

## **SUGGESTED READING LIST – COMMISSIONER, SEALER, AND DEPUTY EXAMS**

The references listed below may be helpful in preparing for the County Agricultural Commissioner, County Sealer of Weights and Measures, Deputy County Agricultural Commissioner, and Deputy County Sealer of Weights and Measures examinations. It is not possible to make this list all inclusive, or include material which may be necessary to pass the examinations.

### **Administration**

*“Public Administration: Concepts and Cases”* © 2009, April 16; Richard Joseph Stillman

*“The Complete Guide to Hiring and Firing Government Employees”* © 2010; Stewart Liff

California Government Code Sections 54985-54988

[www.crcpress.com](http://www.crcpress.com)

### **Budget**

*“The Basics of Public Budgeting and Financial Management”* © 2009; Charles E Menifield

### **CACASA**

[www.cacasa.org](http://www.cacasa.org) can be used to access CACASA by-laws and relevant functional structure, policies, etc.

### **CDFA**

[www.cdfa.ca.gov](http://www.cdfa.ca.gov) is the department’s home page that can be used to access information regarding CDFA and up-to-date information including its various divisions.

### **DMS**

[www.cdfa.ca.us](http://www.cdfa.ca.us) is where you can find information on DMS since it is one of CDFA’s divisions.

[www.nist.gov](http://www.nist.gov) the National Institute of Science and Technology website.

<http://ncwm.net> the National Conference of Weights and Measures website

## **DPR**

<http://www.cdpr.gov> the Department of Pesticide Regulation's website.

Issues of concern regarding the Pesticide Use Enforcement program may be found in either Area Group minutes and/or the Pesticide Regulatory Affairs Committee (PRAC) minutes found on CACASA.org.

## **Ethics**

*"Winning with Accountability: The Secret Language of High-Performing Organizations"* © October 13, 2008; Henry J. Evans

[www.fppc.ca.gov](http://www.fppc.ca.gov) California Fair Political Practices Commission website

<http://josephsoninstitute.org> - free subscription to a couple different online newsletter/commentary publications regarding principles of Ethics and Leadership.

## **Leadership**

*"Making a Difference: 12 Qualities That Make You A Leader"* © October 1, 1990; Sheila Murray Bethel

*"The Servant"* © 1998; James C. Hunter

*"The Leadership Challenge"* © 2007; Kouzes and Posner

*"Open Leadership"* © 2010; Charlene Li

[wired@giantimpact.com](mailto:wired@giantimpact.com) free subscription to *"Leadership Wired"*

<http://www.bainbridgeleadership.com/> free subscription to *"Leadership Matters"*

<http://www.powerofted.com/>

## **Management**

*"Thinking for a Change"* © 2003; John C. Maxwell

*"Keeping Employees Accountable for Results: Quick Tips for Busy Managers"* © January 20, 2006; Brian Cole Miller

*"Managing Government Employees"* © 2007; Stewart Liff

Robert's Rules of Order – in any recent version.

### **Philosophical**

*"Tipping Point;" "Outliers;" "Blink;"* - Malcolm Gladwell

*"How the Way We Talk Can Change The Way We Work: Seven Languages for Transformation"* © December 16, 2002; Robert Kegan and Lisa Laskow Lahey

*"Who Moved My Cheese?"* © 1998; Spencer Johnson, M.D.

*"How: Why How Anything We Do Means Everything... in Business (and in Life)"* © June 4, 2007; Dov Seidman

### **Supervision**

*"Bringing Out the Best in People"* © December 21, 1999; Aubrey C. Daniels

*"Winning with People"* © April 3, 2007; John C. Maxwell

*"Perfect Phrases for Performance Reviews"* second edition; © 2011; Douglas Max & Robert Bacal

Fair Labor Standards Act (FLSA)