I. **Open Session - Call to Order and Roll Call**

**Members Present:**
Patricia Clarey, President
Kimiko Burton
Richard Costigan
Maeley Tom

II. **Information and Discussion Items**

1. **Report of the Executive Officer** – Suzanne Ambrose
   - The Equal Employment Opportunity Conference will be held on June 13, 2013, in Sacramento. Member Tom will be speaking at the Plenary Session on Diversity. The Compliance Review Division will host a workshop that will provide an overview of the audit program.
   - As part of SPB’s cost-saving efforts, we have partnered with the Public Utilities Commission in San Francisco to host our mid-month meetings via video-conference. The two bay-area members can appear by video-conference.
   - As another cost savings measure, SPB will support the Department of Fair Employment and Housing by hosting the Fair Employment and Housing Council meetings at SPB so that DFEH can utilize SPB’s webcasting system. The first council meeting is scheduled for June 18, 2013.

2. **Report of the Chief Counsel** – Alvin Gittisriboongul
   - Nothing to report.

3. **Report on the California Public Employees’ Retirement System**
   - Member Costigan (Report Attached)  
     **CalPERS Report**

4. **Report of CalHR**
   - No report

5. **Report of CPS HR Consulting on Merit System Services**
   – Roger Ganse and Tamika Usher (Report Attached)  
     **MSS Report**

6. **New Business**
   - None
Summary Open Minutes  
California State Personnel Board Meeting  
June 4, 2013  

7. Public Comment on Matters Not on the Agenda  
   - Dean Lan, Senior Advisor, Civil Rights Coalition  
   - Tyrone Netters, Civil Rights Coalition  
   Testimony attached  

III. Oral Argument  

1. Case No. 12-0215A  
   Persons Participating:  
   Maureen Okwuosa, Attorney, CDCR  
   Steven Horvath, Esquire  
   ACTION: Submitted  

IV. Closed Session  

V. Reconvene into Open Session – Action Items  

1. Consideration of Whether to Grant the Coalition of Civil Rights’ (Coalition) Request to Hold a Hearing on the Use of Retired Annuitants in Career Executive Assignments  
   ACTION: The Board denied the request but directed staff to include audits of Retired Annuitant appointments in CEA positions as part of Compliance Review Division’s review.  

2. Approval of the Draft Summary Open Minutes from the May 2, 2013, Board Meeting  
   ACTION: Approved  

3. Approval of the Draft Closed Minutes from the May 2, 2013, Board Meetings  
   ACTION: Approved  

4. Approval of the Resolution Extending Time Pursuant to Government Code Section 18671.1  
   ACTION: Adopted  

5. Non-Hearing Agenda  
   See Attachment 4 for Actions  

6. Career Executive Assignments  
   See Attachment 5 for Actions  

Attachment 1  
Attachment 2  
Attachment 3  
Attachment 4  
Attachment 5
7. Submitted Items
   See Attachment 6 for Actions

8. Evidentiary Cases and Non-Evidentiary Cases
   See Attachment 7 for Actions

Legislation

SB 496 – The Board voted to take an Oppose Unless Amended position.

AB 372 – The board voted to take a Support position.

VI. Adjournment

MINUTES CERTIFICATION
Investment Committee
The Investment Committee approved the adoption of a Delegation Resolution to provide clarity regarding staff’s authority in the administration of the Opportunistic Program.

The Investment Committee participated in a workshop to review asset class roles and capital market assumptions, part of the tri-annual Asset Liability Management (ALM) Process. Every three years, staff reviews current allocations and presents potential changes to each asset class that are estimated to allow CalPERS to realize its long-term assumed rate of return while maintaining prudent levels of risk. The ALM Process is an important step to help ensure that contributions, plus investment returns, are sufficient to pay the benefits and expenses of the System.

Pension & Health Benefits Committee
The CalPERS Board of Administration approved regulations that establish implementation of, and clarify existing provisions of the California Public Employees’ Pension Reform Act of 2013. The approved regulations also make related pension reform changes to the Public Employees’ Retirement Law book as well as law governing the Legislators’ Retirement System.

Performance, Compensation & Talent Management Committee
The CalPERS Board of Administration approved the proposed comparator group for Investment Management positions for base salary benchmarking, and approve the alternative salary ranges to bring those incumbents not at the minimum of range up to the minimum over a two-year phase-in period beginning July 1, 2013.

The CalPERS Board of Administration approved the submission of the Classification Proposal to the California Department of Human Resources and the State Personnel Board, and approved the proposed salary range for the Associate Investment Manager classification.
Overview of Merit System Services Roles and Responsibilities 2013
What is a Merit System?

A Merit System is defined as the manner of hiring and promoting government employees that emphasizes their ability, education, experience, and job performance rather than their connections or other political factors—one in which human resource activities are governed by uniform and impersonal policies and procedures. Federal legislation established the following six merit principles that apply to those State and local governments that are required to operate merit personnel systems as a condition of eligibility for Federal assistance or participation in an intergovernmental program.

1) Recruiting, selecting, and advancing employees on the basis of their relative ability, knowledge, and skills including open consideration of qualified applicants for initial appointment.
2) Provide equitable and adequate compensation.
3) Training employees, as needed, to assure high quality principles.
4) Retaining employees on the basis of the adequacy of their performance, correcting inadequate performance, and separating employees whose inadequate performance cannot be corrected.
5) Assuring fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, religious creed, age, or handicap and with proper regard for their privacy and constitutional rights as citizens. This “fair treatment” principle includes compliance with the Federal equal employment opportunity and nondiscrimination laws.
6) Assuring that employees are protected against coercion for partisan political purposes and are prohibited from using their official authority for purposes of interfering with or affecting the result of an election or a nomination for office.

The State of California added to these six principles and developed the Local Agency Personnel Standards (LAPS). These standards provide more administrative and procedural detail on how the federal merit principles are interpreted and instituted in California for local agencies.
What is Merit System Services?

Pursuant to California Government Code Section 19800 – 19810, the State Personnel Board (SPB) is charged with the responsibility of ensuring that federal merit principles are met by counties as a condition of receiving federal funds for certain programs within the departments of Social Services and Child Support Services. The covered programs include: Food Stamps, Social Security (specific titles), Employment, Aging, Medi-Cal, Foster Care & Adoptions, and Child Support. The SPB has contracted with CPS HR Consulting to provide the services that meet the federal mandates. Merit System Services (MSS) refers to the contract program within CPS HR Consulting that provides the requisite services to counties.
The Role of MSS

The role of MSS is to oversee and directly administer personnel programs for local Social Services and Child Support Services Departments. MSS’ day-to-day operations include:

- Recruitment
- Classification
- Reorganization
- Resolution of personnel issues or problems
- Application review
- Test development
- Test administration and scoring
- Certification of eligibility lists
- Disciplinary appeals
- Seniority calculations and layoff
- Compliance with LAPS

MSS does not have authority or responsibility for overseeing or directly administering the following:

- Salary administration
- Benefits
- Position control
- Working conditions
- Employee relations

MSS currently covers approximately 71,298 employees throughout California. This figure includes Social Services and Child Support Services employees in the 58 California counties. Thirty of the 58 counties are Interagency Merit System (IMS) counties. The remaining 28 counties are Approved Local Merit System (ALMS) counties.
Thirty of the 58 counties are IMS counties. Approximately 5,826 employees are served in the IMS counties. MSS performs direct personnel services for the 30 IMS counties to provide examination services, position classification, appointment certification, consulting, seniority calculation, and layoff processing.

The IMS counties for the most part are the smaller, more rural counties primarily located in Northern California and the Central Valley. There are only three IMS counties located in Southern and Eastern California – Imperial, Mono, and Inyo Counties. The largest IMS county is Monterey with approximately 700 employees in its Social Services Department and 80 employees in its Child Support Services Department.

Several of the small counties have regionalized their Child Support functions. In those cases, we work with a consortium or joint powers authority instead of an individual county. Those regionalized entities are: Central-Sierra (comprised of Alpine, Amador, Calaveras, and Tuolumne county CSS departments), Siskiyou-Modoc, Sierra-Nevada, Eastern Sierra (Inyo and Mono counties), and San Benito-Santa Cruz.
MSS and ALMS Counties

The remaining 28 counties are ALMS counties. These counties have established that their personnel systems meet the federal merit principles and are therefore “approved”.

- These counties have approved merit systems; however, we do perform periodic audits in order to review their personnel functions and verify that they do adhere to LAPS.
- These counties administer their own personnel program, which means that each ALMS county’s practices will most likely be different from other ALMS counties.
- However, in order for a county to qualify as an ALMS county, it must have a countywide personnel system that meets the requirements of LAPS, Chapter 1.
Local Agency Personnel Standards

- The LAPS were adopted by SPB to implement California Government Code Sections 19800-19810.
- LAPS rules must be met by a local agency wishing to establish its own ALMS in order to qualify for certain state and federally funded programs.
- The standards identified in Chapter 1 of LAPS apply to Approved Local Merit Systems are intended to be used as broad, flexible guidelines reflecting generally accepted personnel practices.
- Chapter 2 of LAPS consists of more specific standards for IMS counties. Each IMS county will have a consultant at CPS who works with them in interpreting, understanding, and applying these standards so that the counties will be in compliance with the state and federal rules and regulations.

What it covers:

- Classification
- Recruitment and Selection
- Certification of Eligibles
- Discipline and Appeal Procedures
- Seniority
- Layoff
# MSS Full Time Equivalent Hours

<table>
<thead>
<tr>
<th>FISCAL YEAR</th>
<th>CONTRACT FTE</th>
<th>REGULAR FTE</th>
<th>INTERMITTENT STAFF FTE*</th>
<th>TOTAL FTE</th>
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<tbody>
<tr>
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<td>20.07</td>
<td>9.66</td>
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<td>2011-2012</td>
<td>13.37</td>
<td>6.94</td>
<td>7.27</td>
<td>14.21</td>
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</table>

*Intermittent Staff FTE includes consultant, oral chair, proctor, and subject matter expert hours*
The funding is provided by the California Department of Social Services (CDSS), California Child Support Services (CDCSS) and California Department of Health Services (CDHS)
Approved Local Merit System Audits

<table>
<thead>
<tr>
<th>ALMS AUDITS FOR THE PAST THREE YEARS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fresno</td>
</tr>
<tr>
<td>Orange</td>
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<tr>
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<td>San Joaquin</td>
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</tr>
<tr>
<td>Stanislaus</td>
</tr>
<tr>
<td>San Diego</td>
</tr>
</tbody>
</table>

All audit reports are sent to SPB and the California Department of Human Resources (CalHR). MSS also send quarterly reports to CDSS, CDCSS, CalHR and SPB which contains a specific section devoted to the status of pending ALMS compliance issues.
All audit reports are sent to California Department of Human Resources, California Department of Social Services, California Department of Child Support Services, and the California Department of Health Services. MSS also sends quarterly reports to the State Personnel Board, which contains a specific section devoted to the status of pending ALMS compliance issues.

### Approved Local Merit System Audits

<table>
<thead>
<tr>
<th>County</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fresno</td>
<td>February 2010</td>
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<tr>
<td>Orange</td>
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<tr>
<td>San Luis Obispo</td>
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<td>San Joaquin</td>
<td>October 2010</td>
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<td>San Mateo</td>
<td>January 2011</td>
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<td>Santa Clara</td>
<td>April 2011</td>
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<td>Sonoma</td>
<td>July 2011</td>
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<td>Ventura</td>
<td>October 2011</td>
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<td>San Bernardino</td>
<td>January 2012</td>
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<td>San Francisco</td>
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<td>Santa Cruz</td>
<td>August 2012</td>
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<td>Stanislaus</td>
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<td>Sacramento</td>
<td>March 2013</td>
</tr>
<tr>
<td>San Diego</td>
<td>June 2013</td>
</tr>
</tbody>
</table>
Recruitments – July through May 24

Like last year, Merit Systems recruitments are occurring at a higher rate than budgeted.

- DSS has initiated 472 recruitments against an allocation of 350.
- CSS has initiated 70 recruitments against an allocation of 65.

As with last year, this overage will be mitigated by shifting funds from non-critical program projects and/or having counties prioritize and defer recruitments as possible. This trend is being addressed in FY 14 budget discussions.

Program Improvement through Communication and Collaboration

As reported last quarter, MSS was in the process of scheduling several webinar sessions to focus on proposed changes to LAPS Chapter 2. MSS held six webinar sessions where Interagency Merit System DSS, CSS, and County Human Resources staff was invited and all attendees got to vote on the proposed changes as well as provide feedback on sections that may not have been up for revisions.

The Technical Committee will meet July 19th to review the voting results and prepare a final presentation to CSS and DSS Directors. There will be one final vote for Directors; one at the CWDA meeting in August and one at the CSDA meeting in September.

MSS staff and the Technical Committee are now working on Chapter 1. Once the proposed changes are identified, MSS will hold two additional webinars and follow the same process as outlined above.

Program Enhancements/Efficiencies

MSS continues to seek opportunities for program enhancements and efficiencies. Such as:

- Candidate Self Scheduling- Candidates will schedule themselves for all MSS examinations. This new system will reduce labor costs and hopefully reduce the number of no-shows to written and oral exams.
Last quarter this project was still in the development stage; as of April 22nd, we are now in the piloting stage.

**Job Analysis/Exam Development**

Below are job analyses and exam development initiatives that MSS is administering:

- Social Worker Series Exam Development - in progress
- Child Support Specialist I/II, III, and Supervisor – in progress
- Eligibility Worker I/II, III, and Supervisor - Placed on hold due to the upcoming changes in Eligibility.
- Vocational Trainee/Assistant and Homemaker – in progress
- Military and Veterans Representative and Officer – in progress
STATE PERSONNEL BOARD MEETING
TESTIMONY OF
COALITION OF CIVIL RIGHTS ORGANIZATIONS
June 4, 2013

Madame President and Members of the Board:

Good morning. My name is Dean Lan and with me is Tyrone Netters. We are representing the Coalition of state employee and civil rights organizations.

On May 2, Robin Corralejo of our Coalition spoke during the public comment section of your meeting on the issue of Retired Annuitants (RAs) in Career Executive Assignment (CEA) positions. The Coalition requested that the Board hold a public hearing to obtain input from stakeholders on the appropriateness of state agencies appointing RAs to high level, high paying Career Executive Assignment positions with virtually no oversight. Since this item is on the Agenda today, we respectfully request that you vote to hold a hearing at a future date.

The State Personnel Board (SPB) has the authority under Article VII of the State Constitution to administer the civil service system and ensure that state employment is based on merit and free of political patronage. The SPB may review an appointing authority’s personnel practices to ensure compliance with civil service laws, rules, and policies. The SPB may also conduct special investigations of an appointing authority’s personnel practices to ensure compliance with civil service laws, rules and policies.
Government Code 19144 states that “a person who has retired from state civil service may be employed temporarily in a civil service position at any time following retirement, provided that the position is either: (a) In the class in which the person had permanent or probationary status or a career executive assignment appointment at the time of retirement or (b) In another class to which the person could have been permanently transferred, reinstated, or demoted at the time of retirement.”

CalHR policy in its “Classification & Pay Guide” provide that: “A retired annuitant shall only be appointed to a CEA position if the position has been established by the State Personnel Board and the retired annuitant is to perform the approved duties of the CEA position. A retired annuitant should always be appointed to the class, be it CEA or civil service, that is appropriate to the duties to be performed.” These policies were adopted by the Department of Personnel Administration in 2000. Departments have brought back RAs as CEA and paid them in the “blanket” over the last thirteen years. Jon Ortiz from the Sacramento Bee identified 75 retirees in 26 departments in these executive positions in a February internal CalHR report.

The Coalition has concerns with having policies in place that are not enforced. Since there is no competitive examination process to hire retired annuitants, there is an existing risk that management can bring in their friends who retired as CEA. This compromises the principle that state employment be based on merit and free of political patronage.

The Coalition has had concerns for many years that there has been an under-representation of people of color and persons with disabilities in CEA positions. With the population increase and the changing demographics in California, including the diversity of state employees, the overall rate of CEA positions held by people of color, especially males of
color, has decreased according to a new study. Michael Sumner, Ph.D., will be revealing his conclusion at the June 13th CalHR EEO conference with Department Directors and Agency Secretaries. Since many state agencies are routinely bringing back RAs in CEA positions, upward mobility is being blocked for under-represented groups.

The Coalition urges the 5 Member Board to vote in support of holding a hearing as soon as possible to gather public input. We are happy to answer any questions you may have. Thank you.

Carl McLaney, President
On behalf of
Black Advocates in State Service

Dean Lan, Senior Advisor
On behalf of
Asian Pacific State Employees Association

Jake Johnson, President
On behalf of
Association of California State Employees with Disabilities

Neptaly Aguilera, President
On behalf of
CAFÉ de California
Chicano Latino State Employees Association

Robin Corralejo, President
On behalf of
LULAC Lorenzo Patiño Council of Sacramento
Attachment 1

Closed Session

**Employee Appointments, Disciplinary Matters, and Other Appeals**
Deliberations to consider matters submitted at prior hearing.
[Government Code Sections 11126(c)(3), 18653(3)]

**Deliberation on Non-Evidentiary Cases and Adverse Actions, Discrimination Complaints and other Proposed Decisions Submitted by Administrative Law Judges**
Deliberations on proposed, rejected, remanded, and submitted decisions, petitions for rehearing, and other matters related to cases heard by Administrative Law Judges of the SPB or by the Board itself.
[Government Code sections 11126(c)(3), 18653]

**Pending Litigation**
Conference with legal counsel to confer with and receive advice regarding pending litigation when discussion in open session would be prejudicial. Counsel will submit a list of SPB litigations and writ litigations for the Board to review and confer.
[Government Code sections 11126(e), 18653]

**Recommendations to the Legislature**
Deliberations on recommendations to the Legislature.
[Government Code section 18653]

**Recommendations to the Governor**
Deliberations on recommendations to the Governor.
[Government Code section 18653]
On June 4, 2013, the Board took the following action on the Resolution listed as presented by Suzanne Ambrose, Executive Officer, California State Personnel Board.

VOTE: Clarey, Burton, Costigan – Aye

Notice of Government Code Section 18671.1 Resolution

Government Code Section 18671.1 requires that cases pending before SPB Administrative Law Judges (ALJ's) be completed within six months or no later than 90 days after submission of a case, whichever is first, absent the publication of substantial reasons for needing an additional 45 days. The Board hereby publishes its substantial reasons for the need for the 45-day extension for some of the cases now pending before it for decision.

An additional 45 days may be required in cases that require multiple days of hearings, that have been delayed by unusual circumstances, or that involve any delay generated by either party (including, but not limited to, submission of written briefs, requests for settlement conferences, continuances, discovery disputes, pre-hearing motions). In such cases, six months may be inadequate for the ALJ to hear the entire case, prepare a proposed decision containing the detailed factual and legal analysis required by law, and for the SPB to review the decision and adopt, modify or reject the proposed decision within the time limitations of the statute.

Therefore, at its next meeting, the Board will issue the attached resolution extending the time limitation by 45 days for all cases that meet the above criteria, and that have been before the Board for less than six months as of the date of the Board meeting.

Government Code Section 18671.1 Resolution

WHEREAS, Section 18671.1 provides that, absent waiver by the appellant, the time period in which the Board must render its decision on a petition pending before it shall not exceed six months from the date the petition was filed or 90 days from the date of submission; and

WHEREAS, Section 18671.1 also provides for an extension of the time limitations by 45 additional days if the Board publishes substantial reasons for the need for the extension in its calendar prior to the conclusion of the six-month period; and
WHEREAS, the Agenda for the Board meeting included an item titled "Notice of Government Code Section 18671.1 Resolution" which sets forth substantial reasons for utilizing that 45-day extension to extend the time to decide particular cases pending before the Board;

WHEREAS, there are currently pending before the Board cases that have required multiple days of hearing and/or that have been delayed by unusual circumstances or by acts or omissions of the parties themselves;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the time limitations set forth in Government Code Section 18671.1 are hereby extended an additional 45 days for all cases that have required multiple days of hearing or that have been delayed by acts or omissions of the parties or by unusual circumstances and that have been pending before the Board for less than six months as of the date this resolution is adopted.

ACTION: Adopted
On June 4, 2013, the Board took the following action on the Non-Hearing Agenda as presented by Suzanne Ambrose, Executive Officer, California State Personnel Board.

VOTE: Clarey, Burton, Costigan – Aye

Non-Hearing Agenda

A. **Requests to Establish, Revise or Abolish Classifications, Alternate Range Criteria, etc.**

The California Department of Human Resources, on behalf of the California Department of Food and Agriculture, proposes establishment of a new classification series and class specification for Agriculture Program Supervisor.

Request approval to abolish classes and reallocate employees from the existing department specific Program Supervisor, Division of Measurement Standards; Area Manager, Exclusion and Detection; and Agriculture Program Supervisor parenthetical classifications to the new classifications:

<table>
<thead>
<tr>
<th>Title</th>
<th>Class Code</th>
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<tbody>
<tr>
<td>Agriculture Program Supervisor I</td>
<td>1165</td>
</tr>
<tr>
<td>Agriculture Program Supervisor II</td>
<td>1166</td>
</tr>
<tr>
<td>Agriculture Program Supervisor III</td>
<td>1167</td>
</tr>
<tr>
<td>Agriculture Program Supervisor IV</td>
<td>1168</td>
</tr>
</tbody>
</table>

**ACTION:** Approved

B. **Requests to Abolish Classes that have had No Incumbents for More than Two Years**

NONE

C. **Request for Backdate of Appointments**

NONE
DATE: June 4, 2013

TO: STATE PERSONNEL BOARD

FROM: Vanessa Singh, Personnel Program Analyst
Personnel Management Division
California Department of Human Resources

REVIEWED BY: Debbie True, Acting Chief
Personnel Management Division
California Department of Human Resources

SUBJECT: Proposed establishment of a new classification series and class specification for Agriculture Program Supervisor: Agriculture Program Supervisor I, Agriculture Program Supervisor II, Agriculture Program Supervisor III, and Agriculture Program Supervisor IV; abolition of Program Supervisor, Division of Measurement Standards, and Area Manager, Exclusion and Detection; and application of Footnote 24 to the class of Branch Chief I, Inspection Services; resulting in the abolishment of the following classes:

Agriculture Program Supervisor I (Inspection Services)
Agriculture Program Supervisor II (Inspection Services)
Agriculture Program Supervisor II (Pest Management)
Agriculture Program Supervisor III (Chemistry Laboratory Services)
Agriculture Program Supervisor III (Pest Management)
Agriculture Program Supervisor III (Pest Prevention)
Agriculture Program Supervisor IV (Pest Management)
Agriculture Program Supervisor IV (Pest Prevention)
Program Supervisor, Division of Measurement Standards
Area Manager, Exclusion and Detection

SUMMARY OF ISSUES:

There are currently eight classifications that perform agricultural program supervisor duties within the California Department of Food and Agriculture (CDFA). The primary difference between the classes is limited to education-specific minimum qualifications
for some of the classes. All require a minimum of a Bachelor’s degree, but some require that degree to be in a specific area of education, such as biological science.

A job analysis was conducted which determined that the primary duties and responsibilities of the above ten classes are substantially the same, making consolidation of these classes appropriate.

In addition, it is proposed that Footnote 24 be applied to the class of Branch Chief I, Inspection Services to initiate abolition when the class becomes vacant.

CONSULTED WITH:

Debbie Baldwin, California Department of Human Resources
Kris Flachman, California Department of Human Resources
Cindie Fonseca, California Department of Human Resources
Gay Faivre, Department of Food and Agriculture
Joleen Rodriguez, Department of Food and Agriculture
Denise Cooper, Department of Food and Agriculture
Anise Severns, Department of Pesticide Regulation

It is proposed that the classes in this series be designated supervisory. Union notification is not required; however, courtesy notices have been sent to the California Associate of Professional Scientists, California Association of Managers and Supervisor (CAMS) and Association of California State Supervisors (ACSS).

BACKGROUND AND CONSIDERATIONS:

See attached Part B Classification Considerations.

RECOMMENDATIONS:

It is recommended:

1. That the following classes in the Agriculture Program Supervisor class series be established; the proposed specification for the class series shown in this calendar be adopted; and the probationary period for the classes be twelve months.

   Agriculture Program Supervisor I
   Agriculture Program Supervisor II
   Agriculture Program Supervisor III
   Agriculture Program Supervisor IV
2. That the following classes be abolished:

   Agriculture Program Supervisor I (Inspection Services)
   Agriculture Program Supervisor II (Inspection Services)
   Agriculture Program Supervisor II (Pest Management)
   Agriculture Program Supervisor III (Chemistry Laboratory Services)
   Agriculture Program Supervisor III (Pest Management)
   Agriculture Program Supervisor III (Pest Prevention)
   Agriculture Program Supervisor IV (Pest Management)
   Agriculture Program Supervisor IV (Pest Prevention)
   Program Supervisor, Division of Measurement Standards
   Area Manager, Exclusion and Detection

3. That Footnote 24 be applied to the class of Branch Chief I, Inspection Services, to prevent further appointments to this class and to designate that it is to be abolished when it becomes vacant.
RESOLUTION

WHEREAS, the State Personnel Board on June 4, 2013, established the classes indicated in Column II; and the duties and responsibilities of those classes are included in the previously existing classes indicated in Column I; and

WHEREAS, the knowledge and abilities required for the classes in Column II were substantially tested for in the examinations held for the classes in Column I; and

WHEREAS, the incumbents in classes listed in Column I were serving a 12 month probationary period; and

WHEREAS, the new classes listed in Column II have a 12 month probationary period; therefore be it

RESOLVED, that any person with civil service status in the classes listed in Column I on June 4, 2013, shall be reallocated for the corresponding classes indicated in Column II and are hereby granted the same civil service status in that class without further examination; and be it further

RESOLVED, that any person with civil service status in the classes indicated in Column I who on June 4, 2013, have less than 12 months of experience shall complete their probationary period when they have served the equivalent of 12 months of combined experience in the classes in Column I and the corresponding classes in Column II; and be it further

RESOLVED, that upon adoption of the class in Column II, the classes in Column I be abolished effective June 4, 2013; and be it further

RESOLVED, that any employment lists, other than reemployment lists, established for the classes indicated in Column I, shall be used to certify to fill vacancies in the corresponding classes indicated in Column II, as directed by the Executive Officer of the State Personnel Board, until such lists are abolished, exhausted, or superseded by lists for the classes in Column II, and that any persons on existing reemployment lists for the classes in Column I, shall also be placed on reemployment lists for the corresponding
classes in Column II until the expiration of their eligibility on the reemployment lists for classes in Column I.

<table>
<thead>
<tr>
<th>Column I</th>
<th>Column II</th>
</tr>
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<tbody>
<tr>
<td>Agriculture Program Supervisor I (Inspection Services)</td>
<td>Agriculture Program Supervisor I</td>
</tr>
<tr>
<td>Agriculture Program Supervisor II (Inspection Services)</td>
<td>Agriculture Program Supervisor II</td>
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<tr>
<td>Agriculture Program Supervisor II (Pest Management)</td>
<td>Agriculture Program Supervisor II</td>
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<tr>
<td>Program Supervisor, Division of Measurement Standards</td>
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<tr>
<td>Area Manager, Exclusion and Detection, Range A</td>
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<tr>
<td>Agriculture Program Supervisor III (Chemistry Laboratory Services)</td>
<td>Agriculture Program Supervisor III</td>
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<td>Agriculture Program Supervisor III (Pest Management)</td>
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<td>Agriculture Program Supervisor III (Pest Prevention)</td>
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<tr>
<td>Area Manager, Exclusion and Detection, Range B</td>
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<tr>
<td>Agriculture Program Supervisor IV (Pest Management)</td>
<td>Agriculture Program Supervisor IV</td>
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<td>Agriculture Program Supervisor IV (Pest Prevention)</td>
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</table>
CLASSIFICATION CONSIDERATIONS

Instructions: Complete after if Concept (Part A) is approved by DPA. Answer all applicable questions, providing enough information to support your proposal. Return this with a signed transmittal form to your DPA and SPB Analysts.

Background

1. Provide some historical perspective about the organizational setting of the subject class(es) and the needs that this request addresses.

The California Department of Food and Agriculture (CDFA) proposes the establishment of the Agriculture Program Supervisor class series, with classifications of Agriculture Program Supervisor I, II, III, and IV. The CDFA further proposes the abolishment of the following classes: Agriculture Program Supervisor I (Inspection Services), Agriculture Program Supervisor II (Inspections Services), Agriculture Program Supervisor II (Pest Management), Agriculture Program Supervisor III (Chemistry Laboratory Services), Agriculture Program Supervisor III (Pest Management), Agriculture Program Supervisor III (Pest Prevention), Agriculture Program Supervisor IV (Pest Management), Agriculture Program Supervisor IV (Pest Prevention), Area Manager, Exclusion and Detection, and Program Supervisor, Division of Measurement Standards; and the addition of Footnote 24 to the class of BranchChief I, Inspection Services, which will be abolished upon all positions becoming vacant.

CDFA is an agency-level department with statewide responsibility for oversight of the $37 billion agricultural industry. CDFA has multiple statewide programs that require supervisory staff located throughout California at a level sufficient to give credibility to their interaction with the public and counterparts within the Federal, County, City and other local jurisdictions, especially during agricultural emergencies, such as food safety issues or pest infestations affecting California agricultural products.

As originally established in 1985, the Agriculture Program Supervisor I-IV class series had four parenthetical specialties and was intended for use in three of the CDFA’s agricultural line divisions: Inspection Services, Plant Industry, and Pest Management (now two divisions: Inspection Services, and Plant Health and Pest Prevention Services when the Division of Pest Management split off to become the Department of Pesticide Regulation). This class structure and division designation was narrow in scope and precluded the use of this series, or even levels within the series, within other major agricultural program areas of the Department.

Since that time, CDFA’s organizational philosophy has evolved. Agricultural programs have grown and become more complex. Operational needs have changed. There are gaps within some of the major agricultural programs where there is a need for supervisory classes at the various Agriculture Program Supervisor levels to perform the
same level and type of work performed by positions within the current Agriculture Program Supervisor parenthetical classes that are not currently available for use within those other divisions. As noted above, the current scope for existing classes is narrow and limited to use in only two of CDFA's divisions, creating duplicative classes within the other line programs, such as Area Manager, Exclusion and Detection, and Program Supervisor, Division of Measurement Standards; or even a lack of a similar class to perform the same level and type of work.

There is a recognition of the similarity of the work performed at the Agriculture Program Supervisor level within each line division, and the need for supervisory levels to perform that same level and type of work within the other agricultural program areas. As a result, a job analysis was conducted with input from class incumbents and Subject Matter Experts (including management levels) that substantiated and validated a single set of tasks and competencies (knowledges, abilities, and behaviors) common to all Agriculture Program Supervisors and all agricultural divisions; thus acknowledging the appropriateness of consolidating the Agriculture Program Supervisor parenthetical classes into a broader, single class series.

In addition to the above organizational changes, this proposal to consolidate and broaden the use of the Agriculture Program Supervisor classes is consistent with the State Personnel Board's approval in 2011 of CDFA's consolidation of ten Branch Chief parenthetical classes into a single class that is used throughout the CDFA, as well as the Department of Personnel Administration's consolidation of CDFA's and the Department of Fish and Game's various Veterinarian classes into one servicewide Veterinarian class series.

This proposal also addresses a serious need for succession planning within the CDFA and is consistent with CDFA's Mission, Vision and Strategic Plan in regards to Workforce Management and Workforce Planning. With the reduction in workforce due to both baby-boomer retirements and fiscal cuts, it has become more and more necessary to develop staff for leadership roles at both the supervisory and managerial levels. The Agriculture Program Supervisor classes will be the main feeder classes for the upper management positions within the CDFA. This is where CDFA will grow our leaders for the future.

The Agriculture Program Supervisor I-IV classes will be used throughout six agricultural program divisions within the CDFA to supervise various specialized food and agriculture programs. A brief description of the program areas where the Agriculture Program Supervisor classes will be used is included below.

- The Inspection Services Division supports and contributes to a safe, abundant food supply, environmentally sound agricultural practices, and an equitable marketplace for California agriculture. Specific programs include inspecting fruits, vegetables and nuts; grading the size and weight of products; ensuring the accuracy of packaging and labeling; performing chemical analysis of fertilizers, animal feed, livestock drugs, and other agricultural products to ensure the safety of the food chain and the environment.
• The Plant Health and Pest Prevention Services Division oversees the pest prevention and pest management program to protect California's agriculture, horticulture, natural resources and urban environments from invasive plant pests. Branch activities include protecting California's food supply from the devastating impact of exotic pests; protecting environmental and natural resources from direct pest impacts and increased pesticide use; protecting the public from pests that pose human health threats; and protecting/supporting California's position in the global economy.

• The Pierce's Disease Program is a statewide pest management program that has been implemented to counter the threat posed by glassy-winged sharpshooter (GWSS) and the bacterial diseases it vectors. This program includes survey activities to determine the distribution of GWSS in California and detect new infestations, and regulatory activities to prevent the artificial spread of GWSS to un-infested, at-risk areas.

• The Animal Health and Food Safety Services Division protects the public's health, California's livestock and poultry health, and the safety of food at the animal origin including meat, poultry and milk inspection services. Staff in this division also establish programs to protect livestock from theft or straying.

• The Marketing Services Division promotes and administers the oversight of agriculture marketing programs in order to promote California's agricultural products both nationally and internationally. Branch activities include licensing and regulating produce dealers and food processors to maintain orderly marketing of California farm commodities; providing information and economic analysis on marketing issues and the marketing process; providing the framework and coordination for long-term strategic marketing of California's diverse agricultural products; research and information gathering; identifying and helping resolve marketing problems; assisting the dairy industry in maintaining stable marketing conditions; providing mediation to resolve problems between producers and handlers; and assuring that producers are paid for their products.

• The Measurement Standards Division enforces California's weights and measures laws and regulations, including the accuracy of commercial weighing and measuring devices for agricultural and non-agricultural products; verifies the quantity of bulk and packaged commodities, and enforces the quality of advertising and labeling standards for most petroleum products. California's Division of Measurement Standards is recognized for setting the standards for measurement used nationally.
Agriculture Program Supervisor IV will report to Branch Chief, California Department of Food and Agriculture or Environmental Program Manager I or II.

Agriculture Program Supervisor III may report to Agriculture Program Supervisor IV, Branch Chief, California Department of Food and Agriculture, or Environmental Program Manager I or II.

Agriculture Program Supervisor II may report to Agriculture Program Supervisor III, Agricultural Program Supervisor IV, or Branch Chief, California Department of Food and Agriculture.

Agriculture Program Supervisor I may report to Agriculture Program Supervisor II, Agriculture Program Supervisor III, Agriculture Program Supervisor IV, or Branch Chief, California Department of Food and Agriculture.

3. Will the subject class(es) supervise? If so, what class(es)?

Agriculture Program Supervisor IV may supervise Agriculture Program Supervisor I-III and lower level technical, analytical, scientific and supervisory classes at various levels within the organization. Specific classes supervised may include classes such as Senior Insect Biosystematist, Plant Quarantine Officer, and/or Senior Seed Botanist.

Agriculture Program Supervisor III may supervise Agriculture Program Supervisor I-II and lower level technical, analytical, scientific and supervisory classes at various levels within the organization. Specific classes supervised may include classes such as Plant Quarantine Officer, Plant Quarantine Supervisor, Associate Insect Biosystematist, and/or Senior Agricultural Economist.

Agriculture Program Supervisor II may supervise Agriculture Program Supervisor I and lower level technical, analytical, scientific and supervisory classes at various levels within the organization. Specific classes supervised may include classes such as Measurement Standards Specialist III, Plant Quarantine Inspector, Agricultural Pest Control Supervisor, Milk Fluid Testing Coordinator, Assistant or Associate Agricultural Economist, Regional Administrator, Milk and Dairy Foods Control Branch, and/or Program Specialist, Agricultural Chemicals.

Agriculture Program Supervisor I may supervise lower level technical, analytical, and supervisory classes at various levels within the organization, such as Agricultural Pest Control Specialist, Supervising Meat Inspector, Fruit, Vegetable Quality Control Supervisor, Senior Brand Inspector, Assistant or Associate Agricultural Economist, and/or Agricultural Biological Technician.
4. What are the specific duties of the subject class(es)?

This series specification describes four Agriculture Program Supervisor levels in the California Department of Food and Agriculture used to perform a variety of tasks related to agriculture program administration. In the course of these activities, Agriculture Program Supervisors plan, organize, and direct the work of staff in a program setting; prepare and review program-related reports and data; oversee development and implementation of, or provide, appropriate training to staff and stakeholders; adhere to and apply personnel policies, practices and procedures; perform personnel actions including performance evaluations and disciplinary actions; perform and apply sound administrative and fiscal practices; plan and prepare budget documents including budget change proposals; monitor and control fiscal resources; develop and administer contracts; authorize procurement activities; interpret and ensure compliance with laws, rules, regulations, and program plans; conduct and assist with investigations; conduct, assist with, and participate in the development of court cases arising in connection with assigned work; advise on and assist in the formulation of rules, regulations, guidelines, policies, procedures and program plans; provide technical expertise as requested; direct, coordinate and oversee program activities with Federal, State, Department, county/local government, industry entities and other stakeholders; conduct or assist in the enforcement of applicable regulations or codes related to the assigned program; may act for Branch Chief during short-term, temporary absences.

5. What is the decision-making responsibility of the subject class(es)?

These are supervisory level positions responsible for influencing policy decisions within their Branch that could have statewide impact. The Decision Making competency identified for this class is defined as the ability to make decisions and solve problems involving varied levels of complexity, ambiguity, and risk.

6. What would be the consequence of error if incumbents in the subject class(es) did not perform their jobs? (Program problems, lost funding, public safety compromised, etc.)

The program responsibilities in each agricultural program are driven by statute in the Food and Agriculture Code. Incumbents are responsible for promoting and protecting California agriculture and food products both at home and abroad. Risks include violation of State and Federal laws regulating agricultural programs, failure to ensure that only safe and quality food products reach the consumer, and failure to protect California's agricultural industry from invasion by diseases and exotic pests. Consequence of error places the public at risk and jeopardizes the $37 billion agricultural industry, which employs thousands of California citizens and generates millions of dollars in tax revenue.

Additional risk factors lie in the failure to develop future leaders for CDFA's agricultural programs. If the broader concept for this class series is not approved, it becomes more difficult for CDFA to grow leaders within each of it's agricultural programs to protect the
public and industry interests. A single class series with a shared concept makes CDFA's job much easier to develop staff to take on CDFA's future leadership roles.

7. What are the analytical requirements expected of incumbents in the subject class(es)?

Analytical competencies required for these supervisory level positions include: Analytical Thinking, Change Leadership, Communication, Conflict Management, Creative Thinking, Customer Focus, Decision Making, Diagnostic Information Gathering, Planning and Organizing, Resource Management, Team Leadership, Thoroughness, Vision and Strategic Thinking, and Workforce Management.

These competencies are defined as: The ability to approach a problem by using a logical, systematic, sequential approach. The ability to manage, lead, and enable the process of change and transition while helping others to deal with their effects. The ability to listen to others and communicate in an effective manner. The ability to communicate ideas, thoughts, and facts in writing. The ability/skill to use correct grammar, correct spelling, sentence and document structure, accepted document formatting, and special literary techniques to communicate a message in writing. The ability to prevent, manage, and/or resolve conflict. The ability to identify and respond to current and future customer's needs. The ability to provide excellent service to internal and external customers. The ability to make decisions and solve problems involving varied levels of complexity, ambiguity, and risk. The ability to define tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives. The ability to ensure that one's own and other's work and information are complete and accurate. The ability to carefully prepare for meetings and presentations. The ability to follow up with others to ensure that agreements and commitments have been fulfilled. The ability to support, promote, and ensure alignment with the organization's vision and values. The ability to understand how an organization must change in light of internal and external trends and influences. The ability to effectively recruit, select, develop, and retain competent staff; includes making appropriate assignments and managing staff performance.

8. What are the purpose, type, and level of contacts incumbents in the subject class(es) make?

The types of contacts incumbents may make include the public; members of the agricultural industry; Industry Marketing Orders, Boards and Commissions; and Federal, State, Department, County, and other local governmental agency counterparts, including health, environmental, and agriculture departments. These positions may be the highest supervisory level representing the CDFA during serious agricultural emergencies within one of four major geographic regions.
9. For new classes only: what existing classes were considered and why were they not appropriate?

This proposal consolidates existing agricultural specific classifications and creates a new class concept that includes identifying the competencies necessary to perform the work. There are no current servicewide classifications that accommodate this work or provide the basis for a selection tool that will meet the specialized hiring needs.

Minimum Qualifications

10. What are the proposed or current minimum qualifications of the subject class(es), and why are they appropriate? (Include inside and outside experience patterns.)

MINIMUM QUALIFICATIONS

AGRICULTURE PROGRAM SUPERVISOR I

Either I

One year of experience in the California state service performing the duties of a class equivalent in level and responsibility to that of a Measurement Standards Specialist III, Associate Agricultural Economist, Plant Quarantine Supervisor II, Associate Agricultural Biologist, Fruit and Vegetable Quality Control Supervisor II, Dairy Food Specialist Range C, or Regional Brand Supervisor.

Or II

Two years of experience in the California state service performing the duties of a class equivalent in level and responsibility to that of a Plant Quarantine Supervisor I, Agricultural Pest Control Supervisor, Fruit and Vegetable Quality Control Supervisor I, or Senior Brand Inspector.

Or III

Experience: Four years of increasingly responsible experience performing duties in the food and agriculture industry, one year of which shall have been in a supervisory capacity. (Experience in California state service applied toward the supervisory requirement must have been in a class with a level of responsibility equivalent to Measurement Standards Specialist III, Plant Quarantine Supervisor II, or Fruit and Vegetable Quality Control Supervisor II.) and

Education: Equivalent to graduation from college with a major in business or public administration, economics, criminal justice, a biological science, chemistry, chemical engineering, veterinary science, or a related field. (Two years of additional qualifying experience may be substituted for the required education.)
AGRICULTURE PROGRAM SUPERVISOR II

Either I

One year of experience in the California state service performing the duties of a class equivalent in level and responsibility to that of an Agriculture Program Supervisor I.

Or II

Two years of experience in the California state service performing the duties of a class equivalent in level and responsibility to that of a Measurement Standards Specialist III, Associate Agricultural Economist, Plant Quarantine Supervisor II, Associate Agricultural Biologist, Fruit and Vegetable Quality Control Supervisor II, Dairy Food Specialist Range C, or Regional Brand Supervisor.

Or III

Experience: Four years of increasingly responsible experience in duties pertaining to fresh products, grain, or egg quality inspection; pest prevention; chemical experience, preferably in analytical chemistry, related to agricultural chemicals or products; agricultural biology or plant science; meat inspection; livestock and poultry disease prevention, control and eradication; enforcement or technical experience in the administration of laws, rules, and regulations pertaining to weights and measures; professional experience in the animal industry; enforcement of Federal, State, county or city laws relating to dairies or dairy products; line or staff technical administrative or legal research in the marketing of milk, dairy or agricultural products; or operating or managing concessions, exhibit programs, or special events; one year of which must have been in a supervisory capacity performing a broad range of supervisory and administrative duties including budget preparation, resource planning, staff development, and program evaluation. (Experience in California state service applied toward the supervisory requirement must have been in a class comparable in level and responsibility to that of an Agriculture Program Supervisor I.) and

Education: Equivalent to graduation from college with a major in business or public administration, economics, criminal justice, a biological science, chemistry, chemical engineering, veterinary science, or a related field. (Two years of additional qualifying experience may be substituted for the required education.)

AGRICULTURE PROGRAM SUPERVISOR III

Either I

One year of experience in the California state service performing the duties of a class equivalent in level and responsibility to that of an Agriculture Program Supervisor II.

Or II

Two years of experience in the California state service performing the duties of a class equivalent in level and responsibility to that of an Agriculture Program Supervisor I.
Or III
Experience: Four years of increasingly responsible experience in duties pertaining to fresh products, grain, or egg quality inspection; pest prevention; chemical experience, preferably in analytical chemistry, related to agricultural chemicals or products; agricultural biology or plant science; meat inspection; or livestock and poultry disease prevention, control and eradication; enforcement or technical experience in the administration of laws, rules, and regulations pertaining to weights and measures; professional experience in the animal industry; enforcement of Federal, State, county or city laws relating to dairies or dairy products; line or staff technical administrative or legal research in the marketing of milk, dairy or agricultural products; or operating or managing concessions, exhibit programs, or special events; two years of which must have been in a supervisory capacity performing a broad range of supervisory and administrative duties including budget preparation, resource planning, staff development, and program evaluation. (Experience in California state service applied toward the supervisory requirement must have been in a class comparable in level and responsibility to that of an Agriculture Program Supervisor II.) (Possession of a doctorate degree in a biological science, chemistry, chemical engineering or a closely related field may be substituted for two years of the non-supervisory experience.) and

Education: Equivalent to graduation from college with a major in business or public administration, economics, criminal justice, a biological science, chemistry, chemical engineering, veterinary science, or a related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

AGRICULTURE PROGRAM SUPERVISOR IV

Either I
One year of experience in the California state service performing the duties of a class equivalent in level and responsibility to that of an Agriculture Program Supervisor III.

Or II
Two years of experience in the California state service performing the duties of a class equivalent in level and responsibility to that of an Agriculture Program Supervisor II.

Or III
Experience: Four years of increasingly responsible experience in duties pertaining to fresh products, grain, or egg quality inspection; pest prevention; chemical experience, preferably in analytical chemistry, related to agricultural chemicals or products; agricultural biology or plant science; meat inspection; or livestock and poultry disease prevention, control and eradication; enforcement or technical experience in the administration of laws, rules, and regulations pertaining to weights and measures; professional experience in the animal industry; enforcement of Federal, State, county or city laws relating to dairies or dairy products; line or staff technical administrative or legal research in the marketing of milk, dairy or agricultural products; or operating or managing concessions, exhibit programs, or special events; two years of which must have been in a supervisory capacity performing a broad range of supervisory and administrative duties including budget preparation, resource planning, staff development,
and program evaluation. (Experience in California state service applied toward the supervisory requirement must have been in a class comparable in level and responsibility to that of an Agriculture Program Supervisor III.) (Possession of a doctorate degree in a biological science, chemistry, chemical engineering or a closely related field may be substituted for two years of the non-supervisory experience.) and

Education: Equivalent to graduation from college with a major in business or public administration, economics, criminal justice, a biological science, chemistry, chemical engineering, veterinary science, or a related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Probationary Period

☐ The probationary period is six months

11. If a probationary period other than six months is proposed, what is the rationale?

This is a supervisory level class series and requires a 12 month probationary period for each class within the series.

Status Considerations

12. What is the impact on current incumbents?

There are no changes to the status of current incumbents.

13. Will current employees move by examination, transfer, reallocation, split-off, etc.? Explain rationale.

Incumbents in this class consolidation will move by reallocation.

Consulted With

14. In addition to the departmental contacts listed on the cover sheet, list the names and affiliations of persons who were consulted during the development of this proposal.
DEPARTMENT OF PERSONNEL ADMINISTRATION
CLASSIFICATION ITEM TRANSMITTAL

Board Meeting Date: June 4, 2013
Location: State Personnel Board
801 Capitol Mall
Sacramento, CA 95814

ROUTING:
ANALYST
Vanessa Singh
SUPERVISOR
MANAGER
Debbie Baldwin

Calendar:
Hearing items will be scheduled for
30 minutes unless otherwise specified:

Minutes

☑ Non-Hearing
☐ Staff
☐ Hearing

SUBJECT (Specify Classes and Type of Action)
Proposed establishment of a new classification and class specification for the Agriculture Program Supervisor
class series: Agriculture Program Supervisor I, Agriculture Program Supervisor II, Agriculture Program Supervisor
III, and Agriculture Program Supervisor IV; that Footnote 24 be applied to the class of Branch Chief I, Inspection
Services, to prevent further appointments to this class and to designate that it is to be abolished upon all positions
becoming vacant; and abolishment of the following classes:
Agriculture Program Supervisor I (Inspection Services)
Agriculture Program Supervisor II (Inspection Services)
Agriculture Program Supervisor II (Pest Management)
Agriculture Program Supervisor III (Chemistry Laboratory Services)
Agriculture Program Supervisor III (Pest Management)
Agriculture Program Supervisor III (Pest Prevention)
Agriculture Program Supervisor IV (Pest Management)
Agriculture Program Supervisor IV (Pest Prevention)
Program Supervisor, Division of Measurement Standards
Area Manager, Exclusion and Detection

DPA OR DEPT REVIEW
1. Certificate of Conformance (Form 137): ☐ Attached ☒ Not Required
2. Specifications:
☐ Attached

3. Allocation Standards:
☐ Submitted ☐ Spec Only

4. Class Data Sheet:
☐ Submitted

5. Salary Analysis:
☐ Submitted ☐ Not Required

6. Salary Comp Resolution (Deep Class Only):
☐ Included ☒ Not Applicable

7. Draft Item Sent to Supervisory & Excluded Organizations: Date: April 18, 2013

NOTIFY AND SEND COPIES TO: (Specify Names, Titles, and Addresses)
Bonnie Morris
Association of California State Supervisors
1108 "O" Street, Suite 205
Sacramento, CA 95814

Larry Svetich
California Association of Managers and Supervisors
1401 21st Street, Suite 320
Sacramento, CA 95811

Christopher Voight
California Association of Professional Scientists
455 Capitol Mall, Suite 500
Sacramento, CA 95814

S01 & S10 BARGAINING UNIT(S), AS INDICATED ON ATTACHMENT

SPB REVIEW
1. Non-testing Class: ☐ Examination Processing Unit Notified
2. Entry-Level Class: ☐ Health Questionnaire ☐ Medical Exam
3. Type of Certification: ☐ 3 Ranks ☐ 3 Names
4. Status/Exam Resolution Approved: ☐ Date ☐ Policy Analyst
5. Prob Periods (other than 6 mos): ☐ Reviewed ☐ Not applicable
6. Job Category/Categories: ☐ Submitted ☐ Reviewed

SECRETARIAT REVIEW
☐ Before Letters Mailed on ___(Date)
☐ After Letters Mailed on ___(Date)

RETURN TRANSMITTAL AND ALL ATTACHMENTS TO:
CLASSIFICATION AND COMPENSATION PROGRAM
DEPARTMENT OF PERSONNEL ADMINISTRATION

(Rev. 8/00)
SEIU Units
☐ 1, ☐ 3, ☐ 4, ☐ 11, ☐ 14, ☐ 15, ☐ 17, ☐ 20, ☐ 21
Yvonne Walker, President
Service Employees International Union
1808 14th Street
Sacramento, CA 95811
(916) 554-1200; Fax (916) 554-1269
(666) 488-7248

☐ CASE Unit 2
Antonette Young, Director of Operations
California Attorneys, Admin. Law Judges & Hearing Officers in State Employment
1231 "I" Street, Suite 300
Sacramento, CA 95814
(916) 669-4200; FAX (916) 669-4199

☐ CAHP Unit 5
Rob Nelson, President
California Association of Highway Patrolmen
2030 "V" Street
Sacramento, CA 95818
(916) 452-6751; FAX (916) 457-3398

☐ CCPOA Unit 6
Steve Weiss, Chief of Labor
California Correctional Peace Officers Association
755 Riverpoint Drive, Suite 200
West Sacramento, CA 95605-1634
(916) 372-6623; FAX (916) 372-6689

☐ CSLEA Unit 7
Kasey Christopher Clark,
General Manager/Chief Counsel
California Statewide Law Enforcement Association
2029 "H" Street
Sacramento, CA 95811
(916) 447-5262; FAX (916) 447-1583

☐ CDF Firefighters Unit 8
Bob Wolf, President
CDF Firefighters
1731 "J" Street, Suite 100
Sacramento, CA 95814-3022
(916) 609-8700; FAX (916) 609-8711

☐ PFCG Unit 9
Bruce Blanning, Executive Assistant
Professional Engineers in CA Government
455 Capitol Mall, Suite 501
Sacramento, CA 95814
(916) 446-0400; FAX (916) 446-0489

☐ CAPS Unit 10
Christopher Voight, Labor Relations Consultant
California Association of Professional Scientists
455 Capitol Mall, Suite 500
Sacramento, CA 95814
(916) 441-2629; FAX (916) 442-4182

☐ IUOE Unit 12
Tim Neep, Director
IUOE Division Central Office
Locals 3, 12, 39, and 501, AFL-CIO
1121 "L" Street, Suite 401
Sacramento, CA 95814
(916) 444-8880; FAX (916) 444-6877
Toll-free (800) 989-9109

☐ IUOE Unit 13
Jerry Kelmar, Business Manager
IUOE Stationary Engineers Division
Locals 39 and 501
1620 North Market Blvd.
Sacramento, CA 95834
(415) 861-1135; FAX (415) 861-5264

☐ UAPD Unit 16
Al Groh, Executive Director
Union of American Physicians & Dentists
180 Grand Avenue, Suite 1380
Oakland, CA 94612-3741
(510) 839-0193; FAX (510) 763-8756

☐ CAPT Unit 18
Kenneth Murch, Consultant
California Association of Psychiatric Techs
1220 "S" Street, Suite 100
Sacramento, CA 95811-7138
(916) 329-9140; FAX (916) 329-9145
Toll-free (800) 677-2278

☐ AFSCME Unit 19
Alan Lee (alee@afscme.org)
American Federation of State, County and Municipal Employees (Local 2620)
800 W. 6th Street, Suite 1010
Los Angeles, CA 90017
(213) 489-3144; FAX (213) 489-1384

Rev. 08/15/11
April 16, 2013

Mr. Christopher Voight  
California Association of Professional Scientists  
455 Capitol Mall, Suite 500  
Sacramento, CA 95814

Dear Mr. Voight:

This is a courtesy notice that the California Department of Human Resources is requesting the State Personnel Board to consolidate eight existing parenthetical classes within the Agriculture Program Supervisor Series; and two existing department specific classes titled Program Supervisor, Division of Measurement Standards; and Area Manager, Exclusion and Detection. As a result of this consolidation, a new class series will be established, Agriculture Program Supervisor I-IV.

A copy of the board item is enclosed. If you wish to discuss the item, please let me know.

Sincerely,

[Signature]

Labor Relations Officer

Cc: Vanessa Singh, CalHR, Personnel Management Division  
Gay Faiivre, CDFA, Personnel Office  
Denise Cooper, CDFA, Personnel Office
April 16, 2013

Mr. Larry Svetich
California Association of Managers and Supervisors
1401 21st Street, Suite 320
Sacramento, CA 95811

Dear Mr. Svetich:

This is a courtesy notice that the California Department of Human Resources is requesting the State Personnel Board to consolidate eight existing parenthetical classes within the Agriculture Program Supervisor Series; and two existing department specific classes titled Program Supervisor, Division of Measurement Standards; and Area Manager, Exclusion and Detection. As a result of this consolidation, a new class series will be established, Agriculture Program Supervisor I-IV.

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Sincerely,

[Signature]
Labor Relations Officer

Cc: Vanessa Singh, CalHR, Personnel Management Division
    Gay Faire, CDFA, Personnel Office
    Denise Cooper, CDFA, Personnel Office
April 16, 2013

Ms. Bonnie Morris  
Association of California State Supervisors  
1108 "O" Street, Suite 205  
Sacramento, CA 95814

Dear Ms. Morris:

This is a courtesy notice that the California Department of Human Resources is requesting the State Personnel Board to consolidate eight existing parenthetical classes within the Agriculture Program Supervisor Series; and two existing department specific classes titled Program Supervisor, Division of Measurement Standards; and Area Manager, Exclusion and Detection. As a result of this consolidation, a new class series will be established, Agriculture Program Supervisor I-IV.

A copy of the board item is enclosed. If you wish to discuss the item, please let me know.

Sincerely,

[Signature]

Labor Relations Officer

Cc: Vanessa Singh, CalHR, Personnel Management Division  
Gay Faivre, CDFA, Personnel Office  
Denise Cooper, CDFA, Personnel Office
CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

AGRICULTURE PROGRAM SUPERVISOR
Series Specification
(Established)

SCOPE

This series specification describes four Agriculture Program Supervisor classifications in the California Department of Food and Agriculture used to perform a variety of tasks related to agricultural program administration. Agricultural programs differ from other general State programs in that they require agriculture-related scientific, field, and/or administrative work to be performed necessary to meet the California Department of Food and Agriculture’s responsibility to promote and protect the public health and safety, quality of food and agriculture products, and fair competition in the marketplace. The program areas directed ensure that only safe and quality food reaches the consumer, protect against invasion of exotic pests and diseases, promote California agriculture and food products both at home and abroad, ensure an equitable and orderly marketplace for California’s agricultural products, and build coalitions supporting the State’s agricultural infrastructure to meet evolving industry needs.

In the course of these activities, Agriculture Program Supervisors plan, organize, and direct the work of staff in a program setting; prepare and review program-related reports and data; oversee development and implementation of, or provide, appropriate training to staff and stakeholders; adhere to and apply personnel policies, practices, and procedures; perform personnel actions including performance evaluations and disciplinary actions; perform and apply sound administrative and fiscal practices; plan and prepare budget documents including budget change proposals; monitor and control fiscal resources; develop and administer contracts; authorize procurement activities; interpret and ensure compliance with laws, rules, regulations, and program plans; conduct and assist with investigations; conduct, assist with, and participate in the development of court cases arising in connection with assigned work; advise on and assist in the formulation of rules, regulations, guidelines, policies, procedures, and program plans; provide technical expertise as requested; direct, coordinate, and oversee program activities with Federal, State, Department, county/local government, industry entities, and other stakeholders; conduct or assist in the enforcement of applicable regulations or codes related to the assigned program; and may act for Branch Chief during short-term, temporary absences.
Incumbents in these classes may be required to have expertise and education in a specific technical or scientific field to successfully perform the essential functions within this classification series.

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**FACTORS AFFECTING POSITION ALLOCATION**

Agricultural programs involve a combination of state, local, and federal government entities, as well as industry Marketing Orders, Boards, and Commissions, all operating under the statutory authority of the California Department of Food and Agriculture. As such, program supervision/oversight may or may not include supervision of State employees where the majority of the work is performed by other jurisdictions, but under the supervision of an Agriculture Program Supervisor. In these cases, the Agriculture Program Supervisor directs the work and has total responsibility for the program and its resource management as if it were operating with California Department of Food and Agriculture employees.

As a result, the primary factors affecting the determination of position allocation include: scope and complexity of program responsibility including, but not limited to, statewide impact/responsibility, national/international impact/responsibility, geographic area of responsibility, and scientific education/experience required; degree of responsibility for policy formulation and implementation; level of autonomy; program sensitivity including, but not limited to, political visibility/legislative interest, level of media attention, public visibility/interaction, public health issues, and consequence of error; consequence of failure to perform the work; responsibility for oversight of one or more agricultural programs, which may include supervising permanent and/or seasonal staff, and/or local government and Federal employees; and size and complexity of program budget including, but not limited to, multiple funding sources and/or reimbursement authority. Program size is of secondary importance when program complexity and sensitivity are high.

**DEFINITION OF LEVELS**

**AGRICULTURE PROGRAM SUPERVISOR I**

Under general direction, incumbents plan, organize, and direct the work of an agricultural program, and personally perform the most
difficult or sensitive work. Incumbents have responsibility for all program resources, which may include supervising permanent and/or seasonal staff, and/or local government and Federal employees. Program responsibilities are generally characterized by one of the following criteria:

1. Responsible for a small-sized, moderately complex or moderately sensitive program.
2. Responsible for a moderate-sized, less sensitive or less complex program.
3. Responsible for a small-sized program area within a larger more sensitive or more complex program.

AGRICULTURE PROGRAM SUPERVISOR II

Under general direction, incumbents plan, organize, and direct the work of one or more agricultural programs. Incumbents have responsibility for all program resources, which may include supervising permanent and/or seasonal staff, and/or local government and Federal employees. Program responsibilities are generally characterized by one of the following criteria:

1. Responsible for a moderate sized, moderately complex or moderately sensitive program.
2. Responsible for a moderate-sized program area within a larger more complex or more sensitive program.
3. Responsible for multiple small-sized program areas within a larger more complex or more sensitive program.
4. Responsible for a large, less complex and less sensitive program.

AGRICULTURE PROGRAM SUPERVISOR III

Under general direction, incumbents plan, organize, and direct the work of one or more agricultural programs. Incumbents have responsibility for all program resources, which may include supervising permanent and/or seasonal staff, and/or local government and Federal employees. Program responsibilities are generally characterized by one of the following criteria:

1. Responsible for a moderate-sized, more complex or more sensitive program.
2. Responsible for a large, moderately complex or moderately sensitive program.
3. Responsible for a moderate-sized program area within a larger, more complex and more sensitive program.

4. Responsible for multiple small-sized program areas within a larger, more complex and more sensitive program.

AGRICULTURE PROGRAM SUPERVISOR IV

Under general direction, incumbents are responsible for the most sensitive and complex programs. Incumbents have responsibility for all program resources, which may include supervising permanent and/or seasonal staff, and/or local government and Federal employees. Programs deal with highly sensitive, controversial, complex, or technical subject matter requiring technical knowledge and staff services skills, and are generally characterized by one of the following criteria:

1. Responsible for the largest and most complex program.

2. Responsible for a moderate-sized, highly sensitive program.

3. Responsible for multiple moderate-sized program areas within the largest, most complex and more sensitive programs.

4. Responsible for multiple small-sized program areas within the largest, most complex and highly sensitive programs.

MINIMUM QUALIFICATIONS

AGRICULTURE PROGRAM SUPERVISOR I

Either I

One year of experience in the California state service performing the duties of a class equivalent in level and responsibility to that of a Measurement Standards Specialist III, Associate Agricultural Economist, Plant Quarantine Supervisor II, Associate Agricultural Biologist, Fruit and Vegetable Quality Control Supervisor II, Dairy Food Specialist, Range C, or Regional Brand Supervisor.

Or II

Two years of experience in the California state service performing the duties of a class equivalent in level and responsibility to that of a Plant Quarantine Supervisor I, Agricultural Pest Control Supervisor, Fruit and Vegetable Quality Control Supervisor I, or Senior Brand Inspector.

Or III

Experience: Four years of increasingly responsible experience performing duties in the food and agriculture industry, one year of which shall have been in a supervisory capacity. (Experience in the
California state service applied toward the supervisory requirement must have been in a class with a level of responsibility equivalent to a Measurement Standards Specialist III, Plant Quarantine Supervisor II, or Fruit and Vegetable Quality Control Supervisor II.) and

**Education:** Equivalent to graduation from college with a major in business or public administration, economics, criminal justice, a biological science, chemistry, chemical engineering, veterinary science, or a related field. (Two years of additional qualifying experience may be substituted for the required education.)

**AGRICULTURE PROGRAM SUPERVISOR II**

**Either I**

One year of experience in the California state service performing the duties of a class equivalent in level and responsibility to that of an Agriculture Program Supervisor I.

**Or II**

Two years of experience in the California state service performing the duties of a class equivalent in level and responsibility to not less than that of a Measurement Standards Specialist III, Associate Agricultural Economist, Plant Quarantine Supervisor II, Associate Agricultural Biologist, Fruit and Vegetable Quality Control Supervisor II, Dairy Food Specialist, Range C, or Regional Brand Supervisor.

**Or III**

Experience: Four years of increasingly responsible experience in duties pertaining to fresh products, grain, or egg quality inspection; pest prevention; chemical experience, preferably in analytical chemistry, related to agricultural chemicals or products; agricultural biology or plant science; meat inspection; or livestock and poultry disease prevention, control, and eradication; enforcement or technical experience in the administration of laws, rules, and regulations pertaining to weights and measures; professional experience in the animal industry; enforcement of Federal, State, county, or city laws relating to dairies or dairy products; line or staff technical administrative or legal research in the marketing of milk, dairy, or agricultural products; one year of which must have been in a supervisory capacity performing a broad range of supervisory and administrative duties including budget preparation, resource planning, staff development, and program evaluation. (Experience in the California state service applied toward the supervisory requirement must have been in a class comparable in level and responsibility to that of an Agriculture Program Supervisor I.) and
Education: Equivalent to graduation from college with a major in business or public administration, economics, criminal justice, a biological science, chemistry, chemical engineering, veterinary science, or a related field. (Two years of additional qualifying experience may be substituted for the required education.)

AGRICULTURE PROGRAM SUPERVISOR III

Either I
One year of experience in the California state service performing the duties of a class equivalent in level and responsibility to that of an Agriculture Program Supervisor II.

Or II
Two years of experience in the California state service performing the duties of a class equivalent in level and responsibility to that of an Agriculture Program Supervisor I.

Or III
Experience: Four years of increasingly responsible experience in duties pertaining to fresh products, grain, or egg quality inspection; pest prevention; chemical experience, preferably in analytical chemistry, related to agricultural chemicals or products; agricultural biology or plant science; meat inspection; or livestock and poultry disease prevention, control, and eradication; enforcement or technical experience in the administration of laws, rules, and regulations pertaining to weights and measures; professional experience in the animal industry; enforcement of Federal, State, county, or city laws relating to dairies or dairy products; line or staff technical administrative or legal research in the marketing of milk, dairy, or agricultural products; two years of which must have been in a supervisory capacity performing a broad range of supervisory and administrative duties including budget preparation, resource planning, staff development, and program evaluation. (Experience in the California state service applied toward the supervisory requirement must have been in a class comparable in level and responsibility to that of an Agriculture Program Supervisor II.) (Possession of a doctorate degree in a biological science, chemistry, chemical engineering, or a closely related field may be substituted for two years of the non-supervisory experience.) and

Education: Equivalent to graduation from college with a major in business or public administration, economics, criminal justice, a biological science, chemistry, chemical engineering, veterinary science, or a related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)
Agriculture Program Supervisor Series

AGRICULTURE PROGRAM SUPERVISOR IV

Either I
One year of experience in the California state service performing the duties of a class equivalent in level and responsibility to that of an Agriculture Program Supervisor III.

Or II
Two years of experience in the California state service performing the duties of a class equivalent in level and responsibility to that of an Agriculture Program Supervisor II.

Or III
Experience: Four years of increasingly responsible experience in duties pertaining to fresh products, grain, or egg quality inspection; pest prevention; chemical experience, preferably in analytical chemistry, related to agricultural chemicals or products; agricultural biology or plant science; meat inspection; or livestock and poultry disease prevention, control, and eradication; enforcement or technical experience in the administration of laws, rules, and regulations pertaining to weights and measures; professional experience in the animal industry; enforcement of Federal, State, county, or city laws relating to dairies or dairy products; line or staff technical administrative or legal research in the marketing of milk, dairy, or agricultural products; two years of which must have been in a supervisory capacity performing a broad range of supervisory and administrative duties including budget preparation, resource planning, staff development, and program evaluation. (Experience in the California state service applied toward the supervisory requirement must have been in a class comparable in level and responsibility to that of an Agriculture Program Supervisor III.) (Possession of a doctorate degree in a biological science, chemistry, chemical engineering, or a closely related field may be substituted for two years of the non-supervisory experience.) and

Education: Equivalent to graduation from college with a major in business or public administration, economics, criminal justice, a biological science, chemistry, chemical engineering, veterinary science, or a related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

SPECIAL REQUIREMENTS

Positions supervising a dairy program within the Division of Animal Health and Food Safety Services require the possession of a Registered Dairy Inspector Certificate.
GENERAL AND TECHNICAL COMPETENCIES

ALL LEVELS:

LEADERSHIP COMPETENCIES

The State of California Leadership Competency Model provides examples of the successful leadership behaviors associated with each defined competency. These competencies are the basis for a number of personnel management practices including, but not limited to, the development of selection methods, training, individual development plans, and performance management.

The following are the applicable general leadership competencies for this class series, displayed in competency clusters:

Fostering a Team Environment: Communication; Interpersonal Skills; Team Leadership; Conflict Management

Creating Organizational Transformation: Change Leadership; Vision and Strategic Thinking; Flexibility; Global Perspective

Maximizing Performance Transformation: Analytical Thinking; Decision Making; Customer Focus; Planning and Organizing; Thoroughness

Building Trust and Accountability: Ethics and Integrity; Personal Credibility

Promoting a High Performance Culture: Fostering Diversity; Workforce Management; Developing Others

CLASSIFICATION SPECIFIC COMPETENCIES

The following additional competencies are specific to the Agriculture Program Supervisor class series.

Creative Thinking: The ability to look at situations from multiple perspectives; to create solutions to problems using novel methods and processes; and the tendency or ability of individuals to do or create something new.

Diagnostic Information Gathering: The ability to identify the information needed to clarify a situation and draw out the information when others are reluctant to disclose it.

Empowering Others: The ability to convey confidence in employees' ability to be successful, especially at challenging new tasks; share significant responsibility and authority; and allow employees' freedom to decide how they will accomplish their goals and resolve issues.
Professional and Personal Development: The commitment to improve one's technical and personal growth.

Resource Management: The ability to ensure the effective, efficient, and sustainable use of public service resources and assets, human and financial resources, real property, and business information.

TECHNICAL COMPETENCIES

The following technical competencies are specific to the Agriculture Program Supervisor class series.

Administration:

Knowledge of organization and purpose of the department and division, and its relation to Federal, State, and county agencies in related work; project management methodologies and principles; principles and practices of organization, administration, personnel, and budget management; and agriculture industry practices and organizations as appropriate for the class.

Knowledge of and ability to apply administrative procedures required in the enforcement of laws and rules; and Federal, State, Department, Division, and Branch policies and procedures to Branch operations.

Contracting/Procurement:

Knowledge of various types of contracts, techniques for contracting or procurement, contract negotiation and administration, and contract management in order to effectively obtain written documentation and to ensure the delivery of products or services.

Financial Management:

Knowledge of State budget. Ability to prepare, justify, and/or administer the budget for program areas; plan, administer, and monitor expenditures to ensure cost-effective support of programs and policies; and assess an organization's financial condition.

Legal, Government and Jurisprudence:

Knowledge of laws, rules, regulations, executive orders, and industry practices and standards pertaining to agricultural program areas assigned; legal practices and administrative procedures to be followed in the enforcement of related statutes; legislation and regulation writing processes; investigative techniques; court procedures, rules of evidence, and techniques for testifying as an expert witness. Ability to conduct investigations, prepare evidence, initiate civil and criminal prosecutions, and to provide expert testimony; and to develop, analyze, and present legislative and regulatory proposals.
Scientific:

Knowledge of relevant scientific and technical terms and principles relevant to and applicable to program success; basic principles of plant, plant pest, agriculture, wildlife, and other natural resource research; principles of ecology, statistical methods, and scientific research and methodology; land use practices with regard to their general effect on agriculture, natural resources, and the environment; State and Federal environmental rules, regulations, and requirements; the technical information required to obtain and maintain the required license, certification, and/or scientific specialty; and the effects of chemicals and/or pests on human health, natural resources, and the environment. Ability to collect, analyze, review, check, interpret, and evaluate scientific, environmental, and technical data, report and reach sound conclusions, and prepare clear, complete, and technically accurate reports.

Technical (Non-Scientific):

Knowledge of industry principles, practices, and methods pertaining to agricultural program areas assigned. Ability to interpret and apply industry principles, practices, and methods to agricultural program area assigned.

Technology:

Knowledge of current and developing technology and trends relevant to program areas. Ability to operate personal computers and utilize applicable software.
AREA MANAGER, EXCLUSION AND DETECTION

DEFINITION

Under general direction in the Division of Plant Industry of the Department of Food and Agriculture, to supervise, plan, organize, and coordinate the state and county cooperative pest exclusion and detection program in one of three areas of the State; to provide training and consultation in pest exclusion and detection; and to do other related work.

TYPICAL TASKS

supervises, plans, organizes, directs, and reviews the activities of the district exclusion and detection specialists; coordinates and reviews the plant pest exclusion and detection activities performed by the staffs of the county departments of agriculture in an assigned district; develops and conducts training programs in pest exclusion, pest detection and identification; disseminates information on habitat or characteristics of insect pests, bacterial, virus and fungal diseases of plants, nematodes, and bird and animal pests; develops or modifies exclusion and detection methods or equipment to fit local conditions; requisitions insect traps and bait materials for distribution to county agricultural commissioners; transmits specimens to appropriate authority for positive identification; maintains liaison with other governmental and private agencies in fish and wildlife, public health vector control, forestry, land management and similar activities; prepares public information material; maintains records and prepares reports.

MINIMUM QUALIFICATIONS

Either I

1. One year of experience in the Department of Food and Agriculture performing the duties of a professional scientist at the Agricultural Services Biologist IV level, or
2. Two years of experience in the Department of Food and Agriculture performing the duties of a professional scientist at the Agricultural Services Biologist III level.

Or II

Experience: Five years of increasingly responsible professional experience in plant quarantine or detection work, two years of which shall have been in a supervisory capacity. (Possession of a Ph.D. in a biological science may be substituted for three years of the required nonsupervisory experience.) and

Education: Equivalent to graduation from college with major work in biology or a related science.

KNOWLEDGE AND ABILITIES

Knowledge of: Biological sciences including entomology, botany, plant pathology, zoology, and plant and insect taxonomy; pest problems in California; economic zoology and economic botany; plant quarantine laws and regulations; principles of personnel management, supervision and training.

Ability to: Supervise a large staff over a wide area of California; interpret and apply provisions of the Agricultural Code and other laws relating to pests; analyze situations and take effective action; speak and write effectively; establish and maintain cooperative relationships with those contacted in the work.

SPECIAL-PERSONAL CHARACTERISTIC

Willingness to travel throughout an assigned area.
CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

Schematic Code: AJ25
Class Code: 0099
Established: 9/19/73
Revised: 7/9/99
Title Changed: 5/25/77

PROGRAM SUPERVISOR
DIVISION OF MEASUREMENT STANDARDS

DEFINITION

Under general direction in the Division of Measurement Standards, either (1) to plan, organize, and direct one of four programs; or (2) to develop and implement new projects and plans and to provide staff assistance, and to do other related work.

TYPICAL TASKS

Plans, organizes, and directs the provisions of the Business and Professions Code and the California Administrative Code relating to weights and measures and its related subjects pertaining to weighmasters, petroleum products, quantity control, and weighing and measuring devices; supervises and trains a staff engaged in enforcing these provisions; develops training programs; assists in the training of county weights and measures officials; assists in the development and prosecution of court cases arising in connection with the work assigned; conducts investigations and holds hearings; assists in formulating policies and preparing departmental rules and regulations; directs county weights and measures officials in the enforcement of the weights and measures laws; assists in coordinating activities of the Division with the work of county scales of weights and measures, and with other Federal, State, and county agencies involved in this work; conducts surveys and prepares reports of the effectiveness of the program with the county scales of weights and measures, and communicates by speeches, correspondence, and reports, the basis, meaning, procedures, and effects of the programs of the Division.

Assists the Branch Chief of the Division with administrative duties and acts for the Branch Chief as assigned; develops plans for new projects or revisions of old programs for the Division; plans and prepares budget programs covering personnel, operating expense, and equipment; regulates and controls expenditures; evaluates staff performance and takes or recommends appropriate action; and makes special studies or investigations as assigned.

MINIMUM QUALIFICATIONS

Either I
Experience: One year of experience in the California state service performing the duties of a Supervising Special Investigator I, Measurement Standards Specialist III, Quantity Control Specialist II, or two years performing the duties of a Senior Special Investigator or a Measurement Standards Specialist II.
EXPERIENCE: Three years of increasingly responsible enforcement or technical experience in the administration of laws, rules, and regulations pertaining to weights and measures, at least one year of which must have been in a supervisory capacity comparable in level and responsibility to a Supervising Special Investigator I, and

Education: Equivalent to graduation from college with a major in engineering, physics, chemistry, mathematics, metrology, administration of justice, or quality control. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

KNOWLEDGE AND ABILITIES

Knowledge of: State laws, rules, and regulations pertaining to weights and measures; principles of personnel management and supervision; principles of administrative organization, budgeting, and business management; rules of evidence, investigating techniques, and court procedures; the normal duties performed in each of the four specific programs; a manager's responsibility for promoting equal employment opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: Interpret and apply State laws, rules, and regulations pertaining to weights and measures; rules and regulations concerning procedures to be followed in the enforcement of laws pertaining to the division; work cooperatively with other public agencies engaged in similar regulatory work and with groups and individuals affected by activities of the Division; analyze situations accurately and take effective action; communicate effectively; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

* This was approved on July 9, 1999 as a State Personnel Board Staff Item.

pmd/sks
AREA MANAGER, EXCLUSION AND DETECTION

DEFINITION

Under general direction in the Division of Plant Industry of the Department of Food and Agriculture, to supervise, plan, organize, and coordinate the State and county cooperative pest exclusion and detection program in one of three areas of the State; to provide training and consultation in pest exclusion and detection, and to do other related work.

TYPICAL TASKS

Supervises, plans, organizes, directs, and reviews the activities of the district exclusion and detection specialists, coordinates and reviews the plant pest exclusion and detection activities performed by the staffs of the county departments of agriculture in an assigned district; develops and conducts training programs in pest exclusion, pest detection and identification; disseminates information on habitat or characteristics of insect pests, bacterial, viral, fungal, diseases of plants, nematodes, and bird and animal pests; develops or modifies exclusion and detection methods or equipment to fit local conditions, requisitions insect traps and bait materials for distribution to county agricultural commissioners; transmits specimens to appropriate authority for positive identification; maintains liaison with other governmental and private agencies in fish and wildlife, public health vector control, forestry, land management and similar activities; prepares public information materials; maintains records and prepares reports.

MINIMUM QUALIFICATIONS

Either:

1. One year of experience in the Department of Food and Agriculture performing the duties of a professional scientist at the Agricultural Services Biologist IV level. or
Two years of experience in the Department of Food and Agriculture performing the duties of a professional scientist at the Agricultural Services Biologist III level.

OR

Experience: Five years of increasingly responsible professional experience in plant quarantine or detection work, two years of which shall have been in a supervisory capacity. (Possession of a Ph.D. in a biological science may be substituted for three years of the required nonsupervisory experience.) and

Education: Equivalent to graduation from college with major work in biology or a related science.

KNOWLEDGE AND ABILITIES

Knowledge of: Biological sciences including entomology, botany, plant pathology, zoology, and plant and insect taxonomy; pest problems in California; economic zoology and economic botany; plant quarantine laws and regulations; principles of personnel management, supervision and training.

Ability to: Supervise a large staff over a wide area of California; interpret and apply provisions of the Agricultural Code and other laws relating to pests; analyze situations and take effective action; speak and write effectively; establish and maintain cooperative relationships with those contacted in the work.

SPECIAL PERSONAL CHARACTERISTIC

Willingness to travel throughout an assigned area.
CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

AGRICULTURE PROGRAM SUPERVISOR—(VARIOUS CLASSES)

Series Specification
(Established January 8, 1985)

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DEFINITION OF SERIES

The Agriculture Program Supervisor classes perform a variety of tasks related to agriculture program administration. In the course of these activities, Agriculture Program Supervisors plan, organize, and direct the work of staffs in a variety of program settings; evaluate program effectiveness and recommend appropriate courses of action; interpret laws, rules, and regulations, and recommend policies; advise and assist in the formulation of rules, regulations, and program plans; provide technical consultation and staff assistance to industry advisory boards and commissions; coordinate program activities with Federal, State, and county agencies; evaluate staff performance and take or recommend action; assist the Branch Chief with administrative duties including planning and preparation of the budget and expenditure and revenue control.

FACTORS AFFECTING POSITION ALLOCATION

Factors that affect the level of positions include: scope and complexity of program responsibility; degree of responsibility for policy formulation and implementation; geographic area of responsibility; sensitivity of program, consequence of error; supervisory responsibility including size of permanent and seasonal staffs and degree of responsibility for local and Federal employees; amount of budget.
DEFINITION OF LEVELS

AGRICULTURE PROGRAM SUPERVISOR I (VARIOUS CLASSES)

Under general direction, incumbents plan, organize, and direct the work of staffs administering nonscientific technical agriculture programs. Incumbents are at least second level supervisors. Responsibilities include technical and staff services functions and are characterized by one of the following criteria:

1. Responsible for a regional area (one-third of the State) of a large well-defined statewide program.

2. Responsible for a small, well-defined statewide program.

AGRICULTURE PROGRAM SUPERVISOR II (VARIOUS CLASSES)

Under general direction, incumbents plan, organize, and direct the work of staffs administering comprehensive agriculture programs. Incumbents are at least second level supervisors. Responsibilities include technical and staff services functions and are characterized by one of the following criteria:

1. Responsible for a geographic area (half of the State) of a nonscientific enforcement program.

2. Responsible for a small, highly visible nonscientific program requiring development of program definition, policy, and resources.

3. Responsible for a large, well-defined nonscientific statewide program.

AGRICULTURE PROGRAM SUPERVISOR III (VARIOUS CLASSES)

Under general direction, incumbents plan, organize, and direct the work of staffs administering complex agriculture programs. Incumbents are at least second level supervisors. Responsibilities include technical and staff services functions and are characterized by one of the following criteria:

1. Responsible for a moderate well-defined statewide program with diverse technical/professional staff.

2. Responsible for a statewide component of a scientific program; supervises a small professional staff; and serves as a technical consultant.
AGRICULTURE PROGRAM SUPERVISOR IV (VARIOUS CLASSES)

Under general direction, incumbents have full program administration and supervision responsibilities for the most sensitive, complex agriculture programs. Incumbents are at least second-level supervisors. Programs deal with a highly sensitive/controversial subject matter, require technical knowledge and staff services skills, and are characterized by one of the following criteria:

1. Responsible for a large or major geographic area (half of the State) in scientific programs with large technical/professional staffing.

2. Responsible for a large statewide inspection, regulatory, and enforcement program through multilevel subordinate supervisors and a large homogeneous technical staff.

3. Responsible for a small, scientific program supervising a multidisciplinary technical/professional staff.

SCOPE OF AGRICULTURE PROGRAM SUPERVISOR CLASSES

INSPECTION SERVICES

Incumbents in this parenthetical specialty are distinguished from other Agriculture Program Supervisors by being required to direct enforcement, inspection, and certification activities for fruits, nuts, vegetables, eggs, grain, and other commodities.

CHEMISTRY LABORATORY SERVICES

Incumbents in this parenthetical specialty are distinguished from other Agriculture Program Supervisors by being required to direct and coordinate statewide laboratory service activities for chemical analysis on agricultural food and feed products and for agricultural chemicals, residues, and contaminants.

PEST MANAGEMENT

Incumbents in this parenthetical specialty are distinguished from other Agriculture Program Supervisors by being required to direct activities in the enforcement of pesticide use and safety, evaluation of the impact of pesticides on the environment, and pesticide registration and pesticide enforcement.
PEST PREVENTION

Incumbents in this parenthetical specialty are distinguished from other Agricultural Program Supervisors by being required to direct the activities of pest control and eradication and pest exclusion, detection, and emergency eradication projects.

MINIMUM QUALIFICATIONS

AGRICULTURE PROGRAM SUPERVISOR I (INSPECTION SERVICES)

Either I

One year of experience in the California state service performing duties pertaining to fresh products or grain inspection in a class at a level of responsibility equivalent to a Fruit and Vegetable Quality Control Supervisor II.

Or II

Two years of experience in the California state service performing duties pertaining to fresh products or grain inspection in a class at a level of responsibility equivalent to a Fruit and Vegetable Quality Supervisor I.

Or III

Experience: Four years of progressively responsible experience performing duties in enforcement, inspection, and certification of state or federal laws and regulations on fruits, nuts, vegetables, honey, eggs, grain, and other commodities, one year of which must have been in a supervisory capacity. (Experience in the California state service applied toward this requirement must have been in a class at a level of responsibility equivalent to a Fruit and Vegetable Quality Control Supervisor II.) — and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for education on a year-for-year basis.)

AGRICULTURE PROGRAM SUPERVISOR II (INSPECTION SERVICES)

Either I

One year of experience in the California state service performing the duties of an Agriculture Program Supervisor I (Inspection Services).

Or II

Two years of experience in the California state service performing the duties pertaining to fresh products, grain, or egg-quality inspection in a class at a level of responsibility equivalent to a Fruit and Vegetable Quality Control Supervisor II.

Or III

Experience: Four years of progressively responsible experience performing duties in enforcement, inspection, and certification of state or federal laws and regulations on fruits, nuts, vegetables, grain, honey, eggs, and other commodities, one year of which must have—
been in a supervisory capacity performing a broad range of supervisory duties, including budget planning and preparation and evaluation of staff and program performance. (Experience in the California state service applied toward this requirement must have been in a class with a level of responsibility equivalent to an Agriculture Program Supervisor I—(Inspection Services).) and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for education on a year-for-year basis.)

AGRICULTURE PROGRAM SUPERVISOR II—(Pesticide Management)

Either I
One year of experience in the California state service performing duties pertaining to pesticide enforcement, pest management, registration, or worker health and safety in a class at a level of responsibility equivalent to a Supervising Pesticide Use Specialist.

Or II
Two years of experience in the California state service performing duties pertaining to pesticide enforcement, pest management, registration, or worker health and safety in a class at a level of responsibility equivalent to a Senior Pesticide Use Specialist.

Or III
Experience: Four years of progressively responsible experience in work pertaining to pesticide enforcement, pest management, registration, or worker health and safety, one year of which must have been in a supervisory capacity, performing a broad range of supervisory duties including budget planning and preparation and evaluation of staff and program performance. (Experience in the California state service applied toward this requirement must have been in a class with a level of responsibility equivalent to a Supervising Pesticide Use Specialist.) and

Education: Equivalent to graduation from college with major work in either a physical or life science.

AGRICULTURE PROGRAM SUPERVISOR III—(Chemistry Laboratory Services)

Either I
One year of experience in the California state service performing the duties of a Supervising Chemist.

Or II
Two years of experience in the California state service performing the duties of a Chemist, Range C.

Or III
Experience: Four years of increasingly responsible professional chemical experience, preferably in analytical chemistry, including at least two years related to agricultural chemicals or products and two years in a supervisory capacity. (Experience in the California state—
service applied toward this requirement must include two years performing professional duties in a class with a level of responsibility equivalent to a Supervising Chemist.) (One year of postgraduate training in chemistry or a closely related field may be substituted for one year of the required nonspecified experience.) and

Education: Equivalent to graduation from college with major work in chemistry or biochemistry.

AGRICULTURE PROGRAM SUPERVISOR III (PEST MANAGEMENT)

Either-I
One year of experience in the California state service performing duties pertaining to pesticide enforcement, pest management, registration, or worker health and safety in a class at a level of responsibility equivalent to a Senior Environmental Research Scientist (Specialist) or Senior Environmental Research Scientist (Supervisor).

Or-II
Two years of experience in the California state service performing duties pertaining to pesticide enforcement, pest management, registration, or worker health and safety in a class at a level of responsibility equivalent to an Associate Environmental Research Scientist.

Or-III
Experience: Four years of progressively responsible experience in work pertaining to pesticide enforcement, pest management, registration, or worker health and safety, two years of which shall have been in a supervisory capacity. (Experience in the California state service applied toward this requirement must have been in a class with a level of responsibility equivalent to a Senior Environmental Research Scientist (Specialist) or a Senior Environmental Research Scientist (Supervisor).) and

Education: Equivalent to graduation from college with major work in either a physical or life science.

AGRICULTURE PROGRAM SUPERVISOR III (PEST PREVENTION)

Either-I
One year of experience in the California state service performing the duties in a class at a level of responsibility equivalent to a Senior Agricultural Biologist or Plant Quarantine Officer.

Or-II
Two years of experience in the California state service performing the duties in a class at a level of responsibility equivalent to an Associate Agricultural Biologist or Plant Quarantine Supervisor II.

Or-III
Experience: Four years of progressively responsible professional experience, two years of which shall have been in a supervisory-
Agriculture Program Supervisor (Various Classes) Series

Capacity as a biologist or a scientist in a related science. Possession of a Ph.D. in a biological science may be substituted for two years of the required nonsupervisory experience. (Experience in the California state service applied toward this requirement must have been in a class with a level of responsibility equivalent to a Senior Agricultural Biologist or Plant Quarantine Officer.) and

Education: Equivalent to graduation from college with major work in biology or a related science.

AGRICULTURE PROGRAM SUPERVISOR IV (PEST MANAGEMENT)

Either I
One year of experience in the California state service performing the duties in a class at a level of responsibility equivalent to an Agriculture Program Supervisor II (Pest Management).

Or II
Two years of experience in the California state service performing the duties in a class at a level of responsibility equivalent to a Senior Environmental Research Scientist (Specialist) or Senior Environmental Research Scientist (Supervisor).

Or III
Experience: Five years of progressively responsible professional experience, two years of which shall have been in a supervisory capacity performing a broad range of supervisory duties including budget planning and preparation and evaluation of staff and program performance. [Experience in the California state service applied toward this requirement must have been in a class with a level of responsibility equivalent to an Agriculture Program Supervisor II (Pest Management).] and

Education: Equivalent to and graduation from college with major work in a physical or life science.

AGRICULTURE PROGRAM SUPERVISOR IV (PEST PREVENTION)

Either I
One year of experience in the California state service performing the duties of a professional scientist in a class with a level of responsibility equivalent to an Area Manager, Exclusion and Detection.

Or II
Two years of experience in the California state service performing the duties in a class with a level of responsibility equivalent to a Senior Agricultural Biologist or Plant Quarantine Officer.

Or III
Experience: Five years of progressively responsible professional experience, two years of which shall have been in a supervisory capacity performing a broad range of supervisory duties including budget planning and preparation and evaluation of staff and program performance. Possession of a Ph.D. in a biological science may be
substituted for two years of the required nonsupervisory experience. (Experience in the California state service applied toward this requirement must have been in a class with a level of responsibility equivalent to an Area Manager, Exclusion and Detection.) and

Education: Equivalent to and graduation from college with major work in biology or a related science.

KNOWLEDGE AND ABILITIES

ALL-CLASSES:

Knowledge of: Provisions of the California Agricultural Code or Business and Professions Code and other Federal, State, and local laws, rules, and regulations pertaining to the assigned area; legal and administrative procedures to be followed in the enforcement of related statutes; organization and purpose of the division and its relation to Federal, State, and county agencies in related work; principles of effective supervision and management, personnel management, the department's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment; and agriculture, its practices and organizations, as appropriate for the class.

Ability to: Establish and maintain cooperative relations with industry organizations, Federal, State, and local agencies involved; apply and recommend changes in regulations, policies, and procedures; make technical and administrative studies; make investigations; prepare evidence, and initiate civil and criminal prosecutions; provide staff assistance to industry advisory boards and committees in the proper conduct of their meetings; develop effective settlements of controversial issues; evaluate existing statewide programs and make recommendations for improvement or change to meet present or future needs; participate in administrative hearings; communicate effectively, analyze data, prepare reports, and correspondence; organize and direct the work of a staff of professionals; train personnel; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

AGRICULTURE PROGRAM SUPERVISOR I (INSPECTION SERVICES)

Knowledge of: In addition to the above, laws, rules, regulations, and grade standards applicable to fruits, vegetables, nuts, honey, eggs, grains, and other commodities.

Ability to: In addition to the above, interpret and apply laws, rules, regulations, and grade standards applicable to fruits, vegetables, nuts, honey, eggs, grain, and other commodities.
AGRICULTURE PROGRAM SUPERVISOR II (INSPECTION SERVICES)

Knowledge of: In addition to the above, laws, rules, and regulations—
and State and Federal grade standards applicable to fruits,
vegetables, nuts, honey, eggs, grain, and other commodities.

Ability to: In addition to the above, interpret and apply laws,
rules, regulations, and grade standards applicable to fruits,
vegetables, nuts, honey, eggs, grain, and other commodities.

AGRICULTURE PROGRAM SUPERVISOR II (PEST MANAGEMENT)

Knowledge of: In addition to the above, laws, rules, and regulations—
pertaining to pesticide regulatory and administrative procedures in—
environmental protection.

Ability to: In addition to the above, interpret and apply laws,
rules, and regulations pertaining to pesticide regulatory and—
administrative procedures in environmental protection.

AGRICULTURE PROGRAM SUPERVISOR III (CHEMISTRY LABORATORY SERVICES)

Knowledge of: In addition to the above, laws, rules, and regulations—
pertaining to agricultural chemicals and products; characteristics,—
properties, and uses of agricultural chemicals and products; and—
research, development, sampling, and analytical methods.

Ability to: In addition to the above, interpret and apply specific—
knowledge pertaining to agricultural chemicals and products.

AGRICULTURE PROGRAM SUPERVISOR III (PEST MANAGEMENT)

Knowledge of: In addition to the above, laws, rules, and regulations—
pertaining to pesticides used in agriculture; inspection and sampling—
methods; and techniques and methods of environmental hazards—
assessment.

Ability to: In addition to the above, interpret and apply specific—
knowledge pertaining to pesticide application and use, pesticide—
registration and environmental hazards assessment.

AGRICULTURE PROGRAM SUPERVISOR III (PEST PREVENTION)

Knowledge of: In addition to the above, laws, rules, and regulations—
applicable to pest control and eradication programs; methods—
techniques, and equipment used in pest survey, control, and—
eradication efforts, histories, habits, hosts, and distribution of major pests of California and the United States; principles of biological control; and plant and vertebrate biology.

Ability to: In addition to the above, interpret and apply specific knowledge pertaining to pests survey, control, and eradication programs.

AGRICULTURE PROGRAM SUPERVISOR IV (PEST-MANAGEMENT)

Knowledge of: In addition to the above, laws, rules, and regulations pertaining to pesticide registration and agricultural productivity, pesticide enforcement, pest management, environmental protection, and worker health and safety.

Ability to: In addition to the above, assume and demonstrate independent responsibility for decisions and actions having broad implications on a variety of complex agricultural programs; creatively utilize a variety of management techniques to resolve complex agricultural program problems; and interpret and apply specific technical knowledge relative to pest management programs.

AGRICULTURE PROGRAM SUPERVISOR IV (PEST PREVENTION)

Knowledge of: In addition to the above, laws, rules, and regulations pertaining to pest detection, control, and eradication programs.

Ability to: In addition to the above, assume and demonstrate independent responsibility for decisions and actions having broad implications on a variety of complex agricultural programs; creatively utilize a variety of management techniques to resolve complex agricultural program problems; and interpret and apply specific knowledge relative to pest detection, exclusion, and emergency eradication projects.

CLASS HISTORY

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<th>Class</th>
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<th>Date Revised</th>
<th>Title</th>
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<td>1/8/85</td>
<td>9/3/88</td>
<td>(Inspection Services)</td>
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<td>1/8/85</td>
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<td>(Pest Management)</td>
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<tr>
<td>Agriculture Program Supervisor III</td>
<td>4/8/86</td>
<td>9/3/88</td>
<td>(Chemistry Laboratory Services)</td>
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GLASS HISTORY

Agriculture Program Supervisor III  1/8/85  9/3/08
  (Pest Management)

Agriculture Program Supervisor III  1/8/85  9/3/08
  (Pest Prevention)

Agriculture Program Supervisor IV  1/8/85  9/3/08
  (Pest Management)

Agriculture Program Supervisor IV  1/8/85  9/3/08
  (Pest Prevention)
Attachment 5

On June 4, 2013, the Board took the following action on the Career Executive Assignment Category as presented by Suzanne Ambrose, Executive Officer, California State Personnel Board.

VOTE: Clarey, Burton, Costigan – Aye

Career Executive Assignments

A. Requests to Establish New or Revise Existing CEA Positions

1. ASSOCIATE DIRECTOR, OFFICE OF PROGRAM ACCOUNTABILITY AND SUPPORT
   The California Department of Corrections and Rehabilitation (CDCR) is requesting approval to allocate the above position to the CEA category. This position will be responsible for ensuring the oversight and management of the implementation of rehabilitative program data systems by developing policy and procedures to standardize and improve the current needs assessments methods. This will allow the CDCR to have more programs and rehabilitative efforts in a less crowded prison environment suited for inmates based upon their individual criminogenic needs. 13-033
   ACTION: Approved

2. DEPUTY SECRETARY FISCAL POLICY AND ADMINISTRATION
   The new Business Consumer Services and Housing Agency is requesting approval to allocate the above position to the CEA category. This position is responsible for all fiscal policy and administrative matters in the Agency and its departments. This position is a member of the Agency Secretary’s top advisory team and fully participates as a member of the agency management group to provide direct influence on agency policy decisions. 13-040
   ACTION: Taken under submission. To be scheduled for hearing.

3. ASSISTANT SECRETARY, GOVERNMENT IMPROVEMENT AND ACCOUNTABILITY
   The new Government Operations Agency (GovOps), is requesting approval to allocate the above position to the CEA category. This is one of two positions that will provide leadership and consultation on government improvement and accountability projects, implement
strategies to develop workforce and succession planning efforts and performance management programs within the GovOps. This position is responsible for following departments under the Agency’s umbrella: Department of General Services; California Public Employee’s Retirement System; California State Teacher’s Retirement System; and, the Victim Compensation and Government Claims Board. This position is a member of the Agency Secretary’s top advisory team and fully participates as a member of the agency management group to provide direct influence on agency policy decisions. 13-039

**ACTION:** Taken under submission. To be scheduled for hearing.

4. ASSISTANT SECRETARY, GOVERNMENT IMPROVEMENT AND ACCOUNTABILITY

The new Government Operations Agency (GovOps), is requesting approval to allocate the above position to the CEA category. This is one of two positions that will provide leadership and consultation on government improvement and accountability projects, implement strategies to develop workforce and succession planning efforts and performance management programs within the GovOps. This position is responsible for the following departments under the Agency’s umbrella: Franchise Tax Board; Department of Technology; California Department of Human Resources; Office of Administrative Law; and, State Personnel Board. This position is a member of the Agency Secretary’s top advisory team and fully participates as a member of the agency management group to provide direct influence on agency policy decisions. 13-043

**ACTION:** Taken under submission. To be scheduled for hearing.

B. Executive Officer Decisions Regarding Requests to Establish New or Revised Existing CEA Positions

1. CHIEF, ENTERPRISE RISK MANAGEMENT OFFICE

The California Department of Transportation’s request to allocate the above position to the CEA category was approved on May 2, 2013. 13-025

**ACTION:** Noted

2. DEPUTY GENERAL COUNSEL INVESTMENTS

The California Public Employees Retirement System’s request to allocate the above position to the CEA category was approved on May 2, 2013. 13-023

**ACTION:** Noted
On June 4, 2013, the Board took the following action on the Submitted Items as presented by Suzanne Ambrose, Executive Officer, California State Personnel Board.

**VOTE:** No Action

### Submitted Items

**A. Items Scheduled for Action**

NONE

**B. Items to be Scheduled for Action at a Later Date**

NONE
On June 4, 2013, the Board took the following action on the Evidentiary and Non-Evidentiary Cases as presented by Alvin Gittisriboongul, Chief Counsel, California State Personnel Board.

**VOTE:** Clarey, Burton, Costigan – Aye

### Evidentiary Cases

#### A. Administrative Law Judges’ Proposed Decision after Hearing

1. **CASE NO. 12-1390**  
   **Classification:** Correctional Officer  
   **Department:** California Department of Corrections and Rehabilitation  
   **ACTION:** The Board rejected the ALJ’s Proposed Decision and will set for hearing.

2. **CASE NO. 12-1502**  
   **Classification:** Correctional Officer  
   **Department:** California Department of Corrections and Rehabilitation  
   **ACTION:** The Board adopted the ALJ’s Proposed Decision.

3. **CASE NOS. 12-0828 and 12-0909**  
   **Classification:** Correctional Sergeant and Correctional Lieutenant  
   **Department:** California Department of Corrections and Rehabilitation  
   **ACTION:** The Board adopted the ALJ’s Proposed Decision.

4. **CASE NO. 12-1255**  
   **Classification:** Senior Criminalist  
   **Department:** California Department of Justice  
   **ACTION:** The Board adopted the ALJ’s Proposed Decision.

#### B. Petitions for Rehearing

**NONE**
C. Pending Board Review

1. CASE NO. 12-1657A
   Classification: Administrative Support Coordinator
   Department: San Diego State University

2. CASE NO. 12-0121A
   Classification: Plumber II
   Department: 22nd District Agricultural Association

3. CASE NO. 12-1688A
   Classification: Dental Hygienist
   Department: California Department of Corrections and Rehabilitation

4. CASE NO. 12-0244A
   Classification: Correctional Lieutenant
   Department: California Department of Corrections and Rehabilitation

5. CASE NO. 12-1321A
   Classification: Medical Technical Assistant
   Department: California Department of State Hospitals

D. Oral Arguments

1. CASE NO. 12-0215A
   Classification: Correctional Lieutenant
   Department: California Department of Corrections and Rehabilitation
   ACTION: Taken under submission.

E. Chief Counsel Resolutions

NONE

F. Pending Board Decisions

1. CASE NO. 12-1078
   Classification: Parole Agent I
   Department: California Department of Corrections and Rehabilitation
2. CASE NOS. 09-2102A and 09-2200WEA  
Classification: Registered Nurse  
Department: California Department of Corrections and Rehabilitation  
ACTION: The Board issued a decision.

Non-Evidentiary Cases

G. Withhold from Certification Appeals

1. CASE NO. 12-1543N  
Classification: Correctional Officer  
Department: California Department of Corrections and Rehabilitation  
ACTION: Denied

H. Medical and Psychological Screening Appeals

NONE

I. Proposed Recommendations after Board Remand

NONE

J. Request to File Charges Cases

NONE

K. Examination Appeals, Minimum Qualifications, Merit Issue Complaints

NONE

L. Rule 211 Appeals, Rule 212 Out of Class Appeals, Voided Appointment Appeals

NONE
I hereby certify that the State Personnel Board made and adopted the preceding resolution at its meeting held on July 9, 2013.

VOTE: Clarey, Costigan, Shanahan – Aye

/s/ SUZANNE M. AMBROSE

Suzanne M. Ambrose
Executive Officer
California State Personnel Board