COUNTY OF LOS ANGELES
invites applications for the position of:

AGRICULTURAL INSPECTOR AID

SALARY: $2,969.36 - $3,986.92 Monthly
          $35,632.32 - $47,843.04 Annually

DEPARTMENT: AGRICULTURAL COMMISSIONER WEIGHTS AND MEASURES

OPENING DATE: 01/30/23

POSITION/PROGRAM INFORMATION:

DEPARTMENT OF AGRICULTURAL COMMISSIONER/WEIGHTS AND MEASURES

FILING DATES: February 1, 2023, at 8:00 a.m. (PT) - Until the needs of the service are met and is subject to closure without prior notice.

EXAM NUMBER: V0004P

TEMPORARY, SEASONAL EMPLOYEES:
Can qualify for County Medical Plan, Pension Savings Plan for part-time, temporary, seasonal employees.

NO OUT-OF-CLASS EXPERIENCE WILL BE ACCEPTED.

TYPE OF RECRUITMENT: Open Competitive Job Opportunity

JOB TYPE: PERMANENT, eligible register will also be used to fill TEMPORARY positions.

DEFINITION:
Assists in agricultural inspection and enforcement work.

CLASSIFICATION STANDARDS:
Positions allocable to this class typically work under the immediate technical supervision of a journey level inspector while assisting in agricultural inspection and other enforcement work. Incumbents in these positions must exercise basic knowledge of insect recognition as well as of state and county policies, procedures, and laws governing agricultural enforcement.
ESSENTIAL JOB FUNCTIONS:

- Assists in performing inspections at private and public properties by identifying and collecting a variety of pests.
- Making pertinent descriptions in determining the identity of specimens, and applying appropriate control using traps, pesticides, tools, and equipment; compiling and maintaining accurate and detailed records for insect traps in order to ensure that inspections are performed in a safe, timely, efficient, and effective manner and support the Department in meeting its goals.
- Assists in the inspection connected with enforcement of plant pest and agricultural standardization laws by identifying, collecting, and submitting samples of target pests (e.g. insects, plants, etc.) and properly transport them to laboratories in order to detect invasive pests in a timely manner so that the appropriate response can be taken.
- Assists in explaining government acts and regulations and the required standards to businesses and homeowners by providing routine policy, procedure, and regulatory information (e.g. verbal, brochures, etc.) in order to verify compliance to agricultural regulatory standards.
- Assists in trapping insects as part of an infestation detection program by identifying and selecting appropriate host plants for trap placement in residential areas (e.g., park, street, etc.); assembling and baiting a variety of insect traps.
- Counting and identifying pests in traps in order to protect the environment and agricultural industry.
- Keeps and collects data from the field and generates inspection reports by preparing daily and monthly activity summary reports; documenting field activity in a written form or electronic software (CalTrap); communicating with supervisors, colleagues and peers to provide information by phone, written form, e-mail, and in-person in order to maintain accurate information and documentation in accordance with the provisions of the department.
- Drives vehicle from site to site to maintain and service traps by driving a vehicle (e.g. truck, etc.) to various inspection sites using a map in order to provide essential work functions.

REQUIREMENTS:

SELECTION REQUIREMENTS:

OPTION I: Completion of a natural science course in an accredited* college.****
OPTION II: One year of full-time experience*** in work involving the recognition of insect forms.

LICENSE:
A valid California Class "C" Driver License.

Successful applicants for positions that require driving must obtain and present a copy of his/her driving record from the California State Department of Motor Vehicles before final appointment. Applicants should not present a copy of their driving history until asked to do so by the hiring department. The County will make an individualized assessment of whether an applicant's driving history has a direct or adverse relationship with specific duties of the job. License must not be currently suspended, restricted, or revoked.

PHYSICAL CLASS III – Moderate: This class requires that the incumbent stand or walk most of the time with bending, stooping, squatting, twisting, reaching, working on irregular surfaces, occasional lifting of objects weighing over 25 pounds, and frequent lifting of 10-25 pounds.

SPECIAL REQUIREMENT INFORMATION:
*Accredited colleges and universities include all colleges and universities that meet the accreditation guidelines indicated on the bulletin.
In order to receive credit for the required degree/coursework, certification, and/or license, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization, and/or a legible copy of the official certificate and/or license at the time of filing or within 15 calendar days from the date of filing application. Please submit documentation to CCortes@acwm.lacounty.gov and indicate your name, exam name, and the exam number.

***Part-time experience will be prorated.

For applicants with international transcript(s), a report by an evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. must be submitted at the time of filing or within 15 calendar days. The report must confirm the U.S. course/degree equivalency.

****DESIRABLE QUALIFICATIONS:
Successful completion of natural science course(s) in an accredited* college or university in the field of:
- Biology
- Botany
- Entomology
- Horticulture
- Parasitology
- Plant Pathology
- Zoology

Additional points will be awarded for additional experience beyond the requirements.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT: This examination will consist of an evaluation of education, experience, and the Desirable Qualifications based on the application information weighted 100%.

CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON THE WEIGHTED PART OF THE EXAMINATION IN ORDER TO BE PLACED ON THE ELIGIBLE REGISTER.

ELIGIBILITY INFORMATION: Applicants will be placed on an eligible register based on the order of their score group. Applications will be processed on an as-received basis and promulgated to the eligible register accordingly. No person may compete for this examination more than once in a twelve (12) month period.

SPECIAL INFORMATION:

FAIR CHANCE INITIATIVE
The County of Los Angeles is a Fair Chance employer. Except for a very limited number of positions, you will not be asked to provide information about a conviction history unless you receive a contingent offer of employment. The County will make an individualized assessment of whether your conviction history has a direct or adverse relationship with the specific duties of the job, and consider potential mitigating factors, including, but not limited to, evidence and extent of rehabilitation, regency of the offense(s), and age at the time of the offense(s). If asked to provide information about a conviction history, any convictions or court records which are exempted by a valid court order do not have to be disclosed.

COVID-19 VACCINE MANDATE:
All County workforce members must be fully vaccinated against COVID-19 as a condition of employment. Successful candidates for this position will be required to submit proof of
vaccination against COVID-19 or request an exemption for qualifying medical or religious reasons during the onboarding process. Candidates should not present proof of vaccination until instructed to do so by the hiring department.

**VACANCY INFORMATION:** The resulting eligible register for this examination will be used to fill both TEMPORARY and PERMANENT vacancies throughout Los Angeles County in the Department of Agricultural Commissioner/Weights and Measures.

**AVAILABLE SHIFT:** Appointees will be required to work any shift, including evenings, nights, weekends, and holidays.

**APPLICATION AND FILING INFORMATION:**

Applications must be filed online only. Applications submitted by U.S. Mail, Fax, or in person will not be accepted.

Apply online by clicking on the green "Apply" button at the top right of this posting. You can also track the status of your application using this website.

Many important notifications including invitation letters will be sent electronically only to the email address provided on the application. It is important that you provide a valid email address. Please add CCortes@acwm.lacounty.gov, as well as noreply@governmentjobs.com, info@governmentjobs.com, donotreply@amcatmail.com, noreply@proctoru.com, talentcentral@shl.com to your email address and list of approved senders to prevent email notifications from being filtered as spam/junk/clutter mail.

Applicants have the ability to opt out of emails from LA County. if you unsubscribe, you will not receive any email notification for any examination for which you apply with Los Angeles County.

Regardless of whether you choose to unsubscribe, you can always check for notifications by logging into governmentjobs.com and viewing your profile inbox, which saves a copy of all emailed notices.

It is your responsibility to take the above steps to view correspondence. Los Angeles County will not consider claims of not viewing or receiving notification to be a valid reason for late test administration or rescheduling of a test component.

Plan to submit your online application well in advance as you may be required to verify your email address. This only needs to be done once per email address. This only needs to be done once per email address, and if you already have a job seeker account on www.governmentjobs.com/careers/lacounty, you can verify at any time by logging in and following the prompts. This is to enhance the security of your online application and to ensure you do not enter an incorrect email address.

**SOCIAL SECURITY NUMBER**

Please include your Social Security Number for record control purposes. Federal law requires that all employed persons have a Social Security Number.

**NO SHARING OF USER ID, E-MAIL AND PASSWORD:**

All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

**COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES**

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

**CONTACT INFORMATION:**

**ADA Coordinator Phone:** (626) 575-5464
**Teletype Phone:** (626) 585-5520
Any language contained in the job posting supersedes any language contained below

**Your Responsibilities:**

1. **Completing Your Application:**
   a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
   b. List each payroll title separately for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a Los Angeles County employee and have held multiple positions, do NOT list all of your time with the County under your present payroll title.
   c. Please include your Social Security Number for record control purposes. Federal law requires that all employed persons have a Social Security Number.
   d. To receive credit, include required documents (e.g., copy of your diploma, transcript, certificate, or license) as directed on the job posting. International degrees in a foreign language must be translated to English and evaluated for equivalency to U.S. standards. Refer to the job posting for specific deadlines for supporting documentation.

2. **Requirements on Job Posting:**
   a. Your application will only be accepted if it clearly shows you meet the requirements. The information you give will determine your eligibility and is subject to verification at any time.
   b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
   c. Experience is evaluated on the basis of a verifiable 40-hour week, unless specified otherwise. Prorated part-time experience may be acceptable.

3. **Application Deadline:**

**Disclaimer:** The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterruptible or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

**NOTE:** Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.
Any language contained in the job posting supersedes any language contained below. By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translating, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Test Preparation: Study Guides and other resources are available to help candidates prepare for employment tests. An interactive system for taking practice tests may be accessed on the Department of Human Resources website at https://hr.lacounty.gov. Additional resources may be listed on the job posting.

Background Check: The County of Los Angeles is a Fair Chance employer. Except for a very limited number of positions, you will not be asked to provide information about a conviction history unless you receive a contingent offer of employment. The County will make an individualized assessment of whether your conviction history has a direct or adverse relationship with the specific duties of the job, and consider potential mitigating factors, including, but not limited to, evidence and extent of rehabilitation, recency of the offense(s), and age at the time of the offense(s). If asked to provide information about a conviction history, any convictions or court records which are exempted by a valid court order do not have to be disclosed.

Career Planning: Resources to help current and prospective employees plan a career with Los Angeles County are available. To explore career paths to and from nearly all job titles, please visit our interactive Career PathFinder application at http://career-pathfinder.hr.lacounty.gov.

Benefit Information: Depending on the position, the successful candidate will enroll
COUNTY OF LOS ANGELES
Employment Information

Any language contained in the job posting supersedes any language contained below for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit. More information available at: https://www.opm.gov/policy-data-oversight/veterans-services/vet-guide-for-hr-professionals/

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) - unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability or any other characteristic protected by State or Federal law. All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act. The County will comply with all of its obligations under State and Federal laws regarding the provision of reasonable accommodations to applicants.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration
COUNTY OF LOS ANGELES
Employment Information


Los Angeles County Child Support Compliance Program: In an effort to improve compliance with courtordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [http://www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

COVID-19 VACCINATION: All County workforce members must be fully vaccinated against COVID-19 as a condition of employment. Successful candidates for this position will be required to submit proof of vaccination against COVID-19 or request an exemption for qualifying medical or religious reasons during the onboarding process. Candidates should not present proof of vaccination until instructed to do so by the hiring department.
AGRICULTURAL INSPECTOR AID Supplemental Questionnaire

* 1. I understand that this examination will be used to fill for both PERMANENT and TEMPORARY vacancies.
   - [ ] Yes   [ ] No

* 2. Please check all of the courses you have successfully completed at an accredited college or university.
   - Biology
   - Botany
   - Entomology
   - Horticulture
   - Parasitology
   - Plant Pathology
   - Zoology
   - Other
   - None

* 3. How many years of full-time experience do you have in work involving the recognition of insect forms?
   - I do not have work experience involving the recognition of insect forms
   - Less than 1 year of experience
   - 1-2 years of experience
   - More than 3 years of experience

* 4. I understand that in order to receive credit for the required college course work, I must include a legible photocopy of the official transcripts at the time of filing or within 15 calendar days of filing.
   - [ ] Yes   [ ] No

* 5. I understand that utilizing verbiage from the Class Specification and Selection Requirements serving as your description of duties will not be sufficient to demonstrate that you met the requirements. Doing so may result in an INCOMPLETE APPLICATION and I may be DISQUALIFIED.
   - [ ] Yes   [ ] No

* 6. I understand that comments such as "see resume" on any part of the application will not be considered a response. Please note that all information is subject to verification
at a time during the examination and hiring process. Making false statements on the application and supplemental questionnaire may cause my disqualification from this examination.

☐ Yes  ☐ No

* 7. I understand it is my responsibility to take the steps mentioned in the bulletin to view correspondence. Los Angeles County will not consider claims of not viewing or receiving notification to be a valid reason for late test administration or re-scheduling of a test component.

☐ Yes  ☐ No

* Required Question