

**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. The Branch accomplishes its mission by conducting a statewide trapping program, staffed by county and state inspectors, 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 the supervision of the Agricultural Pest Control Supervisor, the incumbent performs assignments of average difficulty, in a field and laboratory, for various fruit fly delimitation programs, maintains fruit fly trapping routes, coordinates the application of pesticides, maintains pesticide inventory and vehicle fleet, oversees pesticide applications performed by outside vendors, performs fruit removal and tree removal, communicates with the public at educational public meetings, coordinates with other agencies, and performs various insect/disease surveys for targeted pests for the emergency eradication. These activities include working 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.

Classification:	Agricultural Technician I (Seasonal)
Working Title:	Agricultural Inspector
License or Other Requirement:	Valid Driver's License
Position Number:	014-681-0034-982
Location:	Meadowview (Sacramento County)
Work Hours/Shift:	Up to 40 hours per week Monday-Thursday, 0700-1730, with overtime work possible on Fridays and weekends
Date Prepared:	September 2025

II. Essential and Non-Essential Job Functions

A. Essential Functions:

Function #1: Detection Trapping/Survey and Eradication Activities 45%

- Perform field or staff support duties of average difficulty, deploy traps, perform visual surveys, or apply control measures for target pests such as, but not limited to various fruit flies, Japanese beetle, and gypsy moth.
- Assist in planning, organizing, and monitoring the daily operations of a trapping, visual survey, or treatment program and 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 compliant with 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.
- Prepare and complete accurate and detailed technical reports (daily, weekly, and/or as required) as associated with detection and treatment activities, or other related activities.

Function #2: Documentation of Work Completed 15%

- Prepare and complete accurate and detailed technical reports (daily, weekly, and/or as required) associated with detection trapping, survey, and treatment activities, or other related activities.
- Carefully document address, host type and location of samples on property or field by drawing a map and/or using a Global Positioning System (GPS) unit and on a Pest and Damage Record (PDR).

Function #3: Training 15%

- Assist in training of seasonal employees on proper host identification, drawing property diagrams, correct trap placement, baiting and application procedures, the biological aspects of the target pest.
- Assist in training of seasonal employees on ground bait application using the solo backpack sprayer, truck mounted ground treatment equipment, soil drench application using the Hudson sprayer, and the use of a pressure gun and other equipment as needed.

Function #4: Trapping, Surveyor, Fruit/Tree Removal, and Applicator 10%

- Act as back-up trapper, surveyor, pesticide applicator, and monitor fruit/ tree removal when an emergency project becomes necessary or when a crew member is absent.
- Service traps, apply pesticides, conduct fruit/tree removal, perform visual surveys, document work completed, identify targeted insects, interact with the public, and submit suspect insects.

Function #5: Travel 5%

- Incumbent must travel 90 to 100% of the time, with travel required to different areas within California while performing Essential and Non-Essential Work Functions.

Classification: Agricultural Technician I (Seasonal)

Position Number: 014-681-0034-982

Page: 3

- Report to staff in the field, office, or work out of state vehicle and hotel while on travel.
- Use state vehicles or other modes of transportation to get to various locations, requiring stays in state-approved lodging.
- Set up and maintain travel accounts to facilitate travel advances, reimbursement claims, and reserve travel accommodations.
- Follow all rules of conduct expected at home office while on travel status.

Function #6: Office Work and Documentation

5%

- Track hours worked and provide the documentation 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.
- 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: Miscellaneous Duties 5%

- Perform other job-related duties as requested by supervisor.
- Assist managers and supervisors with coordination with the University of California and other agencies with special research-based projects involving trapping and visual surveys of target pests.
- Provide occasional assistance with special projects, including red imported fire ant surveys, mealy bug surveys, and Citrus Commodities Surveys.

III. Work Environment

The duties of this position are primarily conducted outdoors and may be exposed to extreme temperatures and weather, uneven terrain, and various noise levels. The incumbent may work within an office/warehouse environment furnished with a variety of office equipment, which normally consists of desks, tables, chairs, filing cabinets, storage cabinets, filing bins, computers, computer peripherals, phones, answering machines, photocopiers, and fax machines.

The incumbent must have a valid driver's license and have a safe driving record as documented by the Department of Motor Vehicles. (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). 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 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 maintain a good standing driving record to operate a state motor vehicle safely and responsibly, be able to apply pesticides. 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 will be required to travel by state or rental vehicle to perform field active or other public transportation systems to various locations throughout the state. Must be legally able to

Classification: Agricultural Technician I (Seasonal)

Position Number: 014-681-0034-982

Page: 4

rent a car. May work various shifts (pre-dawn and after 6:00 pm), weekends, overtime, and possibly a split shift.

The incumbent may be required to work overtime, weekends, and holidays.

Travel is essential and the incumbent will 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 is required.

IV. Employee's Statement

(Select Applicable Statement)

_____ I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation¹ 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 Accommodation¹ 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 Signature² Date

Supervisor Signature Date

Print Name

Print Name

CC: Employee
Official Personnel File
Supervisor's Drop File

1 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.

2 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 Aide (Seasonal)
Duty Statement**

I. Program/Position Identification

The Pest Detection/Emergency Projects Branch is responsible for the early detection and prompt eradication of serious exotic agricultural pests. The Branch accomplishes its mission by conducting a statewide trapping program, staffed by county and state inspectors, 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 Agricultural Pest Control Supervisor or the Senior Environmental Scientist (Supervisory), the incumbent will work on the less responsible and routine seasonal entomological or plant pest field and laboratory work. 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.

Classification:	Agricultural Aide (Seasonal)
Working Title:	Seasonal Inspector
License or Other Requirement:	Valid Driver's License
Position Number:	014-641-0365-982
Location:	Meadowview (Sacramento County)
Work Hours/Shift:	Various
Date Prepared:	September 2025

II. Essential and Non-Essential Job Functions

A. Essential Functions:

Function #1: Trap/Survey and Eradication Activities **45%**

- Follow established protocols for visual survey, 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).

- Collect, process, and package suspect plant and insect samples that are removed from foliage using various insect/plant collection tools and inspected for target pests.
- Safely drive and operate a state owned/leased/rented vehicle, abiding by all applicable state and local laws traffic laws, to execute required field work.
- Must be able to draw maps to show exact geographic locations using Global Positioning System (GPS) technology to show the coordinates, longitude and latitude.
- Complete a Pest Damage Record (PDR) for samples and packaging of samples for submission to the Plant Pest Diagnostics Center for Identification.

Function #2: Documentation of Work Completed

25%

- Keep daily reports of work completed in the route trap books and electronically, i.e. number of traps serviced, properties treated, acreage surveyed, samples collected, and other topics as needed.
- Carefully documents address, host type and location of samples on property or field by drawing a map and/or using a Global Positioning System (GPS) unit and on a Pest and Damage Record (PDR).

Function #3: Collection and Submission of Target Pests

10%

- Screen wet and dry traps for target pests (plant and insect). Examine content of traps visually, which may contain hundreds of plant samples, insects and debris to make preliminary identifications of specimens, which resemble target pests.
- Once a suspect target pest is preliminarily identified, prescribed is taken, which may include, phone contact and/or return of the suspect target pest to the field office for official identification.
- Incumbent carefully documents address, host type and location of sample on property or field by drawing a map and/or using a GPS unit and on a Pest and Damage Record (PDR). Suspect sample is handled carefully at all times to prevent damage that would make identification of the suspect more difficult. Sample is removed, placed in appropriate sampling container, and returned to base at the appropriate time designated by the supervisor.

Function #4: Public Relations

10%

- Initiate contact with property owner or representative in a professional manner, 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.
- The incumbent briefly answers questions about survey, detection and eradication program, referring questions asked regarding gardening, tree diseases, etc. to the proper agency.

Function #5: Vehicle and Tool Maintenance

5%

- Transport vehicles to service facility. Perform daily vehicle safety and fluid level checks. Clean vehicle interior and truck bed of insects, lures and other debris.
- Clean, repair and store all survey equipment daily. Notify supervisor when equipment needs repair or replacement.

B. Non-Essential Functions:

Function #1: Miscellaneous Duties 5%

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

III. Work Environment

The duties of this position are primarily conducted outdoors and may be exposed to extreme temperatures and weather, uneven terrain, and various noise levels. The incumbent may work within an office/warehouse environment furnished with a variety of office equipment, which normally consists of desks, tables, chairs, filing cabinets, storage cabinets, filing bins, computers, computer peripherals, phones, answering machines, photocopiers, and fax machines.

The incumbent must have a valid driver's license and have a safe driving record as documented by the Department of Motor Vehicles. (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). 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 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 maintain a good standing driving record to operate a state motor vehicle safely and responsibly, be able to apply pesticides. 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 will be required to travel by State or rental vehicle to perform field active or other public transportation systems to various locations throughout the state. Must be legally able to rent a car. May work various shifts (pre-dawn and after 6:00 pm), weekends, overtime, and possibly a split shift.

The incumbent may be required to work overtime, weekends, and holidays.

IV. Employee's Statement

(Select Applicable Statement)

_____ I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation¹ 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 Accommodation¹ 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 Signature² Date

Supervisor Signature Date

Print Name

Print Name

CC: Employee
Official Personnel File
Supervisor's Drop File

1 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.

2 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.