

**California Department of Food and Agriculture  
Pest Detection/Emergency Projects Branch  
Agricultural Technician III (Seasonal/Nonlead)  
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 Technician III position operates within the Pest Detection/Emergency Projects Branch, which is responsible for the statewide detection and eradication of serious agricultural pests. Under the direction of the Agricultural Pest Control Supervisor (APC Sup), with guidance from the Agriculture Program Supervisor (APS IV), the incumbent will perform most complex full range of field and office support duties, for various fruit fly delimitation programs, maintain fruit fly trapping routes, inspect traps for agricultural pest, conduct eradication treatment and fruit removal for fruit fly eradication projects, perform various insect/disease surveys for targeted pests and perform airplane inspections for Japanese beetle at various airports. These activities include working independently and in cooperation with other staff. 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.

To gain access to the airport for plane inspections, individuals must undergo a thorough process mandated by the Federal Aviation Administration (FAA), including verification of employment history, a criminal background check, fingerprinting, and successfully pass a 10-year background screening to obtain an airport inspection badge.

<b>Classification:</b>	<b>Agricultural Technician III</b>
<b>Working Title:</b>	<b>Agricultural Technician III (Specialist/Nonlead)</b>
<b>License Requirement:</b>	<b>Valid Driver's License</b>
<b>Position Number:</b>	<b>014-695-0032-982</b>
<b>Division/Branch/DAA:</b>	<b>PHPPS, Pest Detection/Emergency Projects</b>
<b>Location:</b>	<b>Commerce (Los Angeles County)</b>
<b>Date Prepared:</b>	<b>February 2026</b>
<b>Work Hours/Shift:</b>	<b>40 hours per week Monday- Thursday, 600-1630;</b>

**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: Trapping/Survey and Eradication Activities**

**40%**

- Perform most complex full range of field and office support duties, deploy and service traps, perform visual surveys, airplane inspections, or apply control measures for target pests such as but not limited to various fruit flies, plant diseases, Asian citrus psyllid, Japanese beetle, European grapevine moth, 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.
- Work with field staff in solving technical problems such as equipment breakdowns and trap deployment, using effective communication skills. Assemble equipment and mix chemicals using the appropriate protocols; assure that the Department is in compliance of all pesticide rules and regulations.
- 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.
- Ability to maintain maps and plot trap locations, keep records of work done, prepare reports and maintain appropriate field notes and other documentation, perform other related data entries and respond to public/client questions.
- Ability to read maps to navigate to multiple locations when performing field activities.
- Ability to draw maps to show exact geographic locations by using the Global Positioning System (GPS) 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: Collection and Submission of Target Pests**

**25%**

- Screen wet and dry traps for target pests (plant and insect).
- Examine content of traps, 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 action is taken, which may include phone contact and/or return of the suspect target pest to the field office for official identification.
- Carefully document 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).
- Always handle suspect sample carefully 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 #3: Documentation of Work Completed**

**15%**

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

**Function #4: Public Relations**

**10%**

- Interact with public, Agricultural Commissioner's office, USDA, and staff from other agencies in a professional manner.
- 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 about survey, detection and eradication program, referring questions asked regarding gardening, tree diseases, etc. to the proper agency.
- Communicate effectively and in a professional manner with homeowners and the general public in order to perform assigned duties.

**Function #5: Vehicle and Tool Maintenance**

**5%**

- Transport vehicles to service facility when scheduled.
- Performs 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. The work can be in urban or rural environments. The incumbent may be exposed to extreme temperatures and weather, uneven terrain, and various noise levels. The incumbent may encounter frequent exposure to dust, pollen and moisture while handling various trap types including those utilizing a specific chemical insect lure; some of these lures might contain minimal amounts of pesticide. Some of the work may be conducted at airport facilities, inside and around aircrafts. When working at airports there is frequent walking between aircraft, standing, squatting, crawling, and ladder climbing approximately 20 feet are typical situations encountered. Other factors affecting inspections are the presence of moving service vehicles, cargo containers, other employees and associated equipment.

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 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 will be required to drive, exit, and re-enter the work vehicle numerous times during the workday and maintain a safe driving record. 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/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.

**IV. Employee's 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.**

_____ <b>Employee Signature<sup>2</sup></b>	_____ <b>Date</b>	_____ <b>Supervisor Signature</b>	_____ <b>Date</b>
_____ <b>Print Name</b>		_____ <b>Print Name</b>	

**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.

**California Department of Food and Agriculture  
Pest Detection/Emergency Projects Branch  
Agricultural Technician II (Seasonal/Nonlead)  
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 Technician II 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 (APC Sup), with guidance from the Agriculture Program Supervisor (APS IV), the incumbent will perform more difficult full range of field and office support duties, for various fruit fly delimitation programs, maintain fruit fly trapping routes, inspect traps for agricultural pest, conduct eradication treatment and fruit removal for fruit fly eradication projects, perform various insect/disease surveys for targeted pests and perform airplane inspections for Japanese beetle at various airports. These activities include working independently and in cooperation with other staff. 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.

To gain access to the airport for plane inspections, individuals must undergo a thorough process mandated by the Federal Aviation Administration (FAA), including verification of employment history, a criminal background check, fingerprinting, and successfully pass a 10-year background screening to obtain an airport inspection badge.

<b>Classification:</b>	<b>Agricultural Technician II (Seasonal/Nonlead)</b>
<b>Working Title:</b>	<b>Agricultural Technician II (Specialist/Nonlead)</b>
<b>License Requirement:</b>	<b>Valid Driver's License</b>
<b>Position Number:</b>	<b>014-695-0033-982</b>
<b>Division/Branch/DAA:</b>	<b>PHPPS, Pest Detection/Emergency Projects</b>
<b>Location:</b>	<b>Commerce (Los Angeles County)</b>
<b>Date Prepared:</b>	<b>February 2026</b>
<b>Work Hours/Shift:</b>	<b>40 hours per week Monday- Thursday, 600-1630;</b>

**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: Trapping/Survey and Eradication Activities**

**40%**

- Perform more difficult full range of field and office support duties, deploy and service traps, perform visual surveys, airplane inspections, or apply control measures for target pests such as but not limited to various fruit flies, plant diseases, Asian citrus psyllid, Japanese beetle, European grapevine moth, 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.
- Work with field staff in solving technical problems such as equipment breakdowns and trap deployment, using effective communication skills.
- Assemble equipment and mix chemicals using the appropriate protocols; assure that the Department is in compliance of all pesticide rules and regulations.
- 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.
- Ability to maintain maps and plot trap locations, keep records of work done, prepare reports and maintain appropriate field notes and other documentation, perform other related data entries and respond to public/client questions.
- Ability to read maps to navigate to multiple locations when performing field activities.
- Ability to draw maps to show exact geographic locations by using the Global Positioning System (GPS) 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: Collection and Submission of Target Pests**

**25%**

- Screen wet and dry traps for target pests (plant and insect).
- Examine content of traps, 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 action is taken, which may include phone contact and/or return of the suspect target pest to the field office for official identification.
- Carefully document 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).
- Always handle suspect sample carefully 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 #3: Documentation of Work Completed**

**15%**

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

**Function #4: Public Relations**

**10%**

- Interact with public, Agricultural Commissioner's office, USDA, and staff from other agencies in a professional manner.
- 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 about survey, detection and eradication program, referring questions asked regarding gardening, tree diseases, etc. to the proper agency.
- Communicate effectively and in a professional manner with homeowners and the general public in order to perform assigned duties.

**Function #5: Vehicle and Tool Maintenance**

**5%**

- Transport vehicles to service facility when scheduled.
- Performs 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. The work can be in urban or rural environments. The incumbent may be exposed to extreme temperatures and weather, uneven terrain, and various noise levels. The incumbent may encounter frequent exposure to dust, pollen and moisture while handling various trap types including those utilizing a specific chemical insect lure; some of these lures might contain minimal amounts of pesticide. Some of the work may be conducted at airport facilities, inside and around aircrafts. When working at airports there is frequent walking between aircraft, standing, squatting, crawling, and ladder climbing approximately 20 feet are typical situations encountered. Other factors affecting inspections are the presence of moving service vehicles, cargo containers, other employees and associated equipment.

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 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 will be required to drive, exit, and re-enter the work vehicle numerous times during the workday and maintain a safe driving record. 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/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.

**IV. Employee's 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.**

_____ <b>Employee Signature<sup>2</sup></b>	_____ <b>Date</b>	_____ <b>Supervisor Signature</b>	_____ <b>Date</b>
_____ <b>Print Name</b>		_____ <b>Print Name</b>	

**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.

**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 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 Technician I position operates within the Pest Detection/Emergency Projects Branch, which is responsible for the statewide detection and eradication of serious agricultural pests. Under the supervision of the Agricultural Pest Control Supervisor (APC Sup), with guidance from the Agriculture Program Supervisor (APS IV), the incumbent will perform full range of field and office support duties, for various fruit fly delimitation programs, maintain fruit fly trapping routes, inspect traps for agricultural pest, conduct eradication treatment and fruit removal for fruit fly eradication projects, perform various insect/disease surveys for targeted pests and perform airplane inspections for Japanese beetle at various airports. These activities include working independently and in cooperation with other staff. 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.

To gain access to the airport for plane inspections, individuals must undergo a thorough process mandated by the Federal Aviation Administration (FAA), including verification of employment history, a criminal background check, fingerprinting, and successfully pass a 10-year background screening to obtain an airport inspection badge.

<b>Classification:</b>	<b>Agricultural Technician I (Seasonal)</b>
<b>Working Title:</b>	<b>Agricultural Inspector (Seasonal)</b>
<b>License Requirement:</b>	<b>Valid Driver's License</b>
<b>Position Number:</b>	<b>014-695-0034-982</b>
<b>Division/Branch/DAA:</b>	<b>PHPPS, Pest Detection/Emergency Projects</b>
<b>Location:</b>	<b>Commerce (Los Angeles County)</b>
<b>Date Prepared:</b>	<b>February 2026</b>
<b>Work Hours/Shift:</b>	<b>40 hours per week Monday- Thursday, 600-1630;</b>

**Hours and shift may vary depending on Program needs; Overtime on Fridays, weekends and holidays may be required, statewide.**

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

**Position Number:** 014-695-0034-982

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

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

#### **Function #1: Trapping/Survey and Eradication Activities**

**40%**

- Perform full range of field and office support duties, deploy and service traps, perform visual surveys, airplane inspections, or apply control measures for target pests such as but not limited to various fruit flies, plant diseases, Asian citrus psyllid, Japanese beetle, European grapevine moth, 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.
- Work with field staff in solving technical problems such as equipment breakdowns and trap deployment, using effective communication skills.
- Assemble equipment and mix chemicals using the appropriate protocols; assure that the Department is in compliance of all pesticide rules and regulations.
- 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, clean and assemble seasonal traps, build traps for other emergency projects as needed 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.
- Ability to maintain maps and plot trap locations, keep records of work done, prepare reports and maintain appropriate field notes and other documentation, perform other related data entries and respond to public/client questions.
- Ability to read maps to navigate to multiple locations when performing field activities.
- Ability to draw maps to show exact geographic locations by using the Global Positioning System (GPS) 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: Collection and Submission of Target Pests**

**25%**

- Screen wet and dry traps for target pests (plant and insect).
- Examine content of traps, 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 action is taken, which may include phone contact and/or return of the suspect target pest to the field office for official identification.
- Carefully document 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).
- Always handle suspect sample carefully 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.

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

**Position Number:** 014-695-0034-982

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**Function #3: Documentation of Work Completed**

**15%**

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

**Function #4: Public Relations**

**10%**

- Interact with public, Agricultural Commissioner's office, USDA, and staff from other agencies in a professional manner.
- 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 about survey, detection and eradication program, referring questions asked regarding gardening, tree diseases, etc. to the proper agency.
- Communicate effectively and in a professional manner with homeowners and the general public in order to perform assigned duties.

**Function #5: Vehicle and Tool Maintenance**

**5%**

- Transport vehicles to service facility when scheduled.
- Performs 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.

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

**Position Number:** 014-695-0034-982

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### **III. Work Environment**

The duties of this position are primarily conducted outdoors. The work can be in urban or rural environments. The incumbent may be exposed to extreme temperatures and weather, uneven terrain, and various noise levels. The incumbent may encounter frequent exposure to dust, pollen and moisture while handling various trap types including those utilizing a specific chemical insect lure; some of these lures might contain minimal amounts of pesticide. Some of the work may be conducted at airport facilities, inside and around aircrafts. When working at airports there is frequent walking between aircraft, standing, squatting, crawling, and ladder climbing approximately 20 feet are typical situations encountered. Other factors affecting inspections are the presence of moving service vehicles, cargo containers, other employees and associated equipment.

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The incumbent will be required to drive and must have a valid driver 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 will be required to drive, exit, and re-enter the work vehicle numerous times during the workday and maintain a safe driving record. 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/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:** Agricultural Technician I (Seasonal)

**Position Number:** 014-695-0034-982

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

_____ <b>Employee Signature<sup>2</sup></b>	_____ <b>Date</b>	_____ <b>Supervisor Signature</b>	_____ <b>Date</b>
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_____ <b>Print Name</b>	_____ <b>Print Name</b>
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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.

**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.

The Agricultural Aide position operates within the Pest Detection/Emergency Projects Branch, which is responsible for the statewide detection and eradication of serious agricultural pests. Under the close supervision of the Agricultural Pest Control Supervisor (APC Sup), with guidance from the Agriculture Program Supervisor (APS IV), the incumbent will perform full range of field and office support duties, for various fruit fly delimitation programs, maintain fruit fly trapping routes, inspect traps for agricultural pest, conduct eradication treatment and fruit removal for fruit fly eradication projects, perform various insect/disease surveys for targeted pests and perform airplane inspections for Japanese beetle at various airports. These activities include working independently and in cooperation with other staff. 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.

To gain access to the airport for plane inspections, individuals must undergo a thorough process mandated by the Federal Aviation Administration (FAA), including verification of employment history, a criminal background check, fingerprinting, and successfully pass a 10-year background screening to obtain an airport inspection badge.

<b>Classification:</b>	<b>Agricultural Aide (Seasonal)</b>
<b>Working Title:</b>	<b>Agricultural Aide (Seasonal)</b>
<b>License Requirement:</b>	<b>Valid Driver's License</b>
<b>Position Number:</b>	<b>014-695-0365-982</b>
<b>Division/Branch/DAA:</b>	<b>PHPPS, Pest Detection/Emergency Projects</b>
<b>Location:</b>	<b>Commerce (Los Angeles County)</b>
<b>Date Prepared:</b>	<b>February 2026</b>
<b>Work Hours/Shift:</b>	<b>40 hours per week Monday- Thursday, 600-1630;</b>

**Hours and shift may vary depending on Program needs; Overtime on Fridays, weekends and holidays may be required, statewide.**



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**Position Number:** 014-695-0365-982

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

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

#### **Function #1: Trapping/Survey and Eradication Activities**

**40%**

- Perform full range of field and office support duties, deploy and service traps, perform visual surveys, airplane inspections, or apply control measures for target pests such as but not limited to various fruit flies, plant diseases, Asian citrus psyllid, Japanese beetle, European grapevine moth, 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.
- Work with field staff in solving technical problems such as equipment breakdowns and trap deployment, using effective communication skills.
- Assemble equipment and mix chemicals using the appropriate protocols; assure that the Department is in compliance of all pesticide rules and regulations.
- 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, clean and assemble seasonal traps, build traps for other emergency projects as needed 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.
- Ability to maintain maps and plot trap locations, keep records of work done, prepare reports and maintain appropriate field notes and other documentation, perform other related data entries and respond to public/client questions.
- Ability to read maps to navigate to multiple locations when performing field activities.
- Ability to draw maps to show exact geographic locations by using the Global Positioning System (GPS) 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: Collection and Submission of Target Pests**

**25%**

- Screen wet and dry traps for target pests (plant and insect).
- Examine content of traps, 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 action is taken, which may include phone contact and/or return of the suspect target pest to the field office for official identification.
- Carefully document 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).
- Always handle suspect sample carefully 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.

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**Function #3: Documentation of Work Completed**

**15%**

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

**Function #4: Public Relations**

**10%**

- Interact with public, Agricultural Commissioner's office, USDA, and staff from other agencies in a professional manner.
- 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 about survey, detection and eradication program, referring questions asked regarding gardening, tree diseases, etc. to the proper agency.
- Communicate effectively and in a professional manner with homeowners and the general public in order to perform assigned duties.

**Function #5: Vehicle and Tool Maintenance**

**5%**

- Transport vehicles to service facility when scheduled.
- Performs 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. The work can be in urban or rural environments. The incumbent may be exposed to extreme temperatures and weather, uneven terrain, and various noise levels. The incumbent may encounter frequent exposure to dust, pollen and moisture while handling various trap types including those utilizing a specific chemical insect lure; some of these

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lures might contain minimal amounts of pesticide. Some of the work may be conducted at airport facilities, inside and around aircrafts. When working at airports there is frequent walking between aircraft, standing, squatting, crawling, and ladder climbing approximately 20 feet are typical situations encountered. Other factors affecting inspections are the presence of moving service vehicles, cargo containers, other employees and associated equipment.

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 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 will be required to drive, exit, and re-enter the work vehicle numerous times during the workday and maintain a safe driving record. 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/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.

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

_____ <b>Employee Signature<sup>2</sup></b>	_____ <b>Date</b>	_____ <b>Supervisor Signature</b>	_____ <b>Date</b>
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_____ <b>Print Name</b>	_____ <b>Print Name</b>
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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.