

**California Department of Food and Agriculture
Weighmaster COOL Program
Agricultural Technician II (Seasonal)
Duty Statement**

I. Program/Position Identification

Enforcement of California Weights and Measures laws and regulations is the responsibility of the Division of Measurement Standards. The Division of Measurement Standards is comprised of two branches: Laboratories Branch and the Enforcement Branch. The Division's Enforcement Branch activities are designed to ensure the correctness of commercial weighing and measuring devices; verify the quantity of both bulk and packaged commodities; and enforce quality, advertising and labeling standards for fuels, lubricants, and automotive products. Ensuring fair competition for industry and accurate value comparison for consumers are primary functions of the county/state programs. The Division maintains offices in Sacramento, Anaheim, and Fresno.

Under the general supervision of the Supervising Special Investigator, the incumbent serves as a program specialist to independently perform the more difficult, varied, and responsible duties to support Enforcement Branch activities that enables the Division to enforce California's weights and measures laws and regulations.

Classification: Agricultural Technician II (Seasonal)
Working Title: Agricultural Technician II (Seasonal)
License or Other Requirement: Valid California Driver's License
Position Number: 018-216-0033-996
Division/Branch/DAA: Measurement Standards, Enforcement Branch
Location: 6790 Florin Perkins Rd. STE 100
Sacramento, CA 95828
Date Prepared: April 29, 2024
Work Hours/Shift: Various, Monday – Friday (8:00 AM – 5:00 PM)

II. Essential and Non-Essential Job Functions

A. Essential Functions:

Function #1 – Enforcement Activities – 45%

- Adhere to the established audit schedule, travel throughout the northern part of the state to conduct retail inspections of commodity and store labeling for the Country of Origin Labeling (COOL) Program.
- Complete and submit thorough retail inspection reports in a timely manner to the California COOL Program Manager.
- Follow up with retail stores, as needed, to obtain necessary documentation reflecting the chain of custody information (i.e., invoices, bills of lading, etc.) to complete COOL inspections within required timelines.
- Establish and maintain cooperative working relationships with appropriate State/Federal and retail store representatives through face-to-face and/or telephone contact and email.
- Conduct sampling of routine, follow-up, and citizen or industry complaints of motor vehicle fuel while fueling a state vehicle.
- Conduct sampling of packaged petroleum and automotive products from various retail locations in Northern California for Laboratory testing.
- Maintain proper chain-of-custody for all petroleum and automotive product samples following established procedures.
- Independently obtain complaint fuels, lubricants, and automotive product samples from Northern California county offices of agriculture/weights and measures using a state vehicle and log the information into the Division's complaint database.
- Transport automotive fuel and product samples, laboratory materials, and test standards between county offices, state facilities, and field locations using a state vehicle.
- Physically open fuel dispenser cabinets to visually inspect and/or locate payment card skimming devices or other devices installed to facilitate fraud by following processing protocols.
- Use Geographic Information Systems (GIS) software to identify and log the locations where samples are obtained and inspection-related information using the Division's web maps and mobile applications.
- Collaborate with the Weighmaster Program investigators by conducting inspections to detect or verify suspected violations of provisions of weighmaster licensing laws and regulations.
- Take enforcement action by issuing Notices of Violation.
- Maintain files and provide support to industry using common tares: review and document common tares to ensure they were established properly; enter approved common tares into the database; notify businesses of rejected common tares by phone and/or email; assist industry to provide necessary documentation to approve common tares; determine correctness of weighmaster certificates through auditing common tare documents; scan and electronically file all accepted and rejected common tares that were submitted onto program drives.
- Maintain Weighmaster Program files and support industry using seasonal tares: provide seasonal tare cab cards to approved businesses; review recap sheets; determine correctness of weighmaster certificates through auditing

documents of seasonal tares; ensure all cab cards are accounted for; and serve as support to the Division's field staff following up on seasonal tares in the field.

- Monitor and survey industry activities to ensure compliance with Weighmaster Program licensing and fee assessment: license new weighmasters; update existing licenses; and follow-up on delinquent and suspense licensees.
- Respond to field staff enquiries for weighmaster license information: determine correctness of weighmaster certificates through auditing documents submitted for verification of seasonal tares.
- Review the Weighmaster Program's County subvention audits and document the results to monitor statewide compliance.

Function #2 – Maintain Records – 35%

- Maintain daily reports of work completed.
- Review, correct as necessary, and submit reports to supervisor for review.
- Prepare and maintain proper documentation of fuels, lubricants, and automotive product sample collection through the Division's GIS mapping program.
- Maintain sample and test standard chain-of-custody documentation.
- Photograph packaged petroleum and automotive products at various locations in Northern California.
- Photograph labels of petroleum and automotive products with approved measuring device to verify compliance.
- Maintain photographs in accordance with program procedures and report to investigative staff any potential violations or issues.

Function #3 – Administrative Functions – 15%

- Participate in safety and commodity inspection training as required.
- Perform online searches for petroleum and automotive products offered for sale in California and create files for future investigations of those products.
- Research files for past enforcement actions, products sold, and Notices of Violation to ensure correction of these violations that may be used for future inspections and enforcement actions.
- Review Air and Water Complaints filed against businesses and conduct follow-up contacts and/or site visits with the business, including site visits to ensure the business corrected any violations and is complying with the requirements of supplying free air and water.
- Perform online searches for unlicensed weighmaster businesses and registered service agencies.
- Review and conduct follow-up phone calls and emails to register and license non-compliant businesses.

- Maintain complaint log documenting consumer complaints, assigning them a number, then forwarding them to the appropriate investigator for follow-up.
- Collaborate with the Weighmaster Program clerk as needed by filing audit forms in master weighmaster files, reviewing applications for completeness, and making any follow-up calls.
- Partner with IT for program database issues to troubleshoot and problem solve, and to determine priorities for system updates and repairs.
- Review and update manuals or website content related to the Weighmaster Program, e.g., Weighmaster Program Manual, portions of the Citation Manual, Field Reference Manual, etc.
- Maintain a daily activity log, time sheets, travel documents, calendar, and other items as needed.
- Act as Duty Officer at least once a week and other duties as assigned.
- Attend Weighmaster Staff meetings and trainings.

B. Non-Essential Functions:

Function #1 - Miscellaneous Duties – 5%

- Perform other job-related duties as requested by supervisor.

III. Work Environment

Duties for the job are performed inside or outside of buildings. Weather, temperature, lighting, and noise levels may vary. Terrain may vary from smooth and stable to irregular and unstable. Travel by State vehicle is required throughout the workday to carry out assigned duties. Occasional overnight travel may be required. Incumbent must be able to move and position objects weighing up to 50 lbs. with or without reasonable accommodation.

Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy.

IV. INDIVIDUAL REQUIREMENTS

The incumbent in this position must be able to establish and maintain effective working relationships with government and industry representatives, work well under pressure, work cooperatively with other staff members in completing designated work, and meeting required deadlines.

V. PHYSICAL REQUIREMENTS

The incumbent in this position will be required, with or without reasonable accommodation, to sit, stand, walk constantly, and lift up to 20 pounds on a frequent basis, and up to 50 pounds on an occasional basis; use repetitive arm and wrist motions; bend, stoop, twist, reach; and maintain visual acuity along with possessing normal color vision.

IV. Employee's Statement

(Initial applicable statement)

_____ I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation¹ and how it applies to essential functions. I can perform the duties of this job without Reasonable Accommodation.

OR

_____ I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation¹ and how it applies to essential functions. I will need Reasonable Accommodation to perform one or more of the essential functions described in this duty statement.

Employee Signature² Date

Supervisor Signature Date

Print Name

Print Name

**CC: Employee
Official Personnel File
Supervisor's Drop File**

¹ A reasonable accommodation is an adjustment or modification to a job or workplace that allows qualified employees or prospective employees to perform the essential functions of the job successfully.
² Duties of this position are subject to change and may be revised as needed or required. If/when duties change you will be provided a revised duty statement to sign.