

**California Department of Food and Agriculture
Pest Detection/Emergency Projects Branch
Agricultural Pest Control Specialist
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.

The Agricultural Pest Control Specialist position operates within the Pest Detection/Emergency Projects Branch, which is responsible for the statewide detection and eradication of serious agricultural pests. Under the general supervision of the Agricultural Pest Control Supervisor and/or Agriculture Program Supervisor IV (APS IV), the incumbent performs the full range of technical control and eradication duties including the more difficult work. The incumbent will plan and organize and direct the work of field crews 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, lead fruit 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 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 will take lead in preparing detection, delimitation, and eradication assignments and reports according to Action Plans or program recommendations.

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| Classification: | Agricultural Pest Control Specialist |
| Working Title: | Same |
| License or Other Requirement: | Valid Driver's License |
| Position Number: | 014-695-0647-008 |
| Division/Branch/DAA: | PHPPS, Pest Detection/Emergency Projects |
| Location: | Commerce (Los Angeles County) |
| Date Prepared: | January 2026 |
| Work Hours/Shift: | 0800 – 16:30, Monday – Friday; Hours and shift may vary depending on Program needs; overtime, weekends and holidays may be required. |

II. Essential and Non-Essential Job Functions

A. Essential Functions:

Function #1 Leadership, Planning, and Training Activities 45%

- Provide leadership and direction to seasonal staff of an ongoing county detection/eradication program and ensure eradication projects are in compliance with Food and Agricultural Codes and departmental policies and procedures.
- Coordinate with Supervisor on planning and implementation of cooperative pest detection and emergency response activities, including prioritizing work assignments for office and field personnel.
- Train emergency project personnel on the techniques of insect pest detection, pesticide laws and regulations, including pesticide safety training, mixing pesticides, permit procedures, calibration, and application.
- Conduct field quality control inspections of trapping and treatment staff, treatment vendors, and state-wide detection trapping programs.
- Conduct field demonstrations and on-the-job training for fruit fly trapping delimitation, Japanese beetle high hazard airport inspections and Asian Defoliating Moth program.
- Perform full range of field surveys, trapping, eradication treatments, and inspections of projects in order to efficiently and quickly eradicate infestation of serious agricultural pests and to prevent permanent establishment and subsequent spreading in California.
- Operate a State vehicle safely to perform all field duties listed, following Department policies and read maps to efficiently navigate to multiple locations throughout the day when performing field duties.
- Plan, organize, and monitor the daily operations of a treatment/trapping and survey 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.
- Communicate effectively and in a professional manner with homeowners and/or the general public in order to perform assigned duties. Establish and maintain cooperative working relationships in all situations using tact and interpersonal skills at all times.
- Prepare time records, travel request, and complete accurate and detailed technical reports (daily, weekly, and/or as required) as associated with biological control, detection and treatment activities, or other related activities.

Function #2: Equipment Operation and Maintenance Activities 35%

- Perform calibration and repair of equipment for liquid and/or granular pesticides.
- Direct the installation and operation of weather monitoring and recording equipment for eradication projects.
- Oversee mixing/application performed by treatment vendors and ensure that vendors are properly maintaining pesticide equipment.
- Oversee maintenance and operation of various equipment assigned to a project.
- Maintain an adequate inventory of equipment and supplies.
- Maintain and keep a current inventory of all vehicles; responsible to reconcile monthly auto logs, enter repair information, approve invoices, and keep Supervisor abreast of all maintenance and repairs.

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Function #3: Record Keeping Activities

10%

- Maintain and keep current daily records of pesticides mixing and usage on all projects.
- Maintain and keep current daily records of equipment usage and repairs.
- Maintain and keep current records of insect detection activities.
- Prepare treatment, trapping and survey reports.
- Make sure equipment repair and daily logs are kept properly.
- Ensure policies regarding equipment repair are adhered to.

Function #4: Public Relations Activities

5%

- Establish and maintain effective relationships with homeowners, growers, city, county, federal officials, treatment vendors and tree removal vendors.
- Attend public meetings as necessary to answer residents' questions/concerns regarding trapping, survey or pesticide applications.
- Attend and participate in meetings regarding state-wide detection programs.
- Communicate effectively and in a professional manner with the public always using tact and interpersonal skills.

B. Non-Essential Functions:

Function #1: Miscellaneous Activities

5%

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

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III. Work Environment

The duties of this position are primarily conducted outdoors and may be exposed to extreme temperatures and weather, uneven terrain, pesticides, fumes, gases, and odors. The work settings where the incumbent may be required to work may vary. They may be offices, warehouses, shops, fields, and yards. Office settings are permanent dwellings leased or owned by the state, or cooperating agencies, and office trailers. Offices are furnished with a variety of office equipment, which normally consists of desks, tables, chairs, filing cabinets, storage cabinets, filing bins, computer, phones, and fax machines. Shops and warehouses may be equipped with all the tools, equipment, and machinery normally used at mechanics/maintenance shops.

The incumbent is required to drive and must maintain 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.

Travel by State vehicle or other public transportation systems to various locations in the project area, and throughout the State is required on a frequent basis to assist various emergency projects as needed; overnight travel is required on a frequent basis.

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

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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 |
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|----------------------------|----------------------------|
| _____ Print Name | _____ Print Name |
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**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.