



COUNTY OF FRESNO
invites applications for the position of:

AGRICULTURAL FIELD AIDE

SALARY: \$10.43 - \$13.34 Hourly
\$834.00 - \$1,067.00 Biweekly
\$1,807.00 - \$2,311.83 Monthly
\$21,684.00 - \$27,742.00 Annually

OPENING DATE: 12/08/15

CLOSING DATE: 12/18/15 04:00 PM

POSITION DESCRIPTION:

The **Department of Agriculture** is currently offering dynamic employment opportunities for individuals interested in contributing their talents to Fresno County's multi-billion dollar agriculture industry for the position of **Agricultural Field Aide**.

Agricultural Field Aides play a pivotal role in Fresno County's agriculture industry by performing a variety of tasks in support of agricultural or weights and measures inspection activities, surveys, as well as pest control and detection programs in place to protect the consumer, the environment, and the industry. If you are a bright, motivated individual interested in a rewarding opportunity to provide an invaluable service to the community and economy, the Department of Agriculture invites you to apply.

Note: Immediate vacancies are for extra-help positions, however the eligible list established from this recruitment may be used to fill both extra-help and permanently allocated positions. Individuals selected for extra-help appointment may be transitioned to a permanently allocated position at a later date as authorized by the Fresno County Personnel Rules.

Positions in this classification are in Medical Group III - Heavy Physical Activity (Personnel Rule 8). This group includes positions which require heavy physical effort using arms, legs, back and trunk in frequent lifting, pushing, or pulling objects weighing (or offering resistance equivalent to) over 25 pounds. Generally, considerable bending, stooping, squatting, twisting, reaching, as well as standing and walking are involved. Physical stamina is usually required and explosive strength using bursts of energy may be required, depending upon specific position assignments.

Eligible candidates must be able to perform the essential functions of the position with or without reasonable accommodation.

SAMPLES OF DUTIES:

The information listed below is meant to serve as samples of job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed. Consequently, this information does not reflect Essential Functions for any given position in this classification.

- Assists in agricultural surveys and inspections to enforce provisions of the California Food and Agricultural Code, California Code of Regulations, and Fresno County Ordinance Code, relating to protection of various segments of the County engaged in producing or utilizing agricultural and other plant products, and the provision of weights and measures protective services.
- Conducts pest detection surveys to locate agricultural pests in accordance with State written guidelines, protocol and procedures.
- Assists in the inspection of weighing and measuring devices.

- Assists in pest control and eradication activities such as mixing and spraying pesticides, baiting traps, and inspecting/removing suspected agricultural products.
- Assists in a variety of routine quarantine activities.
- Maintains records and files.
- May prepare reports and correspondence.
- May perform simple repairs and adjustments on manually operated and power spray equipment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Common agricultural crops, their varieties, pests and diseases;
- Farming practices used in establishing, maintaining and harvesting agricultural crops;
- Chemicals used in basic plant and soil science as related to agricultural crop production;
- Safety procedures pertaining to the use of pesticides and related equipment;
- Safe driving practices;
- Basic mathematics.

Skills/Abilities to:

- Learn the California Food and Agriculture Code and California Code of Regulations as it pertains to agriculture;
- Learn applicable Fresno County ordinances related to commodities standards and inspection;
- Gather designated data and keep accurate, legible records;
- Read, understand and interpret technical material;
- Communicate effectively, both orally and in writing;
- Effectively manage multiple work assignments and meet established deadlines;
- Prepare clear and concise correspondence and reports;
- Establish and maintain effective working relationships at all organizational levels, as well as with other agencies and the public;
- Demonstrate and maintain a high degree of maturity, integrity, accountability, and good judgment.

MINIMUM QUALIFICATIONS:

Applicants must qualify under one (1) of the options listed below:

OPTION 1:

Education: Completion of nine (9) semester units of coursework in agricultural, life or physical sciences that is acceptable within the United States' accredited college or university system.

OPTION 2:

Experience: Six (6) months of full-time paid work experience in the identification/trapping of insects, conducting pest surveys or performing professional pest control activities.

In addition to the options listed above, the following is required:

License: Possession of a valid Class "C" driver's license, or equivalent.

Please note:

- *Applicants must meet the minimum qualifications and filing requirements for this position by the filing deadline.*
- *A completed Fresno County employment application is required (must be current, complete, and accurate; amendments will not be allowed after the filing deadline).*
- *Resumes are not accepted in lieu of a completed application.*
- *Please fully list your education and/or work experience; including current position. Failure to list current and complete education/work experience within the job application (including employment with the County of Fresno) will result in the disqualification of your application.*

- *In the Education section of your application, please provide complete information for each school attended. Please provide the school's name and location, the type and number of units earned (semester or quarter), and if applicable, which major or program was completed (Entomology, Agribusiness, etc.). Failure to completely list education within the job application may disqualify the applicant from consideration.*
- *Transcripts may be requested to verify completion of the qualifying units.*
- *If you have completed education in a foreign college or university and are using this education to meet the minimum qualifications, you must provide documentation that the foreign education is comparable to that received within the United States' accredited college or university system or your application will not be accepted. Documentation must be provided by the closing date and time of this recruitment. You may either attach a copy to your application, fax a copy to (559) 455-4788 attn: Stephen Partain, or hand deliver a copy to our office.*
- *Valid driver's license number must be listed on your application. Failure to provide this number on your application will result in your application not being accepted.*

SELECTION PROCESS:

Depending on the number of applicants meeting the minimum qualifications and filing requirements, applicants may be scheduled for the process listed below.

- **Written Examination**

Successful candidates will be placed on an employment list effective for a minimum of 3 months (and may be extended up to an additional 12 months) and certified in final rank order as vacancies occur.

REQUIRED APPLICATION MATERIAL:

1. Fresno County Employment Application (must be current, complete, and accurate; amendments will not be allowed after the filing deadline)
2. Supplemental Questionnaire

Please note: All required application materials must be received (online via our website or in person) by the filing deadline. Emailed and faxed application materials will not be accepted. Postmarks will not be accepted. Resumes are not accepted in lieu of an application.

HOW TO APPLY:

Online: <http://agency.governmentjobs.com/fresnoca>

Open Job Information Flyer and click "Apply" to begin online application process. Failure to complete the job application or failure to follow the application instructions may result in the disqualification of the applicant. Amendments will not be accepted after the filing deadline.

By mail or in office:

Fresno County Personnel Services
Fresno County Plaza
2220 Tulare St., 14th Floor
Fresno, CA 93721

Office hours: Monday - Friday 8:00 AM to 5:00 PM, excluding holidays

Please be advised that it is the applicant's responsibility to notify Fresno County Personnel Services of any mailing address and telephone number changes. Notices sent via U.S. Mail from Personnel Services are not forwarded ("Return Service" is requested, therefore mail will not be sent to a forwarding address).

Once the filing deadline has passed, you may check the status of the recruitment at any time by logging on to <https://www.governmentjobs.com/Applications/Index/fresnoca>

The County of Fresno is an Equal Employment Opportunity Employer. It is the policy of Fresno County to provide employment opportunity for all qualified persons. All applicants will be considered without

regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition, genetic information, or denial of medical and family care leave, or any other non-job-related factor.

REASONABLE ACCOMMODATIONS - The County of Fresno is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). Qualified individuals with disabilities who need a reasonable accommodation during the application, examination or selection process may *contact Personnel Services at (559) 600-1830 at least 5 days prior to the scheduled date or deadline.*

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Analyst: Stephen Partain

County of Fresno, Personnel Services
Employment Services Division
2220 Tulare St., 14th Floor
Fresno, CA 93721
(559) 600-1830

Position #15-0227
AGRICULTURAL FIELD AIDE
SP

Personnel-EmploymentServices@co.fresno.ca.us

LAST NAME: _____

FIRST NAME: _____

**AGRICULTURAL FIELD AIDE (#15-0227)
Supplemental Questionnaire**

All application materials must be submitted by the filing deadline.

- *1. If you qualify for this position under OPTION 1, completion of nine (9) semester units of coursework in agricultural, life or physical sciences, please list below the coursework you have completed in these areas. Please include course numbers and titles, number and type of units, and college/university where completed (e.g. AGBS 120 – Agribusiness Management, 3 semester units, CSU Fresno). Failure to list qualifying coursework in this format may result in your application not being accepted.

* Required Question

Read this statement before signing: My signature certifies that I attest that the information provided is true to the best of my knowledge. I understand that any misstatements of material facts herein will cause forfeiture on my part of all rights to Fresno County employment.

Signature

Date