

**California Department of Food and Agriculture
Pest Detection/Emergency Projects Branch
Pest Prevention Assistant II (Various Projects)
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. 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 the general supervision of the Agricultural Pest Control Supervisor, or Senior Environmental Scientist (Supervisory), the incumbent will perform the full range of field, laboratory or staff 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 fruit removal and tree removal, communicate with the public at educational public meetings, coordinate with other agencies, and perform various insect/disease surveys for the emergency eradication of targeted pests. These activities include overseeing and/or performing 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. As needed, the incumbent will assist with preparing detection, delimitation, and eradication assignments and reports according to Action Plans or program recommendations.

Classification:	Pest Prevention Assistant II (Various Projects)
Working Title:	Pest Prevention Assistant II
Other Requirement:	Valid Driver's License
Position Number:	014-687-0491-001
Division/Branch/DAA:	PHPPS, Pest Detection/Emergency Projects
Location:	Lincoln Heights (Los Angeles County)
Date Prepared:	January 2026
Work Hours/Shift:	40 hours per week. Monday- Thursday, 600-1630; Hours and shift may vary depending on Program needs; Overtime on Fridays, weekends and holidays may be required, statewide.

II. Essential and Non-Essential Job Functions

A. Essential Functions:

Function #1: Detection, Delimitation, Survey, and Treatments Activities 45%

- Perform the full range of field or staff support duties for various pest detections, surveys, and/or delimitation programs for target pests such as, but not limited to various fruit flies, Japanese Beetle, Spongy Moth, and European Grape Vine Moth; maintain detection trapping routes; perform visual surveys.
- When an emergency project becomes necessary, perform the full range of field or staff support duties to effect control measures for target pests such as, but not limited to notifying properties, mixing chemicals, applying pesticides, acting as a spotter, assisting with fruit/tree removal, performing post-treatment trapping or visual survey, documenting work completed, interacting with the public, and identifying and submitting target pests.
- Plan, organize, and monitor the daily operations of a treatment program and outside vendors to ensure compliance with Department policies and procedures, and State laws, rules, and regulations.
- Reliably and properly detect, document, and submit suspect target pests in a timely manner.
- Plan, organize, and monitor the daily operations of a trapping or visual survey, to ensure compliance with Department policies and procedures and State laws, rules, and regulations. Implement new policies, procedures or processes, when necessary.
- While conducting treatment activities, carry proper documentation to comply with Federal and State laws and regulations.
- Maintain equipment and supplies necessary to conduct job duties.
- 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.
- Communicate effectively and in a professional manner with homeowners and/or the general public with tact and interpersonal skills.
- Operate a State vehicle safely and read maps to efficiently navigate to multiple locations when performing field activities.
- Draw legible maps to show exact geographic locations and use Global Positioning System (GPS) technology to site register samples and package them separately to maintain sample and site integrity.
- Prepare and complete accurate and detailed technical reports (daily, weekly, and/or monthly, as required) associated with biological control, detection and treatment activities, or other related activities.

Function #2: Office Work and Documentation

30%

- Document hours worked 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.
- 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.

Function #3: Training 15%

- Train new or seasonal employees on proper host identification, identification and biological aspects of target pests, drawing property diagrams, correct trap placement, baiting/application procedures, documentation of activities performed, and pest collection and submission methods.
- Train new or seasonal employees on ground bait application using a backpack sprayer, truck mounted ground treatment equipment, soil drench application using a pump sprayer, and the use of a pressure gun and other equipment as needed.
- Train new or seasonal employees in the use of digital technology from hardware like computers, tablets, to computer applications like Survey123.

Function #4: Quality Control Inspections 5%

- On an as-needed basis, travel to various locations throughout the state operating a State vehicle safely and responsibly in order to inspect routes, survey areas, and treatment activities to ensure that work is performed at an acceptable level.
- Inform management of changes/improvements needed to ensure that the program is biologically sound.
- Document all findings and provide recommendations to supervisor and/or lead. Document findings include but not limited to taking pictures, writing reports, updating maps and documents.

B. Non-Essential Functions:

Function #1: Miscellaneous Duties 5%

- Perform other job-related duties as requested by supervisor.
- Coordinate with the University of California and/or other agencies with special research-based projects involving trapping, and visual surveys of target pests.
- Perform special projects as needed, such as Red Imported Fire Ant Survey, Mealy Bug Survey, and various Commodities Surveys.
- Travel throughout California to assist other offices with detection and/or treatment efforts when required.

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 will be required to drive and must have a valid driver's license and 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 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 training related to pest detection and/or treatment and to assist other offices with detection and/or treatment efforts may be required. This may be accomplished by State vehicle or other public transportation system.

Classification: Pest Prevention Assistant II (Various Projects)

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IV. Employee's 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
Employee 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.