

**Note:** The references below are intended to assist candidates in preparation for the oral portion of the exams listed; however, they do not contain all information necessary to be successful in passing the exams (i.e., simply memorizing and reciting the reference material to the exam panel is not likely to achieve a passing score).

Candidates should be mindful of the “Scope of the Examinations” sections in the [Exam Bulletins](#) and be able to relate the references as they apply to county personnel administration; program planning and enforcement; budgeting; public, industry and interagency relations; and government structure.

## **Suggested Areas of Study and References for Oral Exams for:**

**Agricultural Commissioner  
Sealer of Weights and Measures  
Deputy Agricultural Commissioners  
Deputy Sealer of Weights and Measures**

### **General – All Exams**

- 1) California Agricultural Commissioners and Sealers Association (CACASA) Mission and By-Laws (What CACASA is, its purpose, officer roles, standing and program committee roles).
  - [CACASA Fact Sheet \(2014\)](#)
  - [CACASA Mission and Bylaws Handbook](#)
- 2) Commissioner and County Agricultural Department Responsibilities.
  - [California Food and Agricultural Code, Division 2](#)
- 3) State and county roles and relationships.
  - [CACASA Memorandums of Understanding](#)
- 4) Legislative and rulemaking processes.
  - [The California Legislative Process](#)
  - [California Rulemaking Process](#)
  - [CACASA Training YouTube Video – The Legislative Process](#)
- 5) Civil penalty process: Steps of, county role in, hearing and appeal processes.
  - [CACASA Training YouTube Video – Administrative Civil Penalties](#)
- 6) General concepts and components of program administration (stakeholder communication, staffing needs, equipment procurement, data collection and reporting, process evaluation, etc.).

### **CDFA – Agricultural Commissioner/Deputy Agricultural Commissioner**

- 1) Mission Statement and organization of CDFA (Divisions and their functions, programs that interact with county agricultural departments)
  - [CDFA Mission, History, and Division Links](#)

- 2) Funding sources and contractual processes
  - [Unclaimed Gas Tax Legislation \(CFAC Sections 224 – 224.5\)](#)
  - [CACACA Training YouTube Video – Unclaimed Gas Tax](#)
  - [Annual Financial Statement Reporting](#)
  - Workplan Guidelines for High Risk Pest Exclusion and Dog Teams (may be found in Interior Pest Exclusion webpage at <http://phpps.cdfa.ca.gov/> - login required).
  - [Farm Bill Fact Sheet](#)
- 3) California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA). Purposes and the how they may effect agricultural programs.
  - [CEQA Overview](#)
  - [NEPA Overview](#)
  - [CDFA Statewide Plant Pest Prevention and Management Program Environmental Impact Report](#) (Executive Summary Only)
- 4) Significant Recent Legislation (From 2015 Session). Go to: [Leginfo.ca.gov](http://leginfo.ca.gov) and search by bill number (be sure session year is set to “2015-2016”)
  - [AB 2324: Certified Farmer’ Markets](#)
  - [AB 1826: Organic Food Products](#)
- 5) Purpose of and county role in CDFA/County cooperative programs (concepts of pest prevention, direct marketing, etc.)
  - CDFA Procedural and Training Manual – Section II: Legal Authority and Quarantine Regulations (may be found in Interior Pest Exclusion webpage at <http://phpps.cdfa.ca.gov/> - login required).
  - CDFA Trapping Guide – [Supervisor Responsibilities](#)

### **CDFA – Sealer of Weights and Measures/Deputy Sealer of Weights and Measures**

- 1) CDFA/Division of Measurement Standards Program functions
  - [DMS Publications](#) (see information guides at bottom of page)
- 2) Principles of operating weights and measures programs.
  - [NIST Handbook 155: Weights and Measures Program Requirements](#)
- 3) National Institute of Standards and Technology (Function, Organization, Handbooks)
  - [NIST Homepage](#)
- 4) County Role in investigating weights and measures violations and civil penalty processes
  - [Weights and Measures Penalty Guidelines \(CCR Title 4, Division 9, Chapter 12, Article 2\)](#)

- 5) National Conference of Weights and Measures (Function, Organization, Committees, Process for changing NIST Handbooks)
  - [NCWM Homepage](#)
  - [How an Idea Becomes a National Standard](#)
  - [Propose to Change NIST Handbooks](#)
  - [CACACA Training YouTube Video – NIST Handbook Change Processes](#)
  
- 5) Weights and Measures Law and Regulation Enforcement Authorities (State Sealer Authorities, County Sealer Authorities, How NIST Handbooks are Adopted into California Law)
  - [California Business and Professions Code, Division 5](#)
  - [California Code of Regulations Title 4, Division 9, Chapter 1](#)
  
- 6) Significant Recent Legislation (From 2015 Session)
  - [AB 2307: – Weights and Measures: Reporting Fraud](#)

[Leginfo.ca.gov Bill Search:](#) Search by bill number (be sure session year is set to “2015-2016”)
  
- 7) Purpose of and county role in CDFA DMS/County cooperative weights and measures programs (Weighmaster, Petroleum, Junk Dealers and Recyclers, Price and quantity verification, etc.).
  - [Device Enforcement Program Manual](#)
  - [Petroleum Program Manual](#)
  - [Price and Quantity Verification Manual](#)
  - [Weighmaster Enforcement Manual](#)

**CDPR Sources of Information for Oral Exams for  
Agricultural Commissioner  
Deputy Agricultural Commissioner**

- 1) About DPR
  - [Website](#) and [A-Z Index to Research by Keyword](#)
  - [Mission Statement](#)
  - [Organization of CDPR \(Organizational Chart\)](#)
  - [Pesticide Programs Division Branch Organization](#)
  - [How California Regulates Pesticide Use](#)
  - [DPR Regulation Process and Authority: From Registration to Mitigation Measures](#)
  - [DPR Programs and Services](#) (Interactions with County Agricultural Departments)
  - DPR is part of the California Environmental Protection Agency – [About CALEPA](#)
  
- 2) DPR Budget and Finances
  - [DPR Budget Information](#)
  - [Regulatory Fees](#)
  - [CACASA Training YouTube Video – Pesticide Mill Assessment Overview](#)
  - [Pesticide Regulatory Activities Monthly Reporting](#)

- [Mill Assessment Collection](#) and [Mill Assessment Disbursement Criteria](#)

3) Significant Chaptered Legislation (2013 – 2016)  
Go to: [Leginfo.ca.gov](http://leginfo.ca.gov) and search by bill number (Be sure session year is set to correct year)

#### Significant Chaptered Legislation

- AB 304 Pesticides: Toxic Air Contaminant Control Measures (Chaptered 2013)
- AB 1789 Pesticides: Neonicotinoids: Reevaluation (Chaptered 2014)
- AB 243, AB 266, SB 643 – Medical Marijuana Bills (Chaptered 2015)
- SB 837: Medical Cannabis Trailer Bill Language (Chaptered 2016)
- AB 2892 Committee on Environmental Safety and Toxic Materials: Pesticide Poisoning (Chaptered 2016)
- AB 1071 – Supplemental Environmental Projects (Chaptered 2015)
- AB 1259 Bees: Apiculture: State-owned lands (Chaptered 2015)
- AB 551 Rental property: Bed bugs (Chaptered 2016)
- AB 2755 Agriculture: Bees: Civil Remedies (Chaptered 2016)
- SB 328: Landlords: Notice of Pesticide Use (Chaptered 2015)

Review the CACASA Medical Marijuana White Paper (Ask your Commissioner for a copy)

Also see DPR Liaison Monthly Report for Legislative Bills of Interest (Ask Commissioner for a copy)

4) DPR Rulemaking Items

- [Proposed and Recently Adopted Regulations](#)
- [2016 Rulemaking Calendar](#)
- [Regulations Under Development](#)
- [Emergency Regulations](#)
- DPR Liaison Monthly Report (Ask Commissioner for a copy)

5) County Agricultural Commissioner Resources - <http://www.cdpr.ca.gov/docs/county/comenu.htm>

- [Letters to County Agricultural Commissioners to Clarify Policies and Procedures](#)
- [Pesticide Use Enforcement Program Standards Compendium](#)
- [Licensing and Certification Program](#)
- [Registration Program](#)
- [Worker Health and Safety Programs](#)

6) Current events, news releases, and publications

- [Latest News and Information/Latest Publications Online](#)
- DPR works closely with California's County Agricultural Commissioners, who serve as the primary enforcement agents for State pesticide laws and regulations ([A Guide to Pesticide Regulation in California \(2011\)](#), "The County Agricultural Commissioners", PDF (93 kb)).

- **In addition, for a more in-depth guide on DPR, [A Guide to Pesticide Regulation in California](#)** was published in 2011. In its 160 pages is information on pesticide laws and regulations, the Department of Pesticide Regulation's (DPR) organizational structure, an explanation of regulatory and registration processes, a description of local and state enforcement activities, and details on DPR initiatives to protect people and the environment. It is an update to the 2001 DPR publication, *Regulating Pesticides: The California Story, a Guide to Pesticide Regulation in California*.