



CALIFORNIA DEPARTMENT OF  
FOOD & AGRICULTURE

Current  Proposed

**California Department of Food and Agriculture  
Animal Health and Food Safety Services  
Animal Health Branch  
Agricultural Technician I (Seasonal)  
Duty Statement**

**I. Program/Position Identification**

The Animal Health Branch is the State's organized, professional veterinary medical unit that protects California's public health, animal agriculture, and economy from catastrophic animal diseases and other health or agricultural problems. The Branch addresses diseases and other problems that require statewide coordinated resources, implements programs that protect California's public health and animal agriculture, and ensures the availability, affordability, and wholesomeness of food.

One of the responsibilities of the Animal Health Branch is the early detection and prompt mitigation or eradication of serious animal diseases in California. This is accomplished through the operation of statewide emergency disease response projects/programs and the mobilization of emergency response teams that are comprised of a mixture of professional, administrative, and technical staff.

Under the general supervision of the Supervising Veterinarian, the Agricultural Technician I will perform a variety of office and field functions of average difficulty in support of an emergency animal disease response.

<b>Employee:</b>	<b>VACANT</b>
<b>Classification:</b>	<b>Agricultural Technician I (Seasonal)</b>
<b>Working Title:</b>	<b>Agricultural Technician I (Seasonal)</b>
<b>Position Number:</b>	<b>014-117-0034-982</b>
<b>Location:</b>	<b>Ontario</b>
<b>Division/Branch/DAA:</b>	<b>AHFSS / Animal Health Branch</b>
<b>Date Prepared:</b>	<b>September 2025</b>
<b>Work Hours/Shift:</b>	<b>Hours will vary</b>
<b>License or Other Requirement:</b>	<b>Valid Driver's License</b>

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

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

#### **Function #1: Field Support to Control Animal Pests and Diseases** 40%

- Respond to animal health emergencies and serve as an Incident Management Team (IMT) member
- Conduct surveillance for the Animal Health Branch as directed by the IMT, including but not limited to, assisting other field staff with sample collection, picking up collected samples, transporting samples to FedEx/UPS or the laboratory, and distributing sampling kits
- Process samples to prepare for submission to laboratories
- Pack and ship field samples to send to the laboratories for analysis
- Assemble and distribute sampling kits
- Disseminate biosecurity training tools to industry stakeholders
- Train producers of the proper sampling and biosecurity protocols
- Perform biosecurity audits (in-person, virtual, or drive-by gate audit) of infected premises and livestock markets to aid in biocontainment of the virus
- Gather data related to each producer through producer outreach or questionnaires
- Work in the IMT Movement Permitting Unit to issue movement permits to producers
- Ensure all emergency preparedness materials needed for the outbreak are accounted for and properly packaged
- Perform various field tasks for the IMT or the Incident Command Post (ICP) such as conduct producer outreach, issue quarantine notices, deliver supplies to other offices or responders, organize the ICP, etc.
- Perform other field-response duties as necessitated by the particular disease response and for which training has been given

#### **Function #2: Data Entry and Management** 40%

- Enter new and existing animal health facilities, ranches, dairies and other locations into the AHFSS Emerging Threats (ET) or USDA Emergency Management Response System (EMRS) databases to ensure priority information is ready and accurate upon need
- Rename and upload incident files into EMRS as part of the Documentation/Data Management Unit within the IMT to aid in the animal health disease control work being done as part of the disease response
- Assist in managing the ET database during emergency outbreaks, to provide fast and efficient information to emergency responders
- Correct or “cleanse” existing data in ET, the Division’s centralized animal health and food safety inspection and reporting database to improve the Division’s ability to perform animal health disease control work by deleting duplicate entries, spaces, and other nonprinting characters from text and numeric fields
- Create, maintain, and update electronic and paper files and records for AHFSS to improve the Division’s ability to perform animal health disease control work
- Purge files and records regularly according to the current retention schedule
- Prepare clear, concise, and comprehensive reports as needed
- Assist with data entry, tracking of affected and unaffected premises (poultry and dairy facilities), testing schedules, testing results, and quarantine release metrics to aid in the animal health disease control work being done by the IMT as part of the disease response
- Correspond with producers about testing results, quarantine status, or other communication as dictated by the IMT.

**Function #3: Manage Sick Livestock and Poultry Hotline**

**10%**

- Answer sick bird hotline so producers, veterinarians, and backyard owners can call to report sick poultry and livestock.
- Assist in efficient response to sick animals and test and quarantine as warranted for virus control

**Function #4: Participate in Animal Health Management Activities**

**5%**

- Observe and participate in working group sessions with management staff to understand current issues and topics affecting agriculture
- Travel throughout the state with Division field staff to participate in various field inspections
- Coordinate in scheduling meetings for personnel across different branches in the division

**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 conducted both indoors and outdoors and may occasionally require work under difficult conditions. This position will require the use of personal protective equipment (PPE). Thorough medical evaluation for use of various levels of respiratory protective equipment and annual fit testing and training for equipment is required. The incumbent must follow CDFA, Division, and Branch employee health and safety policies.

Frequent travel, by State vehicle or other modes of transportation, to various locations in-State, out-of-State, or out-of-country for assignments, exercises, or meetings. Travel (including nights, weekends, and holidays) for extensive periods may be required during an emergency response. During emergency response periods, duties may require working long shifts at hours other than the normal work hours.

Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy.

**Indoor activities may include:**

- Working in livestock facilities at various locations including salesyards and milking parlors
- Operating a computer with various software programs, including e-mail and word processing
- Entering information in a computer database
- Operating an office or cellular phone, fax, calculator, and copier
- Operating various filing drawers and bins
- Processing paperwork and samples

**Outdoor activities may include:**

- Inspecting livestock at farms, ranches, and salesyards or other livestock facilities
- Taking samples from livestock at farms, ranches, salesyards or other livestock facilities

**Classification:** Agricultural Technician I (Seasonal)

**Position Number:** 014-117-0034-982

**Page:** 4

**The incumbent may encounter:**

- Confrontational, unfriendly or irate individuals
- Quickly moving heavy gates
- Stampeding livestock
- Crowded milking parlors
- Heavy machinery
- Extremes in dusty conditions, temperature, wind, elevated noise levels, and various unpleasant odors
- High levels of noise
- Various unpleasant odors

**This position regularly involves close contact with:**

- Animals of various sizes and temperament
- Knives, needles and other instruments
- Potentially hazardous materials
- The head and legs of cattle

**Depending on the task, the incumbent must be able to spend significant amounts of time:**

- Moving, sitting, or bending
- Typing or working on a computer
- Reaching above, at, or below shoulder height
- Twisting at the waist
- Move neck freely in all directions.

**The incumbent must be able to:**

- Move or transport up to 25 pounds
- Drive long distances (up to 8 hours) to reach destinations

**Classification:** Agricultural Technician I (Seasonal)

**Position Number:** 014-117-0034-982

**Page:** 5

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

##### **(Select 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.**

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**Employee Signature<sup>2</sup>**

**Date**

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**Supervisor Signature**

**Date**

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**Print Name**

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**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.