

COUNTY OF MENDOCINO
DEPARTMENT OF
AGRICULTURE
890 N. Bush Street Ukiah, CA 95482
PHONE (707) 234-6830
FAX (707) 463-0240
agcomm@mendocinocounty.gov
www.mendocinocounty.gov/ag



Angela Godwin
Agricultural Commissioner
Sealer of Weights and Measures

County of Mendocino

Department of Agriculture / Weights & Measures – Recruitment Request

BOS Meeting Date: February 3, 2026

To: Mendocino County Board of Supervisors

From: Angela J. Godwin, Agricultural Commissioner / Sealer of Weights & Measures

The Department of Agriculture / Weights & Measures' total adopted budget includes funding for clerical and administrative support positions necessary to carry out mandated regulatory, inspection, and customer service functions. Salaries and Benefits are budgeted to support current staffing levels and include anticipated savings from vacancies and attrition.

The Department currently has one (1) vacant Staff Assistant II position due to our Office Supervisor transferring to the Probation Department. This position provides essential clerical and administrative support, including front counter and telephone coverage, processing permits and licenses, data entry into County and State systems, maintaining regulatory records, processing mail and payments, and assisting the public, agricultural producers, and regulated businesses.

The Department administers multiple regulatory programs, including Weights & Measures, Pest Exclusion, and Agricultural Commissioner services, all of which require the timely processing of permits, inspections, reports, and public inquiries to remain in compliance with State and Federal regulations. The continued vacancy of this position has increased the workload on existing staff and negatively impacted service levels and administrative efficiency.

The Staff Assistant II classification is relied upon to independently perform the full scope of clerical and administrative duties. Filling this position will restore adequate clerical coverage, improve operational efficiency, and support continued regulatory compliance across all Department programs.

Recognizing that the Department of Agriculture / Weights & Measures is budgeted for this position, the Department respectfully requests authorization to recruit and fill one (1) Staff Assistant II position pursuant to the County's Strategic Hiring Process.

Total annual cost for the Staff Assistant II position ranges from \$69,812 to \$82,013, depending on step and longevity (salary plus benefits).

Recommendation:

Authorize recruitment and filling of one (1) Staff Assistant II position pursuant to the County's Strategic Hiring Process at a maximum cost of \$82,013

Thank you for considering this request. I am available to answer any questions.