

**California Department of Food and Agriculture  
Pest Exclusion (Exterior) Program  
Plant Quarantine Inspector (Full-Time, Limited Term)  
Duty Statement**

**I. Program/Position Identification**

The Department of Food and Agriculture operates 16 Border Protection Stations (BPS) across California. Staff at the BPS facilities must check vehicles and commodities entering California from other states for agricultural pests and quarantine compliance. Collectively, these stations are California's first line of defense in protecting against invasive pest infestations.

Under the direct supervision of the Station Manager, Shift Supervisor, or Lead Inspector, the Plant Quarantine Inspector performs regulatory inspections on vehicles and commodities to prevent the introduction of unwanted pests into California. Seasoned inspectors are expected to be able to work independently with little or no supervision and may be required to act as shift leader.

Dependability and job commitment are critical to success in this classification. Inspectors must be able understand and follow directions; communicate effectively (verbally and in writing) in English; follow prescribed safety practices; and work cooperatively with other employees, other agencies, and the public.

<b>Classification:</b>	<b>Plant Quarantine Inspector</b>
<b>Working Title:</b>	<b>Inspector</b>
<b>License or Other Requirement:</b>	<b>None</b>
<b>Position Number:</b>	<b>014-4XX-0615-982</b>
<b>Division/Branch:</b>	<b>Plant Health and Pest Prevention Services Pest Exclusion Branch</b>
<b>Location:</b>	<b>_____ Border Protection Station</b>
<b>Date Prepared:</b>	<b>April 5, 2022</b>
<b>Work Hours/Shift:</b>	<b>Various/All Shifts 12 month Limited-Term/Full-Time</b>

**II. Essential and Non-Essential Job Functions**

**A. Essential Functions:**

**Function #1: Vehicle/Commercial Shipment Inspections 50%**

- Inspect vehicles (i.e. automobiles, watercraft, self-moving, etc.) to determine if plant material (i.e., fruits, vegetables, plants, etc.) is present and to check the admissibility of plant material based on quarantine compliance and freedom from pests. This requires verbal communication and physical activities such as opening and removing containers, climbing, stooping, and bending around and within vehicles.
- Read and interpret shipping manifests, quarantine certificates, bills of lading, and other industry-related documents to determine the contents and

admissibility of commercial shipments and to make sound decisions relating to the release or rejection of shipments. This requires the use of printed and electronic manuals and lists to compare commodities and origins.

- Determine the admissibility of all shipments of plant material to protect the State's agricultural and natural resources by using printed and electronic reference materials such as the Plant Quarantine Manual (PQM), Border Station Operating Guide (BSOG), and Border Station memos to make sound decisions relating to the release or rejection of shipments.
- Copy or scan shipping documents, certificates, and other related paperwork, using photocopiers and scanners, concerning the regulation of movement of commodities to monitor pest pathways into the State.
- Monitor traffic movement to determine which vehicles need to be inspected and to control traffic flow in order to recognize potential signs of high risk vehicle travel, using visual and auditory clues and through good verbal communication.
- Prioritize and direct vehicle inspections based on pest risk and traffic flow to minimize traffic back-ups for the purpose of public safety.
- Search for and removes pests (i.e., gypsy moth, zebra mussel, etc.), attached or roaming, within or on vehicles by using "creepers" to inspect the underside of vehicles, ladders to climb into or onto vehicles, power-washers, and hand tools, removing pests to prevent pest infestations and mitigate pest risk of vehicles and commodities from entering the State.
- Enter electronic and handwritten data to gather information regarding traffic flow, pest samples, and rejected or quarantined commercial shipments into databases for statistical analysis and to assist the Program in evaluating trends. This task requires use and comprehension of computers, spreadsheets, and databases.
- Disseminate information to advise and inform interested parties including the public, headquarters office, agricultural commissioners, and other agencies via fax, e-mail, and postal systems.
- Maintain a profound understanding of any applicable laws and/or regulations as it relates to border protection. Promotes and adheres to all laws governing the CDFA Border Patrol processes to ensure compliance.

## **Function #2: Cooperative Activities**

**30%**

The Border Protection Stations Program collaborates with outside agencies and other CDFA regulatory programs. Activities with these entities include:

- Examine and photocopy shipping manifests (bills of lading, short-form manifests) and forwards the necessary data to the California Department of Tax and Fee Administration (CDTFA) Revenue and Taxation unit. The inspector must be able to review the bill of lading and make sound decisions on the level of probability of use tax liability of incoming shipments.

- Examine the Imported Material Report (IMR) for incoming shipments of used beverage containers (UBC) for accuracy, legibility, and legitimacy, and inspects the shipment noting material types, approximate weight, vehicle description, vehicle license, unit numbers, description of occupants, and any other pertinent information for the California Department of Resources Recycling and Recovery (CalRecycle).
- Create the Proof of Inspection (POI) verifying the contents of UBC shipments into the state. Scans the IMR and POI and disseminates information to interested parties including the headquarters office and CalRecycle, noting any irregularities in the shipment.
- Read and interpret bills of lading, permits, and certificates to determine the regulatory compliance of incoming livestock shipments. This requires knowledge of the Animal Policy in the PQM and the BSOG.
- Gather and input data in the Border Station Livestock database concerning the movement of livestock shipments into and through California. Gathered data may also be scanned, faxed, and mailed copies for the Animal Health Branch to follow up on necessary inspections, actions, statistics, or reports.
- Read and interpret bills of lading to determine the admissibility of incoming whole market and liquid egg (containerized egg whites, "Egg Beaters", etc) shipments. This requires knowledge of regulations for certified egg shipments as outlined in the BSOG.
- Gather and input data in the Border Station Egg Report database concerning the movement of egg shipments meeting regulation standards into the state. Records shipments that do not meet regulations or is listed on the Egg BOLO list provided by the Egg Safety Quality Management branch and notifies required parties via email to follow up on necessary actions.
- Read and interpret bills of lading and certification to determine the admissibility of incoming cottonseed and cottonseed products to ensure it is within aflatoxin tolerances as outlined in the BSOG.
- Gather data and disseminate information on the movement of cottonseed products for feed to the Feed, Fertilizer, and Livestock Drugs Regulatory Services Branch via email or fax in a timely manner.
- Examine and interpret the bills of lading for incoming shipments of tobacco products. Scan and/or copy the bills of lading and completes the Tobacco Shipment Record to track the shipment. Gathered data is also scanned or faxed to the Sacramento Headquarters Office to be disseminated for the Department of Justice to follow up on necessary actions.

**Function #3: Commodity Inspection/Pest Sample Submission 10%**

- Inspect commodities for pest insects, diseases, weeds, and nematodes to capture pest pathways by using visual aids such as hand lenses, microscopes, and dissecting tools (ex. knives and tweezers).

- Record digital images using devices such as digital/ video cameras and microscopes to document events occurring at the facility including accidents, quarantine incidents, and pest finds for legal and quarantine Program responsibilities.
- Submit suspect pest species to CDFA's Plant Pest Diagnostics Lab for identification by collecting samples in alcohol vials or other containers and completing printed and electronic reports.
- Decontaminate and remove host material to prevent pest infested material from entering the State. This includes operating equipment such as high pressure washers and wearing safety gear.
- Recognize pests for risk analysis by comparing intercepted pests with collected or printed specimens or electronic reference materials.
- Dispose contaminated materials to prevent local pest infestations using hand tools and aids for moving heavy material and by grinding, burning, or bagging. This requires the use of wheel barrows, hand trucks, and incinerators.

**Function #4: Public Relations/Communications**

**5%**

- Communicate verbally and in writing (via e-mail, memos, and phone inquiries) with the public and government agencies regarding the purpose of regulating potential pest risk material, the purpose of inspections, and the solutions to quarantine issues.
- Distribute printed informational materials such as brochures and fliers to the public and truck drivers for public awareness.
- Solicit public cooperation through interactions with one-on-one discussions, meetings, and events. This includes the use of visual aids and computer software operations (ex. PowerPoint).
- Maintain a professional demeanor to provide the public with a positive impression of the Department and solicit cooperative assistance by being well groomed and using proper body language.

**B. Non-Essential Functions**

**Function #1: Miscellaneous Duties**

**5%**

- Perform minor cleanup and maintenance of buildings and grounds to ensure a facility that is safe, sanitary, and functional.
- Clean restrooms, storerooms, offices, inspection booths, inspection lanes and other work areas. This may entail cleaning toilets, picking up and emptying trash, washing windows, mopping, sweeping, and other duties as prescribed by the Station Manager, Shift Supervisor, or Shift Leader.
- Perform minor maintenance of the facility and grounds including: restrooms, storerooms, offices, inspection booths, and inspection lanes and areas. This

may entail using power equipment to cut lawns or weeds, painting, and minor building repair, and other duties as prescribed by the Station Manager, Shift Supervisor, or Shift Leader.

- Attend and participates in any applicable training as required by CDFA.
- Perform other job-related duties as requested by supervisor.

**III. Work Environment**

Employees in this classification are routinely assigned to work weekends and holidays, and rotating shifts including day, evening, and night. This job is performed outdoors, in the private vehicle and truck inspection areas approximately 90% of the time. The remaining time is spent in an office environment. When working outdoors, the employee may be exposed to high-low temperature changes and variable climatic conditions such as rain, fog, dust, fumes, gases, and odors. The noise level in the work environment is moderate. The wearing of a uniform and use of safety equipment is required.

**IV. Employee’s Statement:**

(Initial applicable statements)

\_\_\_\_\_ I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation<sup>1</sup> 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 Accommodation<sup>1</sup> 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 Signature<sup>2</sup> (Date)

\_\_\_\_\_  
Supervisor Signature (Date)

\_\_\_\_\_  
Print Name (Employee)

\_\_\_\_\_  
Print Name (Supervisor)

<sup>1</sup> 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.

<sup>2</sup> 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.