

NAME: _____

Current Proposed

**California Department of Food and Agriculture
Pest Prevention Assistant II (Various Projects)
Pest Detection/Emergency Projects Branch
Duty Statement**

I. Program/Position Identification

The primary responsibilities of the Pest Detection/Emergency Projects Branch (PD/EP) are the early detection and prompt eradication of serious agricultural pests from California. PDEP conducts exotic pest surveys, operates pest detection and delimitation trapping programs, organizes and operates pest eradication projects, maintains the oversight and direction of the Mediterranean Fruit Fly (MedFly) Preventative Release Program (PRP), and operates the Hawaii Fruit Fly Rearing Facility (HFFRF). PD/EP's area of responsibility is statewide and is divided into five districts managed by an Environmental Program Manager I.

Under the general supervision of the Agricultural Program Supervisor I (APS I), the incumbent will plan and organize and direct the work of a small crew for various pest delimitation programs, maintain pest trapping routes, coordinate the application of pesticides, maintain pesticide inventory and vehicle fleet, oversee pesticide applications performed by outside vendors, lead 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 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 act as lead in preparing detection, delimitation, and eradication assignments and reports according to Action Plans or program recommendations.

Classification:	Pest Prevention Assistant II
Working Title:	Pest Prevention Assistant II
License or	
Other Requirements:	Valid California Drivers' License
Division/Branch:	Plant Health and Pest Prevention Services Pest Detection/Emergency Projects
Position Number:	014-641-0491-003
Location:	Fresno (Fresno County)
Date Prepared:	January 30, 2026
Work Hours/Shift:	0600 – 1630, Tuesday – 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 Detection and/or Treatment Activities 35%

- Direct and lead a small crew of seasonal employees in the application of pesticide/survey work for the emergency eradication of target pests such as, but not limited to various fruit flies, Japanese Beetle (JB), spongy moth (SM), European Grape Vine Moth (EGVM).
- 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.
- Assemble equipment and mix chemicals using the appropriate treatment and equipment method; assure that Department is in compliance of all pesticide rules and regulations.
- Lead 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 in order to perform assigned duties. Establish and maintain cooperative working relationships in all situations using tact and interpersonal skills at all times.
- Prepare 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.
- Travel to various locations throughout the State to assist with various emergency projects and attend meetings or trainings related to pest detection and treatment.

Function # 2 Quality Control Inspections 25%

- On a 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 assure that work is performed at an acceptable level.
- Inform management on changes/improvements needed to assure that the program is biologically sound.
- Document all findings and provide recommendations to supervisor.

Function #3 Trapping, Surveyor, Fruit/Tree Removal, and Applicator 20%

- Act as back-up trapper, surveyor, pesticide applicator, and lead 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 #4 Training 15%

- Train seasonal employees on proper host identification, drawing property diagrams, correct trap placement, baiting/application procedures, the biological aspects of the pest, etc.
- Train seasonal employees on ground bait application using the solo backpack sprayer, truck mounted ground treatment equipment, soil drench and the use of a pressurized spray nozzle and other equipment as needed.

B. Non-Essential Functions:

Function #1 Special Projects and Other Duties as Required 5%

- Lead special projects as needed, such as Japanese Beetle, Spongy Moth, Mealy Bug Survey, Various Commodities Survey, and Quarantine Enforcement.
- Coordinate with UC and/or other agencies with special research-based projects involving trapping, monitoring insect populations through visual surveys of target pests.
- Perform other job-related duties as required my management.

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 is required to drive and operate a motor vehicle safely and responsibly, 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.

The incumbent will be required to travel by State or rental vehicle or other public transportation systems to various locations throughout the state to perform field activities. Travel is essential and the incumbent will travel to various locations throughout the state to attend meetings or training related to pest detection, treatment and to assist other offices with detection and treatment efforts is required.

IV. Employee's Statement:

(Initial 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

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.