

AGRICULTURAL AND STANDARDS MANAGEMENT ANALYST I

DEFINITION

Under supervision, to perform surveys, studies and analysis of budgetary, administrative organizational and operational matters of the Department of Agriculture/Weights and Measures; to develop, implement and evaluate policies, plans and programs and do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for the Department of Agriculture/Weights & Measures. This is the entry and first experienced level in the Agricultural and Standards Management Analyst class series. Incumbents are expected to learn and perform increasingly difficult and complex management analyst tasks and conduct management studies for California Department of Agriculture (CDFA), Department of Measurement Standards (DMS). Incumbents are expected to increase their skill in knowledge of budgetary, administrative, fiscal, operational areas of CDFA, DMS and County government.

REPORTS TO

Deputy Agricultural Commissioner/Sealer or Agricultural Commissioner Sealer of Weights and Measures

CLASSIFICATIONS DIRECTLY SUPERVISED

None

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EXAMPLE OF DUTIES

- Performs general and specialized studies, surveys, and analysis to matters of federal, state and county government operations.
- Reviews revenues and expenditures requests from federal, state agencies and county departments.
- Assists in compiling and analyzing information relating to California Department of Food and Agriculture (CDFA) and Department of Measurement Standards (DMS).
- Monitors and tracks revenues and expenditures of various federal and state contracts and grants.
- Performs a wide variety of specialized office management, administrative support, and fiscal support assignments for the Deputy Agricultural Commissioner/Sealer or Agricultural Commissioner/Sealer of Weights and Measures.
- Assist the public with application and permit procedures, including preliminary reviews of materials.
- Studies and makes recommendations related to administrative and operational policies and procedures.
- Monitors department compliance with federal and state regulation.
- Gathers, tabulates and analyzes data and information.
- Develops recommendations and prepares reports.
- Assist in developing grant applications and administering grants.
- Makes oral and written presentations to various commissions and boards.
- May coordinate the development of bids and specifications for major purchases.
- Administer or negotiate leases and service contracts.
- May represent the Department of Agriculture at meetings and conferences.
- Provide support to the Departments Safety Representative (DSR).
- Performs a variety of staff support duties and other specialized functions as assigned by the Deputy Agricultural Commissioner/Sealer or Agricultural Commissioner Sealer of Weights and Measures.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment computers, telephones, calculators, copiers and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment with continuous contact with staff and public. Some field trips will be necessary to attend training/meetings, visit outstation county departments, staff, programs and operations.

DESIRABLE QUALIFICATIONS

KNOWLEDGE OF

- Local government origination, operation and legislative process
- Statistical methods and practices of financial administration including governmental accounting
- Functions, originations and programs of local government in California
- Basic research methods and techniques
- Effective oral and written communication presentations
- Organization functions programs and policies of California Department of Food and Agriculture (CDFA), Department of Measurement Standards (DMS), and Plumas County Government

ABILITY TO

- Perform a variety of specialized analytical studies
- Interpret, explain, and apply a variety of CDFA, DMS, County and Departmental policies, rules, and regulations
- Work with considerable initiative and independence while exercising good judgment in recognizing scope of authority
- Effectively present ideas and recommendations orally and in writing
- Analyze and evaluate a variety of information researching and gathering appropriate data to resolve problems
- Develop and administer grants
- Prepare a variety of comprehensive reports
- Effectively represent the programs and functions of the Department of Agriculture/Weights and Measures with public, community organizations, and other county staff, and other government agencies
- Establish and maintain effective working relationships

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Training and Experience:

Qualifications needed for this position:

Possession of a bachelor's degree in public or business administration or a related field,

Job related experience may be substituted for educational requirements on a year-to-year basis. Job related experience would be defined as experience performing duties set forth in the "Examples of Duties" in this job description.

SPECIAL REQUIRMENTS

Possession of an appropriate California Driver's License issued by the State Department of Motor Vehicles. The valid California Driver's License must be maintained throughout employment

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work-related training as assigned, and to return to work as ordered in the event of an emergency.