

**California Department of Food and Agriculture
Enforcement Program
Agricultural Technician III
Duty Statement**

I. Program/Position Identification

Enforcement of California Weights and Measures laws and regulations is the responsibility of the Division of Measurement Standards (Division). The Division is comprised of two branches: the Laboratories Branch and the Enforcement Branch. 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 direction of the Supervising Special Investigator, the incumbent independently assists in performing one or more of the Enforcement Branch activities that enables the Division to enforce California's weights and measures laws and regulations.

Classification:	Agricultural Technician III
Working Title:	Agricultural Technician III
License or Other Requirement:	Valid Driver's License
Position Number:	018-265-0032-996
Division:	Measurement Standards
Branch:	Enforcement Branch
Location:	Anaheim, CA
Date Prepared:	December 2025
Work Hours/Shift:	Monday-Friday (8:00AM—5:00PM)

II. Essential and Non-Essential Job Functions

A. Essential Functions:

Function #1: Enforcement Activities

40%

- Maintain files and provide support to the industry using established tares: review and document tare notices to ensure they are established properly; enter approved tare notices into the database; notify businesses of rejected tare notices by phone and/or email; assist the industry to provide the necessary documentation to approve tares; determine the correctness of weighmaster certificates through auditing tare documents; scan and electronically file all tare notices. Occasionally perform site visits to educate businesses.
- Collaborate with the Weighmaster Program investigators by conducting inspections to detect or verify suspected violations of provisions of weighmaster licensing laws and regulations.
- Perform retail audit reviews on behalf of the United States Department of Agriculture (USDA), by traveling throughout the state and applying knowledge of Country of Origin Labeling (COOL) laws and regulations. Complete and submit thorough retail inspection records in a timely manner. Educate retailers on USDA COOL requirements.
- 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. Take enforcement action by issuing Notices of Violation.
- Independently obtain complaint fuels, lubricants, and automotive product samples from California county offices of agriculture/weights and measures and logging the information into the Division's complaint database.
- Conduct sampling of packaged petroleum and automotive products from various retail locations in California for Laboratory testing.
- Transport automotive fuel and product samples, laboratory materials, and test standards between county offices, state facilities, and field locations following safety guidelines.

Function #2: Maintain Records

35%

- Prepare and maintain proper documentation through the Division's Geographic Information Systems (GIS) mapping program to identify, input data, and upload inspection documents.
- Maintain sample and test standard chain-of-custody documentation to ensure the integrity of the sample.
- Maintain photographs in accordance with program procedures and report to investigative staff any potential violations or issues.
- Coordinate and communicate with all stakeholders to provide cab cards to approved businesses. Monitor and manage the use of cab cards to ensure compliance by

reviewing daily recap sheets, auditing weighmaster certificates, and ensure all cab cards are accounted for. Monitor and survey industry activities to ensure compliance with Weighmaster licensing and fee assessments: license new weighmasters; update existing licenses; and follow-up on delinquent and suspense licenses.

Function #3: Administrative Functions

20%

- 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.
- Research files for past enforcement actions, products sold, and Notices of Violation to ensure the correction of these violations that may be used for future inspections and enforcement actions.
- Maintain complaint log documenting consumer complaints, assigning them a number, then forwarding them to the appropriate investigator for follow-up.

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 may be required throughout the workday to carry out assigned duties. A valid California driver license is required. Occasional overnight travel may be required. Incumbents must be able to move and position objects weighing up to 50 lbs. with or without reasonable accommodation.

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.

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

IV. Employee's 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
Employee 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.

**California Department of Food and Agriculture
Enforcement Program
Agricultural Technician II
Duty Statement**

I. Program/Position Identification

Enforcement of California Weights and Measures laws and regulations is the responsibility of the Division of Measurement Standards (Division). The Division is comprised of two branches: the Laboratories Branch and the Enforcement Branch. 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 general supervision of the Supervising Special Investigator, the incumbent independently assists in performing one or more of the Enforcement Branch activities that enables the Division to enforce California's weights and measures laws and regulations.

Classification:	Agricultural Technician II
Working Title:	Agricultural Technician II
License or Other Requirement:	Valid Driver's License
Position Number:	018-265-0033-996
Division:	Measurement Standards
Branch:	Enforcement Branch
Location:	Anaheim, CA
Date Prepared:	December 2025
Work Hours/Shift:	Monday-Friday (8:00AM—5:00PM)

II. Essential and Non-Essential Job Functions

A. Essential Functions:

Function #1: Enforcement Activities

40%

- Maintain files and provide support to the industry using established tares: review and document tare notices to ensure they are established properly; enter approved tare notices into the database; notify businesses of rejected tare notices by phone and/or email; assist the industry to provide the necessary documentation to approve tares; determine the correctness of weighmaster certificates through auditing tare documents; scan and electronically file all tare notices.
- Perform retail audit reviews on behalf of the United States Department of Agriculture (USDA), by traveling throughout the state and applying knowledge of Country of Origin Labeling (COOL) laws and regulations. Complete and submit thorough retail inspection records in a timely manner.
- 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.
- Gather complaint fuels, lubricants, and automotive product samples from California county offices of agriculture/weights and measures and logging the information into the Division's complaint database.
- Conduct sampling of packaged petroleum and automotive products from various retail locations in California for Laboratory testing.
- Transport automotive fuel and product samples, laboratory materials, and test standards between county offices, state facilities, and field locations.

Function #2: Maintain Records

35%

- Prepare and maintain proper documentation through the Division's Geographic Information Systems (GIS) mapping program to identify, input data, and upload inspection documents.
- Maintain sample and test standard chain-of-custody documentation.
- Coordinate and communicate with all stakeholders to provide cab cards to approved businesses. Monitor and manage the use of cab cards to ensure compliance by reviewing daily recap sheets, auditing weighmaster certificates, and ensure all cab cards are accounted for. Monitor and survey industry activities to ensure compliance with Weighmaster licensing and fee assessments: license new weighmasters; update existing licenses; and follow-up on delinquent and suspense licenses.

Function #3: Administrative Functions

20%

- 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.
- Maintain complaint log documenting consumer complaints, assigning them a number, then forwarding them to the appropriate investigator for follow-up.

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 may be required throughout the workday to carry out assigned duties. A valid California driver license is required. Occasional overnight travel may be required. Incumbents must be able to move and position objects weighing up to 50 lbs. with or without reasonable accommodation.

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.

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

IV. Employee's 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
Employee 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.



**California Department of Food and Agriculture
Enforcement Program
Agricultural Technician I
Duty Statement**

I. Program/Position Identification

Enforcement of California Weights and Measures laws and regulations is the responsibility of the Division of Measurement Standards (Division). The Division is comprised of two branches: the Laboratories Branch and the Enforcement Branch. 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 supervision of the Supervising Special Investigator, the incumbent assists in performing one or more of the Enforcement Branch activities that enables the Division to enforce California’s weights and measures laws and regulations.

Classification:	Agricultural Technician I
Working Title:	Agricultural Technician I
License or Other Requirement:	Valid Driver’s License
Position Number:	018-265-0034-996
Division:	Measurement Standards
Branch:	Enforcement Branch
Location:	Anaheim, CA
Date Prepared:	December 2025
Work Hours/Shift:	Monday-Friday (8:00AM—5:00PM)

II. Essential and Non-Essential Job Functions

A. Essential Functions:

Function #1: Enforcement Activities 40%

- Maintain files and provide support to the industry using established tares: review and document tare notices to ensure they are established properly; enter approved tare notices into the database; notify businesses of rejected tare notices by phone and/or email; assist the industry to provide the necessary documentation to approve tares; scan and electronically file all tare notices.
- Perform retail reviews on behalf of the United States Department of Agriculture (USDA) by traveling throughout the state and applying knowledge of Country of Origin Labeling (COOL) laws and regulations. Complete and submit thorough retail inspection records in a timely manner to the California COOL Program Manager
- 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 is complying with air and water requirements.
- Assist in gathering complaint fuels, lubricants, and automotive product samples from California county offices of agriculture/weights and measures and logging the information into the Division's complaint database.
- Conduct sampling of packaged petroleum and automotive products from various retail locations in California for Laboratory testing.
- Assist in transporting automotive fuel and product samples, laboratory materials, and test standards between county offices, state facilities, and field locations.

Function #2: Maintain Records 35%

- Prepare and maintain proper documentation through the Division's Geographic Information Systems (GIS) mapping program to identify, input data, and upload inspection documents.
- Coordinate and communicate with all stakeholders to provide cab cards to approved businesses. Assist with monitoring the use of cab cards by reviewing daily recap sheets, weighmaster certificates, and cab cards are accounted for.
- Work with Weighmaster licensing and fee assessments.
- License new weighmasters, update existing licenses, and follow-up on delinquent and suspended licenses.

Function #3: Administrative Functions 20%

- File audit forms in master weighmaster files, review applications for completeness, and make follow-up calls.
- Maintain complaint log documenting consumer complaints, assign a number, then forward them to the appropriate investigator for follow-up.

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 may be required throughout the workday to carry out assigned duties. A valid California driver license is required. Occasional overnight travel may be required. Incumbents must be able to move and position objects weighing up to 50 lbs. with or without reasonable accommodation.

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.

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

