

NAME: \_\_\_\_\_

☐ Current    ☒ Proposed

**California Department of Food and Agriculture  
Pest Detection/Emergency Projects Branch  
Agricultural Technician III (Seasonal)  
Duty Statement**

**I. Program/Position Identification**

The Pest Detection/Emergency Projects Branch (PD/EP) is responsible for the early detection and prompt eradication of serious exotic agricultural pests. Staffed by county and state inspectors, the Branch accomplishes its mission by conducting a statewide trapping program for exotic insect pests, by implementing special surveys for significant agricultural pests and plant diseases for which traps are not available, and by providing emergency eradication services using the best available technology. The primary objective of the emergency project component is to quickly and efficiently eradicate incipient infestations of serious agricultural pests, thereby preventing permanent establishment and subsequent spread in California.

Under direction of the Senior Environmental Scientist (Supervisory), the incumbent will independently perform the most complex range of field and office support duties, for various fruit fly delimitation programs, maintain fruit fly trapping routes, coordinate the application of pesticides, maintain pesticide inventory and vehicle fleet, oversee pesticide applications performed by outside vendors, perform plane inspections for Japanese beetle, fruit removal and tree removal, communicate with the public at educational public meetings, coordinate with other agencies, and perform various insect/disease surveys for targeted pests. These activities include working independently and in cooperation with other staff, overseeing treatment activities, preparing written reports, performing quality control inspections for treatment-survey-trapping programs, training new employees, and acting as the back-up trapper/applicator. The incumbent must be able to establish working relationships with those contacted during work and work well under pressure while completing assigned work and meeting required deadlines.

|                                      |   |
|--------------------------------------|---|
| <b>Classification:</b>               | <b>Agricultural Technician III (Seasonal)</b>   |
| <b>Working Title:</b>                | <b>Agricultural Technician III (Non-Lead)</b>   |
| <b>License or Other Requirement:</b> | <b>California Driver's License</b>  |
| <b>Position Number:</b>              | <b>014-679-0032-982</b>   |
| <b>Division/Branch/DAA:</b>          | <b>PHPPS, Pest Detection/Emergency Projects</b>   |
| <b>Location:</b>                     | <b>Camarillo (Ventura County)</b>   |
| <b>Date Prepared:</b>                | <b>February 2025</b>  |
| <b>Work Hours/Shift:</b>             | <b>40 hours per week, Monday-Thursday, 07:00-17:30, with overtime work possible on Fridays and weekends</b> |

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

### **A. Essential Functions:**

#### **Function #1: Detection and Treatment Activities 35%**

- Follow established protocols to independently perform the full range of most complex and responsible duties in a field and/or office and/or laboratory setting concerned with the control of plant pests and diseases and/or the inspection of agricultural commodities. This may include field office support duties, deploying and servicing traps, performing visual surveys, or applying control measures for target pests such as, but not limited to, various fruit flies, plant diseases, Japanese Beetle, and Spongy Moth.
- Plan, organize and maintain daily trapping routes, visual surveys, or treatment programs and monitor outside vendors to ensure compliance with Department policies and procedures, and State laws, rules, and regulations; enforce and implement new procedures or processes with seasonal employees, when necessary.
- Assemble equipment and mix chemicals using the appropriate protocols; assure that the Department is in compliance of all pesticide rules and regulations.
- Work with field staff in solving technical problems such as equipment breakdowns and trap deployment, using effective communication skills, knowledge, manuals, and/or facility operational procedures.
- Safely operate and maintain State vehicles to travel to designated work areas locally and throughout the state.
- Read maps to navigate to multiple locations when performing field activities. Draw maps to diagram properties and show exact geographic locations of traps. Use Global Positioning System (GPS) technology to site register samples and package samples separately to maintain sample and site integrity.

#### **Function #2: Documentation of Work Completed 30%**

- Prepare and complete accurate and detailed technical reports (daily, weekly, and/or as required) associated with detection trapping, delimitation trapping, survey, and treatment activities, or other related activities.
- Carefully document address, host type, and location of sample on property or in field by drawing a hardcopy map and/or taking coordinates with a GPS unit and/or completing a Pest and Damage Record (PDR).

#### **Function #3: Collection and Submission of Target Pests 10%**

- Screen wet and dry traps for target pests (insect/disease/plant). Examine contents of traps, which may contain hundreds of plant samples, insects and debris, to make preliminary identifications of specimens, which resemble target pests.
- Collect suspect insect and/or plant specimens from traps or host plants using various insect/plant collection tools according to established protocols.

- Contact the field office and/or return suspect target pests to the field office for official identification once a suspect target pest is preliminarily identified.
- Handle suspect samples carefully at all times to prevent damage that would make identification of the suspect more difficult.

**Function #4: Interaction with the Public**

**10%**

- Communicate effectively and in a professional manner with homeowners, the general public, the Agricultural Commissioner's Office, the United States Department of Agriculture (USDA), and staff from other agencies in order to perform assigned duties.
- Establish and maintain cooperative working relationships in all situations using tact and interpersonal skills at all times.
- Initiate contact with property owner or representative to conduct visual surveys, place traps, or apply pesticides. Develop a cordial relationship to enable continued use of the property for current and future surveys or trap placements.
- Briefly answer questions and respond to concerns about survey, detection and eradication programs when interacting with residents, and refer questions asked regarding gardening, health concerns, insect and disease inquiries, etc. to the proper parties or agencies.

**Function #5: Office Work and Documentation**

**5%**

- Document hours worked on various programs and provide to supervisor or lead at the end of each day.
- Submit daily work summaries to supervisor or lead at the end of each day or when requested for reporting purposes.
- Relay information from supervisor or lead to other employees at the office.
- Perform vehicle inventory checks and submit accurate vehicle mileage logs.
- Ensure all formal original documents are complete and have signatures.
- Ensure all time sheets, sign-in sheets, exposure records, and other official documents are sent to supervisor or lead in a timely manner.

**B. Non-Essential Functions:**

**Function #1: Vehicles and Tool Maintenance**

**5%**

- Maintain and transport vehicles to service facility for service as needed.
- Perform daily vehicle safety and fluid level checks.
- Clean vehicle interior and truck bed of insects, lures and other debris daily.
- Clean, repair and store all trapping and survey equipment daily.
- Notify Senior Environmental Scientist or Lead Person when inventory/equipment is needed and when equipment needs repair or replacement.

## **Function #2: Miscellaneous Duties**

**5%**

- Coordinate with the University of California and other agencies with special research-based projects involving trapping and visual surveys of target pests.
- Lead special projects as needed, such as commodity surveys, Spotted Lanternfly Survey, European grapevine moth trapping, Exotic Woodborer trapping, or Japanese beetle Airport Inspections.
- Perform other job-related duties as requested by supervisor.

### **III. Work Environment**

The duties of this position are primarily conducted outdoors. The incumbent works in extreme weather and temperature conditions. Changes in lighting such as alternating bright sunlight and dark shade are encountered. Noise levels constantly vary. Terrain encountered varies from smooth and stable to irregular and unstable. Incumbent may experience regular exposure to dust, pollen and moisture. Some trap types use a specific chemical insect lure; some of these lures may contain small amounts of pesticide. The work area can be urban or rural. The incumbent may drive, exit and re-enter the work vehicle numerous times during the workday.

When working at the airports, typical work environment includes frequent walking between aircraft terminals, standing, squatting, crawling, and climbing ladders that are approximately 20 feet high. Other factors in the work environment includes the presence of moving service vehicles, cargo containers, working around airport employees and their associated equipment. When working at the airport, you will be required to carry supplies such as a fanny pack containing vials to place insects, flashlight, batteries, safety vest, earplugs, tweezers, clipboard, sharpies and pencils, this equipment may weigh several pounds.

The incumbent must have a valid driver license and have a safe driving record as documented by the Department of Motor Vehicles. The incumbent must be able to apply pesticides, haul loads of fruit and/or removed trees, perform survey work, and work well under extreme time constraints, exercise good judgment, determine priorities, make appropriate well-thought out decisions, allocate staff and resources to achieve maximum results, maintain focus under conditions of duress, and provide accurate assessment of rapidly changing situations (ex: multiple exotic pest detections requiring multiple operations).

The incumbent must be able to establish and maintain effective working relationships with those contacted during the course of work, cooperate with other staff members and leads in completing assigned work, communicate effectively verbally and in writing, with other agencies and the public, and be able to meet required deadlines.

The incumbent may be required to work overtime, weekends, and holidays. Travel to various locations throughout the State to attend meetings or trainings related to pest detection, and treatment and to assist other offices with detection and treatment efforts.

In order to be given access to the airport to inspect planes for Japanese beetle, the Federal Aviation Administration (FAA) requires verification of employment history and a criminal history background check. Individuals must be fingerprinted and pass a 10-year background check in order to be receive an airport badge.

#### **IV. Employee's Statement**

##### **(Initial applicable statement)**

\_\_\_\_ 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

\_\_\_\_\_  
Print Name

**CC: Employee  
Official Personnel File  
Supervisor's Drop File**

<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.

NAME: \_\_\_\_\_

☐ Current ☒ Proposed

**California Department of Food and Agriculture  
Pest Detection/Emergency Projects Branch  
Agricultural Aide (Seasonal)  
Duty Statement**

**I. Program/Position Identification**

The Pest Detection/Emergency Projects Branch (PD/EP) is responsible for the early detection and prompt eradication of serious exotic agricultural pests. Staffed by county and state inspectors, the Branch accomplishes its mission by conducting a statewide trapping program for exotic insect pests, by implementing special surveys for significant agricultural pests and plant diseases for which traps are not available, and by providing emergency eradication services using the best available technology. The primary objective of the emergency project component is to quickly and efficiently eradicate incipient infestations of serious agricultural pests, thereby preventing permanent establishment and subsequent spread in California.

Under close supervision of the Senior Environmental Scientist (Supervisory), the incumbent will assist in entomological and/or plant disease field and/or laboratory work. These activities include working in cooperation with other staff, overseeing treatment activities, preparing written reports, and performing quality control inspections. The incumbent must be able to establish working relationships with those contacted during work and work well under pressure while completing assigned work and meeting required deadlines.

|                             |   |
|-----------------------------|---|
| <b>Classification:</b>      | <b>Agricultural Aide (Seasonal)</b>   |
| <b>Working Title:</b>       | <b>Agricultural Aide (Seasonal)</b>   |
| <b>License Requirement:</b> | <b>California Driver's License</b>  |
| <b>Position Number:</b>     | <b>014-679-0365-982</b>   |
| <b>Division/Branch:</b>     | <b>PHPPS, PD/EP</b>   |
| <b>Location:</b>            | <b>Camarillo Field Office (Ventura County)</b>  |
| <b>Work Hours/Shift:</b>    | <b>40 hours per week, Monday- Thursday, 7:00-17:30, with overtime work possible on Fridays and weekends, statewide.</b> |
| <b>Date Prepared:</b>       | <b>February 2025</b>  |

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

**A. Essential Functions:**

|                    |   |            |
|--------------------|---|------------|
| <b>Function #1</b> | <b>Trapping/Survey and Eradication Activities</b> | <b>35%</b> |
|--------------------|---|------------|

- Safely operate and maintain State vehicle to travel to designated work areas locally and throughout the state.
- Follow established protocols for visual surveys, treatment, eradication and detection/delimitation trapping.
- Service various insect traps, perform visual surveys and insect sweeps, visually inspect for target pest damage on local plant hosts, and conduct eradication treatments (mixing and application of spray materials).
- Inspect for, collect, process and package suspect plant and insect samples that are removed from plants and/or soil using various insect/plant collection tools.
- Read maps to navigate to multiple locations when performing field activities.
- Draw maps to diagram properties and show exact geographic locations of traps. Use Global Positioning System (GPS) technology to site register samples and package samples separately to maintain sample and site integrity.
- Conduct all work activities in compliance with Department policies and procedures, and State laws, rules, and regulations.
- Implement and follow new procedures or processes as directed by supervisor.

**Function #2 Documentation of Work Completed**

**35%**

- Keeps daily reports of work completed, i.e. number of traps serviced, properties treated, acreage surveyed, and samples collected, and other topics as needed.

**Function #3 Collection and Submission of Target Pests**

**10%**

- Screen wet and dry traps for target pests (insect/disease/plant). Examine contents of traps, which may contain hundreds of plant samples, insects and debris to make preliminary identifications of specimens, which resemble target pests.
- Collect suspect insect and/or plant specimens from traps or host plants using various insect/plant collection tools according to established protocols.
- Contact the field office and/or return suspect target pests to the field office for official identification once a suspect target pest is preliminarily identified.
- Handle suspect samples carefully at all times to prevent damage that would make identification of the suspect more difficult.

**Function #4 Interaction with the Public**

**10%**

- Communicate effectively and in a professional manner with homeowners, the general public, co-workers, the Agricultural Commissioner's Office, the United States Department of Agriculture (USDA), and staff from other agencies in order to perform assigned duties.
- Establish and maintain cooperative working relationships in all situations using tact and interpersonal skills at all times.

- Initiate contact with property owner or representative to conduct visual survey, place traps, or apply pesticides. Develop a cordial relationship to enable continued use of the property for current and future surveys or trap placements.
- Briefly answer questions and respond to concerns about survey, detection and eradication programs when interacting with residents, and refer questions asked regarding gardening, health concerns, insect and disease inquiries, etc. to the proper parties or agencies.

## **B. Non-Essential Job Functions:**

### **Function #1 Vehicle and Tool Maintenance**

**5%**

- Maintain and transport vehicles to service facility for service as needed.
- Perform daily vehicle safety and fluid level checks.
- Clean vehicle interior and truck bed of insects, lures and other debris daily.
- Clean, repair and store all trapping and survey equipment daily.
- Notify Senior Environmental Scientist or Lead Person when inventory/equipment is needed and when equipment is in need of repair or replacement.

### **Function # 2 Miscellaneous Duties**

**5%**

- Perform other job-related duties as required by supervisor.

## **III. Working Conditions**

The duties of this position are primarily conducted outdoors. The incumbent works in extremes of weather and temperature. Changes in lighting such as alternating bright sunlight and dark shade are encountered. Noise levels constantly vary. Terrain encountered varies from smooth and stable to irregular and unstable. Incumbent may experience regular exposure to dust, pollen, and moisture. Some trap types use a specific chemical insect lure; some of these lures may contain small amounts of pesticide. The work area can be urban or rural. The incumbent will be provided uniforms and personal protective equipment when using pesticides.

The incumbent will be required to drive, exit, and re-enter the work vehicle numerous times during the workday, must possess a valid CA drivers' license, and must maintain a driving record in good standing (A safe driving record is one free from convictions in the past two years for repeated moving violations, or a single serious violation, such as drunk driving or reckless driving) to operate a state motor vehicle safely and responsibly. Must be able to apply pesticides, work well under extreme time constraints, exercise good judgement, determine priorities, make appropriate well-thought out decisions, allocate resources to achieve maximum results, maintain focus under conditions of duress, and provide accurate assessment of



rapidly changing situations (e.g., Multiple exotic pest detections requiring multiple operations).

The incumbent in this position must be able to establish and maintain effective working relationships with those contacted during work; work well under pressure; work independently and in cooperation with other staff members in completing assigned work and meeting required deadlines.

Travel by state vehicle or other public transportation systems to various locations throughout the state may be required. Must be legally able to rent a car. The incumbent may work various shifts (pre-dawn and after 6:00 pm), weekends, overtime, and possibly a split shift.

The position may require a background check to be cleared prior to being hired. Some of the work will be conducted at airport facilities, inside and around aircraft. The incumbent will be exposed to warm temperatures and loud noise. They may also work alone inside aircraft for extended periods of time.

#### **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

\_\_\_\_\_  
Print Name

<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.

**California Department of Food and Agriculture  
Pest Detection/Emergency Projects Branch  
Agricultural Technician I (Seasonal)  
Duty Statement**

**I. Program/Position Identification**

The Pest Detection/Emergency Projects Branch (PD/EP) is responsible for the early detection and prompt eradication of serious exotic agricultural pests. Staffed by county and state inspectors, the Branch accomplishes its mission by conducting a statewide trapping program for exotic insect pests, by implementing special surveys for significant agricultural pests and plant diseases for which traps are not available, and by providing emergency eradication services using the best available technology. The primary objective of the emergency project component is to quickly and efficiently eradicate incipient infestations of serious agricultural pests, thereby preventing permanent establishment and subsequent spread in California.

Under supervision of the Senior Environmental Scientist (Supervisory), the incumbent will assist in entomological and/or plant disease field and/or laboratory work. These activities include work of average difficulty including working in cooperation with other staff, overseeing treatment activities, preparing written reports, and performing quality control inspections. The incumbent must be able to establish working relationships with those contacted during work and work well under pressure while completing assigned work and meeting required deadlines.

|                             |   |
|-----------------------------|---|
| <b>Classification:</b>      | <b>Agricultural Technician I (Seasonal)</b>   |
| <b>Working Title:</b>       | <b>Agricultural Technician I (Seasonal)</b>   |
| <b>License Requirement:</b> | <b>California Driver's License</b>  |
| <b>Position Number:</b>     | <b>014-679-0034-982</b>   |
| <b>Division/Branch:</b>     | <b>PHPPS, PD/EP</b>   |
| <b>Location:</b>            | <b>Camarillo Field Office (Ventura County)</b>  |
| <b>Work Hours/Shift:</b>    | <b>40 hours per week, Monday- Thursday, 7:00-17:30, with overtime work possible on Fridays and weekends, statewide.</b> |
| <b>Date Prepared:</b>       | <b>February 2025</b>  |

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

**A. Essential Functions:**

|   |            |
|---|------------|
| <b>Function #1 Trapping/Survey and Eradication Activities</b> | <b>35%</b> |
|---|------------|

- Safely operate and maintain State vehicle to travel to designated work areas locally and throughout the state.
- Follow established protocols for visual surveys, pesticide use, eradication and detection/delimitation trapping.
- Service various insect traps, perform visual surveys and insect sweeps, visually inspect for target pest damage on local plant hosts, and conduct eradication treatments (mixing and application of spray materials).
- Inspect for, collect, process and package suspect plant and insect samples that are removed from plants and/or soil using various insect/plant collection tools.
- Read maps to navigate to multiple locations when performing field activities.
- Draw maps to diagram properties and show exact geographic locations of traps. Use Global Positioning System (GPS) technology to site register samples and package samples separately to maintain sample and site integrity.
- Conduct all work activities in compliance with Department policies and procedures, and State laws, rules, and regulations.
- Implement and follow new procedures or processes as directed by supervisor.

**Function #2 Documentation of Work Completed**

**35%**

- Keep daily reports of work completed, i.e. number of traps serviced, properties treated, acreage surveyed, and samples collected, and other topics as needed.

**Function #3 Collection and Submission of Target Pests**

**10%**

- Screen wet and dry traps for target pests (insect/disease/plant). Examine contents of traps, which may contain hundreds of plant samples, insects and debris to make preliminary identifications of specimens, which resemble target pests.
- Collect suspect insect and/or plant specimens from traps or host plants using various insect/plant collection tools according to established protocols.
- Contact the field office and/or return suspect target pests to the field office for official identification once a suspect target pest is preliminarily identified.
- Handle suspect samples carefully at all times to prevent damage that would make identification of the suspect more difficult.

**Function #4 Interaction with the Public**

**10%**

- Communicate effectively and in a professional manner with homeowners, the general public, co-workers, the Agricultural Commissioner's Office, the United States Department of Agriculture (USDA), and staff from other agencies in order to perform assigned duties.
- Establish and maintain cooperative working relationships in all situations using tact and interpersonal skills at all times.

- Initiate contact with property owner or representative to conduct visual survey, place traps, or apply pesticides. Develop a cordial relationship to enable continued use of the property for current and future surveys or trap placements.
- Briefly answer questions and respond to concerns about survey, detection and eradication programs when interacting with residents, and refer questions asked regarding gardening, health concerns, insect and disease inquiries, etc. to the proper parties or agencies.

## **B. Non-Essential Job Functions:**

### **Function #1 Vehicle and Tool Maintenance**

**5%**

- Maintain and transport State vehicles to service facility for service as needed.
- Perform daily vehicle safety and fluid level checks.
- Clean vehicle interior and truck bed daily of insects, lures and other debris.
- Clean, repair and store all trapping and survey equipment daily.
- Notify Senior Environmental Scientist or Lead Person when inventory/equipment is needed and when equipment is in need of repair or replacement.

### **Function #2 Miscellaneous Duties**

**5%**

- Perform other job-related duties as required by supervisor.

## **III. Working Conditions**

The duties of this position are primarily conducted outdoors. The incumbent works in extremes of weather and temperature. Changes in lighting such as alternating bright sunlight and dark shade are encountered. Noise levels constantly vary. Terrain encountered varies from smooth and stable to irregular and unstable. Incumbent may experience regular exposure to dust, pollen, and moisture. Some trap types use a specific chemical insect lure; some of these lures may contain small amounts of pesticide. The work area can be urban or rural. Incumbent will be provided uniforms and personal protective equipment when using pesticides.

The incumbent will be required to drive, exit, and re-enter the work vehicle numerous times during the workday, must possess a valid CA drivers' license, and must maintain a driving record (A safe driving record is one free from convictions in the past two years for repeated moving violations, or a single serious violation, such as drunk driving or reckless driving) in good standing to operate a state motor vehicle safely and responsibly. Must be able to apply pesticides, work well under extreme time constraints, exercise good judgement, determine priorities, make appropriate well-thought-out decisions, allocate resources to achieve maximum results, maintain focus under conditions of duress, and provide accurate assessment of rapidly changing situations (e.g., Multiple exotic pest detections requiring multiple operations). The incumbent in this position must be able to

establish and maintain effective working relationships with those contacted during work; work well under pressure; work independently and in cooperation with other staff members in completing assigned work and meeting required deadlines.

Incumbent may be required to travel by state vehicle or other public transportation systems to various locations throughout the state may be required. Must be legally able to rent a car. The incumbent may work various shifts (pre-dawn and after 6:00 pm), weekends, overtime, and possibly a split shift. The position may require a background check to be cleared prior to being hired. Some of the work will be conducted at airport facilities, inside and around aircraft. The incumbent will be exposed to warm temperatures and loud noise. They may also work alone inside aircraft for extended periods of time.

#### **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

\_\_\_\_\_  
Print Name

**CC: Employee  
Official Personnel File  
Supervisor's Drop File**

<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.

NAME: \_\_\_\_\_

☒ Current    ☐ Proposed

**California Department of Food and Agriculture  
Pest Detection/Emergency Projects Branch  
Agricultural Technician II (Seasonal)  
Duty Statement**

**I. Program/Position Identification**

The Pest Detection/Emergency Projects Branch (PD/EP) is responsible for the early detection and prompt eradication of serious exotic agricultural pests. Staffed by county and state inspectors, the Branch accomplishes its mission by conducting a statewide trapping program for exotic insect pests, by implementing special surveys for significant agricultural pests and plant diseases for which traps are not available, and by providing emergency eradication services using the best available technology. The primary objective of the emergency project component is to quickly and efficiently eradicate incipient infestations of serious agricultural pests, thereby preventing permanent establishment and subsequent spread in California.

Under general supervision of the Senior Environmental Scientist (Supervisory), the incumbent, as a program specialist, will independently perform the more difficult, varied, and responsible duties in a field or a field and laboratory setting concerned with the inspection of agricultural commodities; the monitoring and/or control of plant pests and/or diseases; the inspection of vehicles for compliance with agricultural commodity quarantine laws and regulations; assistive and nonprofessional entomological or plant pest work; environmental monitoring and pesticide use/management. Will assist in entomological or plant disease field and laboratory work.

|                             |   |
|-----------------------------|---|
| <b>Classification:</b>      | <b>Agricultural Technician II (Seasonal)</b>  |
| <b>Working Title:</b>       | <b>Agricultural Technician II (Non-Lead)</b>  |
| <b>License Requirement:</b> | <b>California Driver's License</b>  |
| <b>Position Number:</b>     | <b>014-679-0033-982</b>   |
| <b>Division/Branch:</b>     | <b>PHPPS, PD/EP</b>   |
| <b>Location:</b>            | <b>Camarillo (Ventura County)</b>   |
| <b>Date Prepared:</b>       | <b>February 2025</b>  |
| <b>Work Hours/Shift:</b>    | <b>40 hours per week</b>  |
|                             | <b>Monday- Thursday, 07:00-17:30, with overtime work possible on Fridays and weekends, statewide.</b> |

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

### **A. Essential Functions:**

#### **Function #1 Trapping/Survey and Eradication Activities 35%**

- Independently perform the more difficult, varied, and responsible duties in a field or a field and laboratory setting concerned with the inspection of agricultural commodities, the control of plant pests and diseases.
- Safely operate and maintain State vehicles to travel to designated work areas locally and throughout the State.
- Follow established protocols for visual surveys, pesticide use, eradication and detection/delimitation trapping.
- Service various insect traps, perform visual surveys and insect sweeps, visually inspect for target pest damage on local plant hosts, and conduct eradication treatments (mixing and application of spray materials).
- Inspect for, collect, process and package suspect plant and insect samples that are removed from plants and/or soil using various insect/plant collection tools.
- Read maps to navigate to multiple locations when performing field activities.
- Draw maps to diagram properties and show exact geographic locations of traps. Use GPS technology to site register samples and package samples separately to maintain sample and site integrity.
- Conduct all work activities in compliance with Department policies and procedures, and State laws, rules, and regulations.
- Implement and follow new procedures or processes as directed by supervisor.

#### **Function #2 Documentation of Work Completed 35%**

- Prepare and complete accurate and detailed technical reports (daily, weekly, and/or as required) associated with detection trapping, delimitation trapping, survey, and treatment activities, or other related activities.
- Carefully document address, host type, and location of sample on property or in field by drawing a hardcopy map and/or taking coordinates with a GPS unit and/or completing a Pest and Damage Record (PDR).

#### **Function #3 Collection and Submission of Target Pests 10%**

- Screen wet and dry traps for target pests (insect/disease/plant). Examines contents of traps, which may contain hundreds of plant samples, insects and debris to make preliminary identifications of specimens, which resemble target pests.
- Collect suspect insect and/or plant specimens from traps or host plants using various insect/plant collection tools according to established protocols.
- Contact the field office and/or return suspect target pests to the field office for official identification once a suspect target pest is preliminarily identified.
- Handle suspect samples carefully at all times to prevent damage that would make identification of the suspect more difficult.

**Function #4 Interaction with the Public**

**10%**

- Communicate effectively and in a professional manner with homeowners, the general public, co-workers, the Agricultural Commissioner's Office, the United States Department of Agriculture (USDA), and staff from other agencies in order to perform assigned duties.
- Establish and maintain cooperative working relationships in all situations using tact and interpersonal skills at all times.
- Initiate contact with property owner or representative to conduct visual survey, place traps, or apply pesticides. Develop a cordial relationship to enable continued use of the property for current and future surveys or trap placements.
- Briefly answer questions and respond to concerns about survey, detection and eradication programs when interacting with residents, and refer questions asked regarding gardening, health concerns, insect and disease inquiries, etc. to the proper parties or agencies.

**B. Non-Essential Functions:**

**Function #1 Vehicle and Tool Maintenance**

**5%**

- Maintain and transport vehicles to service facility for service as needed.
- Perform daily vehicle safety and fluid level checks.
- Clean vehicle interior and truck bed of insects, lures and other debris daily.
- Clean, repair and store all trapping and survey equipment daily.
- Notify Senior Environmental Scientist or Lead Person when inventory/equipment is needed and when equipment needs repair or replacement.

**Function #2 Miscellaneous Duties**

**5%**

- Perform other job-related duties as required by supervisor.

**III. Working Conditions**

The duties of this position are primarily conducted outdoors. The incumbent works in extremes of weather and temperature. Changes in lighting such as alternating bright sunlight and dark shade are encountered. Noise levels constantly vary. Terrain encountered varies from smooth and stable to irregular and unstable. Incumbent may experience regular exposure to dust, pollen, and moisture. Some trap types use a specific chemical insect lure; some of these lures may contain small amounts of pesticide. The work area can be urban or rural. Incumbent will be provided uniforms and personal protective equipment when using pesticides.

The incumbent will be required to drive, exit, and re-enter the work vehicle numerous times during the workday, must possess a valid CA drivers' license, and must maintain a driving record in good standing (A safe driving record is one free from convictions in the past two years for repeated moving violations, or a single serious violation, such as drunk driving or reckless driving) to operate a state motor vehicle safely and responsibly. Must be able to apply pesticides, work well under extreme



time constraints, exercise good judgement, determine priorities, make appropriate well-thought-out decisions, allocate resources to achieve maximum results, maintain focus under conditions of duress, and provide accurate assessment of rapidly changing situations (e.g., Multiple exotic pest detections requiring multiple operations).

The incumbent in this position must be able to establish and maintain effective working relationships with those contacted during work; work well under pressure; work independently and in cooperation with other staff members in completing assigned work and meeting required deadlines.

Travel by state vehicle or other public transportation systems to various locations throughout the state may be required. Must be legally able to rent a car. The incumbent may work various shifts (pre-dawn and after 6:00 pm), weekends, overtime, and possibly a split shift.

The position may require a background check to be cleared prior to being hired. Some of the work will be conducted at airport facilities, inside and around aircraft. The incumbent will be exposed to warm temperatures and loud noise. They may also work alone inside aircraft for extended periods of time.

**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

\_\_\_\_\_  
Print Name

<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.