Agricultural Inspector

From: Original Entrance Examination

ORIGINATION DATE: 01/12/1961

AMENDED DATE: 06/XX/2018

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN SFMTA