



**California Department of Food and Agriculture
Pest Detection Emergency Projects
Agricultural Technician III (Various Projects)
Duty Statement**

I. Program/Position Identification

The Pest Detection/Emergency Projects Branch (PD/EP) 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 the permanent establishment and subsequent spread in California.

Under the direction of the Agricultural Pest Control Supervisor and/or Agriculture Program Supervisor I, the Agricultural Technician III independently performs the most complex, varied, and responsible field, laboratory, and staff support of insect production and quality control duties associated with the rearing and release of sterile fruit flies.

Classification:	Agricultural Technician III (Various Projects)
Working Title:	Sterile Insect Technique Team Leader
License or Other Requirement:	Valid California Driver's License
Position Number:	014-688-0032-982
Division/Branch:	Plant Health and Pest Prevention Services Pest Detection/Emergency Projects
Location:	Los Alamitos (Orange County)
Date Prepared:	April 2026
Work Hours:	40 hours per week
Work Schedule:	Irregular and variable days and hours may vary depending on Program needs; overtime, weekends, and holidays will be required.

II. Essential and Non-Essential Job Functions

A. Essential Functions:

Function #1: Sterile Insect Rearing and Release Activities

50%

- Plan, organize, direct the work of a medium-size crew or multiple small crews of seasonal employees to receive, process, and release sterile fruit flies.
- Cut and restack trays of cooled diet material and roll carts of stacked trays to the pupae preparation trailers.
- Feed empty pupae maturation trays into a pupae loading machine. Dispense pupae onto trays. Cut fly diet material, place onto trays, and stack trays on rolling carts to build "towers", typically comprised of around 46-56 trays. Add circulation fans and particulate filters and push completed towers to climate-controlled incubation trailers.
- Remove towers containing adult flies from incubation trailers and push them to refrigeration trailers, pre-chilled to 38°F. Remove and replace circulation fans.
- Process towers containing chilled adults in refrigeration trailers set at 38°F. Remove the remaining fly diet and vacuum pupae casings from the trays. Flip incubation screens over a hopper and collection tray. Stack empty tower trays and push them to the tray washing area.
- Pour chilled immobile flies into wheeled aircraft release boxes, weigh boxes and then push boxes to the trailer. Load boxes onto the trailer and transport them to the airfield. Remove empty boxes from the release aircraft and use the lift to load full boxes onto the aircraft.
- Determine the required quantity of fly diet, measure ingredients, and add ingredients to commercial steam kettles to prepare diet material. Dispense and measure hot liquid diet into cooling trays and stack trays on the carts.
- Drive government vehicles to airport and/or air cargo facilities to receive shipments of sterilized fruit fly pupae and deliver them to Medfly Pest Response Program (PRP) sterile fruit fly rearing and release facility. Present shipping documents to shipping vendors and US Customs to clear imported pupae. Maintain shipping and chain of custody documents, invoices, and payment vouchers for shipments.
- Inspect pupae shipments (shipping boxes, documents, labels, certificates, bags, dosimeter tags, and fly pupae). Open boxes, remove bags of fly pupae from boxes, open bags, take and document temperature readings, and collect quality assessment samples.
- Empty bags of pupae into buckets and pour buckets into the pupae loading machine.
- Hand-deliver samples of fly pupae and adults to the Quality Assessment (QA) laboratory for testing, following processing.
- Perform various quality control tests on fly pupae and adults to ensure adherence to accepted performance parameters. Set up emergence, flight ability, longevity, and sex ratio tests for each pupae shipment and production facility of origin; monitor tests and record results; input test data into spreadsheets and the database.
- Ensure proper temperature, humidity, sanitary, and light conditions are maintained inside the quality control laboratory and incubation rooms.
- Inform program management of problems and keep managers abreast of overall quality.
- Drive to various trapping field offices to collect insect traps and samples and transport them to the Medfly PRP facility for screening. Distribute supplies to field offices.
- Operate ground release vehicle fitted with fly release equipment to conduct ground releases of chilled adult flies in the field. Follow established release routes, make weather observations, monitor release equipment, and log release data.

Function #2: Facility Maintenance and General Operations

35%

- Clean, sanitize, and maintain the orderly condition of facility grounds, offices, warehouse space, storage rooms, refrigeration trailers, pupae preparation areas, incubation spaces, and fly quality assessment rooms.
- Breakdown and clean insect incubation, processing, release, and testing equipment and prepare for reuse.
- Feed dirty trays into the tray washer. Remove clean trays from washers and load them onto drying racks. Stack clean trays onto carts and push towers to trailers for reuse.
- Conduct weekly supply inventories, dispense supplies, and submit supply requests to lead or supervisor as requested.
- Conduct inspections and perform routine maintenance of program vehicles, tools, and equipment, ensuring that these items are operational and safe to use.
- Operate and maintain a variety of power and hand tools and equipment, including saws, drills, shovels, brooms, hammers, screwdrivers, wrenches, vacuums, compressors, generators, sprayers, lawnmowers, trimmers, leaf blowers, etc.
- Perform preventive, scheduled, and emergency building maintenance and repairs.

Function #3: Training

5%

- Train seasonal, limited term, and permanent employees on all aspects of receiving, processing, and releasing sterile fruit flies.

Function #4: Office Work and Documentation

5%

- Enter production and release data into various spreadsheets and create work assignments and schedules.
- Document incidents, issues, and observations on the appropriate forms and report them to the lead or supervisor.
- Document hours and program codes worked on the Attendance Reports (ARs), and MACx, and provide them to the lead or supervisor at the end of each day.
- Submit daily work summaries to the lead or supervisor at the end of each day or when requested for reporting purposes.
- Document information on the appropriate forms and relay information between the lead or supervisor and other employees or the release contractor.
- Ensure all formal original documents are complete and have signatures.
- Ensure all timesheets, ARs, Hazardous/Toxic Substance Exposure Records (SO-35), and other official documents are completed accurately, signed, dated, and submitted to the supervisor or lead in a timely manner.

B. Non-Essential Functions:

Function #1: Miscellaneous Duties

5%

- Perform other job-related duties as requested by a supervisor.
- Complete and participate in special assignments.

Classification: Agricultural Technician III

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III. Work Environment

The duties of this position are primarily conducted outdoors or in indoor areas open to the outdoors, where the incumbent may be exposed to extreme temperatures and weather, uneven terrain, and various noise and light levels. The incumbent may experience regular exposure to dust, Day-Glo Dye, pollen, moisture, and flying insects. The work can be in urban or rural environments.

The Medfly PRP offices are housed in modular trailers and furnished with a variety of office equipment, which consists of desks, tables, chairs, filing cabinets, storage cabinets, filing bins, computers, computer peripherals, phones, answering machines, and multifunction photocopiers. The incumbent's work area includes office trailers, insect preparation, incubation, and testing rooms, refrigeration trailers, outdoor wash areas, residential and commercial properties, fruit growing areas, warehouses, and motor vehicles. The work site at Los Alamitos is multi-level and made up of a black top, raised decking with numerous ramps, and gravel parking lots. The incumbent in this position is part of a team that works closely together. The work is physically demanding and includes lifting and carrying up to 60 lbs., standing, walking, bending, twisting, kneeling, reaching, climbing, pushing, pulling, sitting, driving for extended periods and distances, and other activities as needed. The incumbent may be required to wear personal protective equipment including gloves, hearing protection, safety glasses, boots, face covering, and/or a helmet.

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 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 work well under extreme time constraints, exercise good judgment, determine priorities, make appropriate well-thought-out decisions, allocate resources to achieve maximum results, maintain focus under conditions of duress, and provide an 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, understand and follow written and verbal instructions; analyze situations accurately and adopt an effective course of action; work well both independently and with others; adapt to changing work demands; meet required deadlines; observe and report conditions; prepare clear and accurate reports; complete and maintain appropriate field notes, forms, and other documentation; keep written and digital records; orient oneself and navigate using digital and printed maps; operate standard office equipment (computers, copiers, phones, etc.) and mobile devices (smartphones, tablet computers, GPS units, etc.); and perform simple arithmetic calculations.

Work schedules vary and the incumbent will likely be assigned days off other than Saturday and Sunday. The incumbent will be required to work weekends, holidays, and overtime when necessary, and may be required to travel statewide for extended periods with little notice.

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 that may be required. This may be accomplished by riding in a state vehicle or other public transportation system.

**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

**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 with a revised duty statement to sign.



**California Department of Food and Agriculture
Pest Detection Emergency Projects
Agricultural Technician II (Various Projects)
Duty Statement**

I. Program/Position Identification

The Pest Detection/Emergency Projects Branch (PD/EP) 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 the permanent establishment and subsequent spread in California.

Under general supervision of the Agricultural Pest Control Supervisor and/or Agriculture Program Supervisor I, the Agricultural Technician II independently performs the more difficult, varied, and responsible field, laboratory, and staff support of insect production and quality control duties associated with the rearing and release of sterile fruit flies.

Classification:	Agricultural Technician II (Various Projects)
Working Title:	Sterile Insect Technique Team Member
License or Other Requirement:	Valid California Driver's License
Position Number:	014-688-0033-982
Division/Branch:	Plant Health and Pest Prevention Services Pest Detection/Emergency Projects
Location:	Los Alamitos (Orange County)
Date Prepared:	April 2026
Work Hours:	40 hours per week
Work Schedule:	Irregular and variable days and hours may vary depending on program needs; overtime, weekends, and holidays will be required.

II. Essential and Non-Essential Job Functions

A. Essential Functions:

Function #1: Sterile Insect Rearing and Release Activities

50%

- Plan, organize, direct the work of a small crew of seasonal employees to receive, process, and release sterile fruit flies.
- Cut and restack trays of cooled diet material and roll carts of stacked trays to the pupae preparation trailers.
- Feed empty pupae maturation trays into a pupae loading machine. Dispense pupae onto trays. Cut fly diet material, place onto trays, and stack trays on rolling carts to build "towers", typically comprised of around 46-56 trays. Add circulation fans and particulate filters and push completed towers to climate-controlled incubation trailers.
- Remove towers containing adult flies from incubation trailers and push them to refrigeration trailers, pre-chilled to 38°F. Remove and replace circulation fans.
- Process towers containing chilled adults in refrigeration trailers set at 38°F. Remove the remaining fly diet and vacuum pupae casings from the trays. Flip incubation screens over a hopper and collection tray. Stack empty tower trays and push them to the tray washing area.
- Pour chilled immobile flies into wheeled aircraft release boxes, weigh boxes and then push boxes to the trailer. Load boxes onto the trailer and transport them to the airfield. Remove empty boxes from the release aircraft and use the lift to load full boxes onto the aircraft.
- Determine the required quantity of fly diet, measure ingredients, and add ingredients to commercial steam kettles to prepare diet material. Dispense and measure hot liquid diet into cooling trays and stack trays on the carts.
- Drive government vehicles to airport and/or air cargo facilities to receive shipments of sterilized fruit fly pupae and deliver them to Medfly Pest Response Program (PRP) sterile fruit fly rearing and release facility. Present shipping documents to shipping vendors and US Customs to clear imported pupae. Maintain shipping and chain of custody documents, invoices, and payment vouchers for shipments.
- Inspect pupae shipments (shipping boxes, documents, labels, certificates, bags, dosimeter tags, and fly pupae). Open boxes, remove bags of fly pupae from boxes, open bags, take and document temperature readings, and collect quality assessment samples.
- Empty bags of pupae into buckets and pour buckets into the pupae loading machine.
- Hand-deliver samples of fly pupae and adults to the Quality Assessment (QA) laboratory for testing, following processing.
- Perform various quality control tests on fly pupae and adults to ensure adherence to accepted performance parameters. Set up emergence, flight ability, longevity, and sex ratio tests for each pupae shipment and production facility of origin; monitor tests and record results; input test data into spreadsheets and the database.
- Ensure proper temperature, humidity, sanitary, and light conditions are maintained inside the quality control laboratory and incubation rooms.
- Inform program management of problems and keep managers abreast of overall quality.
- Drive to various trapping field offices to collect insect traps and samples and transport them to the Medfly PRP facility for screening. Distribute supplies to field offices.
- Operate ground release vehicle fitted with fly release equipment to conduct ground releases of chilled adult flies in the field. Follow established release routes, make weather observations, monitor release equipment, and log release data.

Function #2: Facility Maintenance and General Operations

35%

- Clean, sanitize, and maintain the orderly condition of facility grounds, offices, warehouse space, storage rooms, refrigeration trailers, pupae preparation areas, incubation spaces, and fly quality assessment rooms.
- Breakdown and clean insect incubation, processing, release, and testing equipment and prepare for reuse.
- Feed dirty trays into the tray washer. Remove clean trays from washers and load them onto drying racks. Stack clean trays onto carts and push towers to trailers for reuse.
- Conduct weekly supply inventories, dispense supplies, and submit supply requests to lead or supervisor as requested.
- Conduct inspections and perform routine maintenance of program vehicles, tools, and equipment, ensuring that these items are operational and safe to use.
- Operate and maintain a variety of power and hand tools and equipment, including saws, drills, shovels, brooms, hammers, screwdrivers, wrenches, vacuums, compressors, generators, sprayers, lawnmowers, trimmers, leaf blowers, etc.
- Perform preventive, scheduled, and emergency building maintenance and repairs.

Function #3: Training

5%

- Train seasonal, limited term, and permanent employees on all aspects of receiving, processing, and releasing sterile fruit flies.

Function #4: Office Work and Documentation

5%

- Enter production and release data into various spreadsheets and create work assignments and schedules.
- Document incidents, issues, and observations on the appropriate forms and report them to the lead or supervisor.
- Document hours and program codes worked on the Attendance Reports (ARs), and MACx, and provide them to the lead or supervisor at the end of each day.
- Submit daily work summaries to the lead or supervisor at the end of each day or when requested for reporting purposes.
- Document information on the appropriate forms and relay information between the lead or supervisor and other employees or the release contractor.
- Ensure all formal original documents are complete and have signatures.
- Ensure all timesheets, ARs, Hazardous/Toxic Substance Exposure Records (SO-35), and other official documents are completed accurately, signed, dated, and submitted to the supervisor or lead in a timely manner.

B. Non-Essential Functions:

Function #1: Miscellaneous Duties

5%

- Perform other job-related duties as requested by a supervisor.
- Complete and participate in special assignments.

III. Work Environment

The duties of this position are primarily conducted outdoors or in indoor areas open to the outdoors, where the incumbent may be exposed to extreme temperatures and weather, uneven terrain, and various noise and light levels. The incumbent may experience regular exposure to dust, Day-Glo Dye, pollen, moisture, and flying insects. The work can be in urban or rural environments.

The Medfly PRP offices are housed in modular trailers and furnished with a variety of office equipment, which consists of desks, tables, chairs, filing cabinets, storage cabinets, filing bins, computers, computer peripherals, phones, answering machines, and multifunction photocopiers. The incumbent's work area includes office trailers, insect preparation, incubation, and testing rooms, refrigeration trailers, outdoor wash areas, residential and commercial properties, fruit growing areas, warehouses, and motor vehicles. The work site at Los Alamitos is multi-level and made up of a black top, raised decking with numerous ramps, and gravel parking lots. The incumbent in this position is part of a team that works closely together. The work is physically demanding and includes lifting and carrying up to 60 lbs., standing, walking, bending, twisting, kneeling, reaching, climbing, pushing, pulling, sitting, driving for extended periods and distances, and other activities as needed. The incumbent may be required to wear personal protective equipment including gloves, hearing protection, safety glasses, boots, face covering, and/or a helmet.

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 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 work well under extreme time constraints, exercise good judgment, determine priorities, make appropriate well-thought-out decisions, allocate resources to achieve maximum results, maintain focus under conditions of duress, and provide an 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, understand and follow written and verbal instructions; analyze situations accurately and adopt an effective course of action; work well both independently and with others; adapt to changing work demands; meet required deadlines; observe and report conditions; prepare clear and accurate reports; complete and maintain appropriate field notes, forms, and other documentation; keep written and digital records; orient oneself and navigate using digital and printed maps; operate standard office equipment (computers, copiers, phones, etc.) and mobile devices (smartphones, tablet computers, GPS units, etc.); and perform simple arithmetic calculations.

Work schedules vary and the incumbent will likely be assigned days off other than Saturday and Sunday. The incumbent will be required to work weekends, holidays, and overtime when necessary, and may be required to travel statewide for extended periods with little notice.

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 that may

be required. This may be accomplished by riding in a state vehicle or other public transportation system.

**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

**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.

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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 with a revised duty statement to sign.



**California Department of Food and Agriculture
Pest Detection Emergency Projects
Agricultural Technician I (Various Projects)
Duty Statement**

I. Program/Position Identification

The Pest Detection/Emergency Projects Branch (PD/EP) 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 the permanent establishment and subsequent spread in California.

Under supervision of the Agricultural Pest Control Supervisor and/or Agriculture Program Supervisor I, the Agricultural Technician I performs of average difficulty routine insect production and quality control duties associated with the rearing and release of sterile fruit flies.

Classification: Agricultural Technician I (Various Projects)
Working Title: Sterile Insect Technique Team Member

License or Other Requirement: Valid California Driver's License

Position Number: 014-688-0034-982

Division/Branch: Plant Health and Pest Prevention Services
Pest Detection/Emergency Projects

Location: Los Alamitos (Orange County)

Date Prepared: April 2025

Work Hours: 40 hours per week

Work Schedule: Irregular and variable days and hours may vary depending on program needs; overtime, weekends, and holidays will be required.

II. Essential and Non-Essential Job Functions

A. Essential Functions:

Function #1: Sterile Insect Rearing and Release Activities

50%

- Cut and restack trays of cooled diet material and roll carts of stacked trays to the pupae preparation trailers.
- Feed empty pupae maturation trays into a pupae loading machine. Dispense pupae onto trays. Cut fly diet material, place onto trays, and stack trays on rolling carts to build “towers”, typically comprised of around 46-56 trays. Add circulation fans and particulate filters and push completed towers to climate-controlled incubation trailers.
- Remove towers containing adult flies from incubation trailers and push them to refrigeration trailers, pre-chilled to 38°F. Remove and replace circulation fans.
- Process towers containing chilled adults in refrigeration trailers set at 38°F. Remove the remaining fly diet and vacuum pupae casings from the trays. Flip incubation screens over a hopper and collection tray. Stack empty tower trays and push them to the tray washing area.
- Pour chilled immobile flies into wheeled aircraft release boxes, weigh boxes, then push boxes to the transport trailer. Load boxes onto a trailer and transport them to the airfield. Remove empty boxes from the release aircraft and use a lift to load full boxes onto the aircraft.
- Determine the required quantity of fly diet, measure ingredients, and add ingredients to commercial steam kettles to prepare diet material. Dispense and measure hot liquid diet into cooling trays and stack trays on the carts.
- Drive government vehicles to airport and/or air cargo facilities to receive shipments of sterilized fruit fly pupae and deliver them to Medfly Pest Response Program (PRP) sterile fruit fly rearing and release facility. Present shipping documents to shipping vendors and US Customs to clear imported pupae. Maintain shipping and chain of custody documents, invoices, and payment vouchers for shipments.
- Inspect pupae shipments (shipping boxes, documents, labels, certificates, bags, dosimeter tags, and fly pupae). Open boxes, remove bags of fly pupae from boxes, open bags, take and document temperature readings, and collect quality assessment samples.
- Empty bags of pupae into buckets and pour buckets into the pupae loading machine.
- Hand-deliver samples of fly pupae and adults to the Quality Assessment (QA) laboratory for testing, following processing.
- Perform various quality control tests on fly pupae and adults to ensure adherence to accepted performance parameters. Set up emergence, flight ability, longevity, and sex ratio tests for each pupae shipment and production facility of origin; monitor tests and record results; input test data into spreadsheets and the database.
- Ensure proper temperature, humidity, sanitary, and light conditions are maintained inside the quality control laboratory and incubation rooms.
- Inform program management of problems and keep managers abreast of overall quality.
- Drive to various trapping field offices to collect insect traps and samples and transport them to the Medfly PRP facility for screening. Distribute supplies to field offices.
- Operate ground release vehicle fitted with fly release equipment to conduct ground releases of chilled adult flies in the field. Follow established release routes, make weather observations, monitor release equipment, and log release data.

Function #2: Facility Maintenance and General Operations

40%

- Clean, sanitize, and maintain the orderly condition of facility grounds, offices, warehouse space, storage rooms, refrigeration trailers, pupae preparation areas, incubation spaces, and fly quality assessment rooms.
- Breakdown and clean insect incubation, processing, release, and testing equipment and prepare for reuse.
- Feed dirty trays into the tray washers. Remove clean trays from washers and load them onto drying racks. Stack clean trays onto carts and push the towers to the trailers for reuse.
- Conduct regular supply inventories, dispense supplies, and submit supply requests to the lead or supervisor, as needed.
- Conduct inspections and perform routine maintenance of program vehicles, tools, and equipment, ensuring that these items are operational and safe to use.
- Operate and maintain a variety of power and hand tools and equipment, including saws, drills, shovels, brooms, hammers, screwdrivers, wrenches, vacuums, compressors, generators, sprayers, lawnmowers, trimmers, leaf blowers, etc.
- Perform preventive, scheduled, and emergency building maintenance and repairs.

Function #3: Office Work and Documentation

5%

- Document hours and program codes worked on the Attendance Reports (ARs), and MACx, and provide them to the lead or supervisor at the end of each day.
- Submit daily work summaries to the lead or supervisor or lead at the end of each day or when requested for reporting purposes.
- Relay information between the lead or supervisor and other employees or release contractor.
- Ensure all formal original documents are complete and have signatures.
- Ensure all timesheets, (ARs), Hazardous/Toxic Substance Exposure Records (SO-35), and other official documents are completed accurately, signed, dated, and submitted to the supervisor or lead in a timely manner.

B. Non-Essential Functions:

Function #1: Special Projects and Other Duties as Required

5%

- Perform other job-related duties as requested by a supervisor.
- Complete and participate in special assignments.

III. Work Environment

The duties of this position are primarily conducted outdoors or in indoor areas open to the outdoors, where the incumbent may be exposed to extreme temperatures and weather, uneven terrain, and various noise and light levels. The incumbent may experience regular exposure to dust, Day-Glo Dye, pollen, moisture, and flying insects. The work can be in urban or rural environments.

The Medfly PRP offices are housed in modular trailers and furnished with a variety of office equipment, which consists of desks, tables, chairs, filing cabinets, storage cabinets, filing bins, computers, computer peripherals, phones, answering machines, and multifunction photocopiers. The incumbent's work area includes office trailers, insect preparation, incubation, and testing rooms, refrigeration

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Position Number: 014-688-0034-982

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trailers, outdoor wash areas, residential and commercial properties, fruit growing areas, warehouses, and motor vehicles. The work site at Los Alamitos is multi-level and made up of a black top, raised decking with numerous ramps, and gravel parking lots. The incumbent in this position is part of a team that works closely together. The work is physically demanding and includes lifting and carrying up to 60 lbs., standing, walking, bending, twisting, kneeling, reaching, climbing, pushing, pulling, sitting, driving for extended periods and distances, and other activities as needed. The incumbent may be required to wear personal protective equipment including gloves, hearing protection, safety glasses, boots, face covering, and/or a helmet.

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 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 work well under extreme time constraints, exercise good judgment, determine priorities, make appropriate well-thought-out decisions, allocate resources to achieve maximum results, maintain focus under conditions of duress, and provide an 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, understand and follow written and verbal instructions; analyze situations accurately and adopt an effective course of action; work well both independently and with others; adapt to changing work demands; meet required deadlines; observe and report conditions; prepare clear and accurate reports; complete and maintain appropriate field notes, forms, and other documentation; keep written and digital records; orient oneself and navigate using digital and printed maps; operate standard office equipment (computers, copiers, phones, etc.) and mobile devices (smartphones, tablet computers, GPS units, etc.); and perform simple arithmetic calculations.

Work schedules vary and the incumbent will likely be assigned days off other than Saturday and Sunday. The incumbent will be required to work weekends, holidays, and overtime when necessary, and may be required to travel statewide for extended periods with little notice.

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 that may be required. This may be accomplished by riding in a state vehicle or other public transportation system.

**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

**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 with a revised duty statement to sign.

**California Department of Food and Agriculture
Pest Detection Emergency Projects
Agricultural Aide (Various Projects)
Duty Statement**

I. Program/Position Identification

The Pest Detection/Emergency Projects Branch (PD/EP) 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 the permanent establishment and subsequent spread in California.

Under the close supervision of the Agricultural Pest Control Supervisor and/or Agriculture Program Supervisor I, the Agricultural Aide performs routine insect production and quality control duties associated with the rearing and release of sterile fruit flies.

Classification:	Agricultural Aide (Various Projects)
Working Title:	Sterile Insect Technique Team Member
License or Other Requirement:	Valid California Driver's License
Position Number:	014-688-0365-982
Division/Branch:	Plant Health and Pest Prevention Services Pest Detection/Emergency Projects
Location:	Los Alamitos (Orange County)
Date Prepared:	April 2026
Work Hours:	40 hours per week
Work Schedule:	Irregular and variable days and hours may vary depending on program needs; overtime, weekends, and holidays will be required.

II. Essential and Non-Essential Job Functions

A. Essential Functions:

Function #1 Sterile Insect Rearing and Release Activities 50%

- Cut and restack trays of cooled diet material and roll carts of stacked trays to the pupae preparation trailers.
- Feed empty pupae maturation trays into a pupae loading machine. Dispense pupae onto trays. Cut fly diet material, place onto trays, and stack trays on rolling carts to build “towers”, typically comprised of around 46-56 trays. Add circulation fans and particulate filters and push completed towers to climate-controlled incubation trailers.
- Remove towers containing adult flies from incubation trailers and push them to refrigeration trailers, pre-chilled to 38°F. Remove and replace circulation fans.
- Process towers containing chilled adults in refrigeration trailers set at 38°F. Remove the remaining fly diet and vacuum pupae casings from the trays. Flip incubation screens over a hopper and collection tray. Stack empty tower trays and push them to the tray washing area.
- Pour chilled immobile flies into wheeled aircraft release boxes, weigh boxes, then push boxes to the transport trailer. Load boxes onto a trailer and transport them to the airfield. Remove empty boxes from the release aircraft and use a lift to load full boxes onto the aircraft.
- Determine the required quantity of fly diet, measure ingredients, and add ingredients to commercial steam kettles to prepare diet material. Dispense and measure hot liquid diet into cooling trays and stack trays on the carts.
- Drive government vehicles to airport and/or air cargo facilities to receive shipments of sterilized fruit fly pupae and deliver them to Medfly Pest Response Program (PRP) sterile fruit fly rearing and release facility. Present shipping documents to shipping vendors and US Customs to clear imported pupae. Maintain shipping and chain of custody documents, invoices, and payment vouchers for shipments.
- Inspect pupae shipments (shipping boxes, documents, labels, certificates, bags, dosimeter tags, and fly pupae). Open boxes, remove bags of fly pupae from boxes, open bags, take and document temperature readings, and collect quality assessment samples.
- Empty bags of pupae into buckets and pour buckets into the pupae loading machine.
- Hand-deliver samples of fly pupae and adults to the Quality Assessment (QA) laboratory for testing, following processing.
- Perform various quality control tests on fly pupae and adults to ensure adherence to accepted performance parameters. Set up emergence, flight ability, longevity, and sex ratio tests for each pupae shipment and production facility of origin; monitor tests and record results; input test data into spreadsheets and the database.
- Ensure proper temperature, humidity, sanitary, and light conditions are maintained inside the quality control laboratory and incubation rooms.
- Inform program management of problems and keep managers abreast of overall quality.
- Drive to various trapping field offices to collect insect traps and samples and transport them to the Medfly PRP facility for screening. Distribute supplies to field offices.
- Operate ground release vehicle fitted with fly release equipment to conduct ground releases of chilled adult flies in the field. Follow established release routes, make weather observations, monitor release equipment, and log release data.

Function #2: Facility Maintenance and General Operations

40%

- Clean, sanitize, and maintain the orderly condition of facility grounds, offices, warehouse space, storage rooms, refrigeration trailers, pupae preparation areas, incubation spaces, and fly quality assessment rooms.
- Breakdown and clean insect incubation, processing, release, and testing equipment and prepare for reuse.
- Feed dirty trays into the tray washers. Remove clean trays from washers and load them onto drying racks. Stack clean trays onto carts and push the towers to the trailers for reuse.
- Conduct regular supply inventories, dispense supplies, and submit supply requests to the lead or supervisor, as needed.
- Conduct inspections and perform routine maintenance of program vehicles, tools, and equipment, ensuring that these items are operational and safe to use.
- Operate and maintain a variety of power and hand tools and equipment, including saws, drills, shovels, brooms, hammers, screwdrivers, wrenches, vacuums, compressors, generators, sprayers, lawnmower, trimmers, leaf blowers, etc.
- Perform preventive, scheduled, and emergency building maintenance and repairs.

Function #3: Office Work and Documentation

5%

- Document hours and program codes worked on the Attendance Reports (ARs), and MACx, and provide them to the lead or supervisor at the end of each day.
- Submit daily work summaries to the lead or supervisor or lead at the end of each day or when requested for reporting purposes.
- Relay information between the lead or supervisor and other employees or release contractor.
- Ensure all formal original documents are complete and have signatures.
- Ensure all timesheets, (ARs), Hazardous/Toxic Substance Exposure Records (SO-35), and other official documents are completed accurately, signed, dated, and submitted to the supervisor or lead in a timely manner.

B. Non-Essential Functions:

Function #1: Special Projects and Other Duties as Required

5%

- Perform other job-related duties as requested by a supervisor.
- Complete and participate in special assignments.

III. Work Environment

The duties of this position are primarily conducted outdoors or in indoor areas open to the outdoors, where the incumbent may be exposed to extreme temperatures and weather, uneven terrain, and various noise and light levels. The incumbent may experience regular exposure to dust, Day-Glo Dye, pollen, moisture, and flying insects. The work can be in urban or rural environments.

The Medfly PRP offices are housed in modular trailers and furnished with a variety of office equipment, which consists of desks, tables, chairs, filing cabinets, storage cabinets, filing bins, computers, computer peripherals, phones, answering machines, and multifunction photocopiers. The incumbent's work area includes office trailers, insect preparation, incubation, and testing rooms, refrigeration

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trailers, outdoor wash areas, residential and commercial properties, fruit growing areas, warehouses, and motor vehicles. The work site at Los Alamitos is multi-level and made up of a black top, raised decking with numerous ramps, and gravel parking lots. The incumbent in this position is part of a team that works closely together. The work is physically demanding and includes lifting and carrying up to 60 lbs., standing, walking, bending, twisting, kneeling, reaching, climbing, pushing, pulling, sitting, driving for extended periods and distances, and other activities as needed. The incumbent may be required to wear personal protective equipment including gloves, hearing protection, safety glasses, boots, face covering, and/or a helmet.

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 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 work well under extreme time constraints, exercise good judgment, determine priorities, make appropriate well-thought-out decisions, allocate resources to achieve maximum results, maintain focus under conditions of duress, and provide an 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, understand and follow written and verbal instructions; analyze situations accurately and adopt an effective course of action; work well both independently and with others; adapt to changing work demands; meet required deadlines; observe and report conditions; prepare clear and accurate reports; complete and maintain appropriate field notes, forms, and other documentation; keep written and digital records; orient oneself and navigate using digital and printed maps; operate standard office equipment (computers, copiers, phones, etc.) and mobile devices (smartphones, tablet computers, GPS units, etc.); and perform simple arithmetic calculations.

Work schedules vary and the incumbent will likely be assigned days off other than Saturday and Sunday. The incumbent will be required to work weekends, holidays, and overtime when necessary, and may be required to travel statewide for extended periods with little notice.

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 that may be required. This may be accomplished by riding in a state vehicle or other public transportation system.

**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

**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 with a revised duty statement to sign.