



## **ASSISTANT AGRICULTURAL ECONOMIST**

### **Exam Code: 4FA01**

**Department:** California Department of Food & Agriculture

**Exam Type:** Departmental, Open

**Opening Date:** 3/8/24

**Locations:** Sacramento County

#### **CLASSIFICATION DETAILS**

**Assistant Agricultural Economist: \$4,726.00 - \$5,916.00** per month

View the [classification specification](#) for the **Assistant Agricultural Economist**.

#### **APPLICATION INSTRUCTIONS**

**Final File Date:** 4/30/24

##### **Who Should Apply:**

Applicants who meet the minimum qualifications as stated on this examination bulletin. All applicants must meet the education and/or experience requirements by the cut-off date. Once you have taken this examination, you may not retake it for **twelve (12) months**.

##### **How to Apply:**

**Emailed applications are preferred.** Submit your completed Examination / Employment Application (STD. 678) via email at [exams@cdfa.ca.gov](mailto:exams@cdfa.ca.gov). Include Exam Code: **4FA01** in the subject line of your email. Emailed applications must be received no later than 11:59 pm Pacific Time on the cut-off date.

You may also submit your completed Examination / Employment Application (STD. 678) by mail, parcel delivery, courier service, or in person to:

Exam Code: **4FA01**

California Department of Food and Agriculture

Examination Unit, Attention: **Casey Gates**

1220 N Street, Room 242

Sacramento, CA 95814

Completed applications and all required documents must be received or postmarked by the cut-off date. If an application is received after the cut-off date with a late or missing postmark, the application is considered late.

**It is the applicant's responsibility to submit their application packet on time and if applying by U.S. mail, ensure the envelope is properly postmarked and if applying via parcel or courier service, ensure it contains proof of timely deposit with the service.**

**Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes, available at the USPS, are not considered postmark dates for the purpose of determining timely filing of applications. Also note:**

- The Examination / Employment Application (STD. 678) is available through your CalCareer account.
- The STD. 678 must include “to” and “from” dates (month/day/year) and hours worked. STD. 678s received without this information may be rejected.
- Resumes **will not be accepted** in lieu of a completed STD. 678.
- Your signature on your STD. 678 indicates you have read, understand, and possess the basic qualifications required.

**DO NOT SUBMIT EXAMINATION / EMPLOYMENT APPLICATIONS (STD. 678) OR SUPPLEMENTAL APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).**

## **MINIMUM QUALIFICATIONS**

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, whether paid or volunteer positions and inside or outside California state service, will count toward experience.

### **Assistant Agricultural Economist**

#### **Either I**

One year of experience in the California state service performing the duties of a class with a level of responsibility equivalent to that of Marketing Specialist in making technical studies, surveys or analyses of agricultural marketing or economic problems.

#### **Or II**

Possession of a Master's Degree in Agricultural Economics or Economics. (Applicants who are pursuing graduate work toward a master's degree will be admitted to the examination but must receive the degree before they will be considered for appointment.)

#### **Or III**

Experience: Two years of responsible agricultural marketing experience in one or a combination of the following fields:

1. Marketing control programs for agricultural commodities.

#### **OR**

2. Voluntary industry-organized marketing programs; cooperative marketing associations or trade associations, involving analysis and solution of marketing problems concerning agricultural commodities.

#### **OR**

3. Research or teaching work relating to the marketing of agricultural commodities.

#### **OR**

4. Price control activities relating to agricultural commodities.

#### **AND**

**Education:** Equivalent to graduation from college with a major in economics or agricultural economics. (Additional qualifying experience may be substituted for the required education on a year- for-year basis.)

**NOTE: SUBMISSION OF DEGREE OR TRANSCRIPT FROM AN ACCREDITED U.S. COLLEGE OR UNIVERSITY IS REQUIRED TO VERIFY THE EDUCATION REQUIREMENT. APPLICANTS WITH FOREIGN DEGREES MAY BE ASKED TO PROVIDE AN OFFICIAL FOREIGN TRANSCRIPT EVALUATION WHICH INDICATES COURSEWORK IS EQUIVALENT TO A DEGREE FROM AN ACCREDITED U.S. COLLEGE OR UNIVERSITY. FAILURE TO ATTACH DEGREE OR TRANSCRIPT MAY RESULT IN A DELAY OF YOUR APPROVAL TO COMPETE IN THE EXAMINATION.**

## **POSITION DESCRIPTION**

Under direction, to assist in the administration of programs regulating the marketing of agricultural commodities and in making economic and marketing surveys and studies of marketing problems other than in the direct marketing area; and to do other related work.

Other than in the marketing area, assists in making economic surveys, studies, and analyses on assigned phases of agricultural marketing problems; performs preliminary work in connection with determining the appropriate provisions, scope, and probable effectiveness of marketing programs; assists in drafting proposed provisions of marketing programs; assists in preparing for public hearings on economic committees in the preparation of administrative orders for executive approval; keeps informed on Federal marketing programs and trends of economic and marketing conditions.

## **EXAMINATION SCOPE**

This examination consists of the following components:

**Supplemental Application** – Weighted 100% of the final score

**EXAMINATION INTERVIEWS WILL NOT BE HELD.** All candidates will be required to complete the Supplemental Application that will be mailed to competitors at a future date. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70.00% on the Supplemental Application.

The Supplemental Application is designed to elicit a range of specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the minimum qualifications will have their Supplemental Application rated and successful candidates will be placed on an eligible list. **SUBMISSION OF THE SUPPLEMENTAL APPLICATION IS MANDATORY.** Candidates who do not submit a completed Supplemental Application will be eliminated from this examination.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative to job demands, each applicant's:

### **Knowledge of:**

1. Economics, agricultural economics, and marketing principles.
2. Research principles and methods.
3. Marketing of agricultural commodities, including methods of producers, cooperative marketing associations, commercial handlers, and buying habits of consumers.
4. California and Federal marketing and control laws.

**Ability to:**

1. Compile and analyze economic, statistical, and marketing data.
2. Prepare reports.
3. Analyze situations and take effective action.
4. Communicate effectively.

**EDUCATION AND EXPERIENCE**

If conditions warrant, this examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from the class specification. For this reason, it is especially important each candidate take special care in accurately and completely filling out his or her application. List all education and experience relevant to this classification, even if that experience goes beyond the ten-year limit printed on the application. Supplementary information will be accepted.

**ELIGIBLE LIST INFORMATION**

A departmental, Open eligible list for the **Assistant Agricultural Economist** classification will be established for:

**California Department of Food and Agriculture (CDFA)**

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established **unless** the needs of the service and conditions of the list warrant a change in this period. After list eligibility expires, applicants must retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever, any veteran, or widow or widower of a veteran achieves a passing score on an open examination, they shall be ranked in the top rank of the resulting eligible list.

Veterans' status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (CalHR 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Persons retired from the United States military or honorably discharged from active duty shall be eligible to compete in promotional examinations for which they meet the minimum qualifications as prescribed by the class specification. Persons receiving passing scores shall have their names placed on the promotional eligibility lists resulting from these examinations.

In evaluating minimum qualifications, related military experience shall be considered State civil service experience in a class deemed comparable by CalHR, based on the duties and responsibilities assigned (Section 18991).

Career Credits **will not** be added to the final score of this examination, because it does not meet the requirements to qualify for Career Credits.

## EXAMINATION INFORMATION

Final File Date for this examination: **4/30/24**

All applicants must meet the minimum qualifications for this examination by the final file date.

### **Special Testing Arrangements:**

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

## CONTACT INFORMATION

If you have questions concerning this examination bulletin, please contact:

California Department of Food and Agriculture  
Examination Unit, Attention: **Casey Gates**  
Exam Code: **4FA01**  
1220 N Street, Room 242  
Sacramento, CA 95814  
Phone: (916) 639-4726  
Casey.gates@cdfa.gov

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)  
TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

## EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

## DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

## GENERAL INFORMATION

Examination and/or Employment Application (STD. 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

**If you meet the requirements** stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

**The California Department of Food and Agriculture** reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and applicants will be notified.

**For an examination without a written feature** it is the candidate's responsibility to contact the California Department of Food and Agriculture Examinations Unit at (916) 654-0790 three (3) weeks after the final filing date if they has not received their notice.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. If an offer of employment is made, a medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one (1) to four (4) years unless otherwise stated on this bulletin.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.