

**California Department of Food and Agriculture  
Pest Detection/Emergency Projects Branch  
Agricultural Technician II (Seasonal)  
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. 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.

This position is located in the Identification Section Laboratory located at the Mediterranean Fruit Fly Preventive Release Program in Los Alamitos. Each day this facility releases millions of sterile medflies across the Los Angeles Basin. Sterile medflies are marked with a fluorescent dye that glows under ultraviolet blacklight. Many of these sterile flies are caught in detection traps. It is the primary responsibility of the Identification Section Laboratory to screen all the medflies trapped in Southern California for the presence of fluorescent dye. This is an essential function that ensures all medflies are sterile and confirms the absence of wild medfly populations in California

Under general supervision of the Agricultural Pest Control Supervisor, the Agricultural Technician II (Seasonal) independently performs the more difficult, varied, and responsible duties in a laboratory setting. This includes preliminary, insect pest diagnostic work that requires knowledge of the PD/EP Branch operations, organization, policies, and issues. The incumbent examines fruit flies trapped in Southern California for the presence of fluorescent dye and separates these flies from other non-target insects in samples preserved in alcohol. Incumbent identifies other target insects that might be present. Incumbent also transports traps and supplies to and from various trapping field stations.

<b>Classification:</b>	<b>Agricultural Technician II (Seasonal)</b>
<b>Working Title:</b>	<b>Identification Lab Screener</b>
<b>License or</b>	
<b>Other Requirements:</b>	<b>Valid California Driver's License</b>
<b>Division/Branch:</b>	<b>Plant Health and Pest Prevention Services/ Pest Detection/Emergency Projects</b>
<b>Position Number:</b>	<b>014-662-0033-982</b>
<b>Location:</b>	<b>Los Alamitos (Orange County)</b>
<b>Date Prepared:</b>	<b>April 2026</b>
<b>Work Hours/Shift:</b>	<b>Various; Hours and shift may vary depending on Program needs; Overtime, weekends, and holidays may be required.</b>

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

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

#### **Function #1 Preliminary Insect Pest Diagnostics 40%**

- Screen wet and dry traps for target insect pests such as, but not limited to, Mediterranean, Mexican, Oriental, and Melon fruit flies.
- Follow established protocols to examine insects submitted from trapping programs for the presence of fluorescent dye through the use of microscope, ultraviolet black-light, light magnifier, and forceps.
- Separate fruit flies and other target insects from non-target insects found in samples submitted from traps. This can include insect samples stored in isopropyl alcohol from McPhail traps and may include other debris.
- Prepare and submit suspect fruit flies and other target pests to lead for secondary inspection and further diagnostics.
- Maintain a clear chain of custody with all samples and ensure samples are handled with extreme care.
- Clean and maintain laboratory equipment and supplies needed for the insect identification process.
- Follow an established work routine and process to sanitize and organize reusable trapping supplies and materials for redistribution to field offices.
- Assist with training new seasonal employees in how to screen insect traps, identify target insect pests, complete daily forms, and utilize equipment for data collection and trap screening.

#### **Function #2 Scientific Data Support 30%**

- Assist in the accurate organization of technical data concerning trap and fly counts and trap locations.
- Submit daily reports to the supervisor or lead at the end of each day when requested for reporting purposes.
- Enter technical data into computers or other electronic devices such as tablets.
- Document hours worked. Ensure timesheet, sign-in sheets, monthly MACx and other official documents are submitted to supervisor or lead in a timely manner.
- Ensure all formal original documents are complete and have signatures.
- Assist with maintaining equipment and supplies needed for identification process. Organize recyclable trapping materials, perform routine lab maintenance and cleaning.

#### **Function #3 Lab and Equipment Maintenance 10%**

- Maintain equipment and supplies needed for identification process.
- Organize recyclable trapping materials to be redistributed to trapping field offices.
- Ensure used vials are properly cleaned, and no insect remains are left inside.

- Perform routine lab maintenance and cleaning to avoid contamination, maintain sample organization, and help prevent tripping hazards when working in low light

**Function #4 Emergency Response Team Support**

**10%**

- Assist the Emergency Response Team (ERT) with larval survey when an emergency response is triggered. This involves sampling host fruit or other material for the presence of larvae and interacting with the public in a professional manner.
- Assist the ERT with host fruit removal and other eradication activities. Haul loads of fruit or other host material weighing up to 40 pounds from fruit removal properties to vehicles.

**Function #5 Vehicle Operation and Courier Support**

**5%**

- Safely operate and maintain State vehicles to travel to multiple field offices to pick up samples and transport them to the Identification Section.
- Provide support with courier duties between the field offices, branches, and outside entities such as Southwest Airlines, FedEx, and the United States Postal Service (USPS).
- Assist with transporting work vehicles to and from auto body shop for repair and/or maintenance.

**B. Non-Essential Functions:**

**Function #1 – Miscellaneous Duties**

**5%**

- Attend In-Service Training monthly or annually as required.
- Perform other job-related duties as requested by supervisor.

**III. Work Environment**

The duties of this position are primarily indoors. The Identification Section laboratory is housed in modular trailers and furnished with desks, chairs, and office equipment. The Agricultural Technician I's work area includes a folding table, a chair, a dissecting microscope, an ultraviolet lamp, a white lamp, and various dissecting tools such as forceps and probes. The laboratory is kept dark for much of the day so that fluorescent dye is visible.

The incumbent will be required to drive, exit and re-enter the work vehicle numerous times during the workday, must possess a valid CA drivers' license and maintain a good-standing driving record to operate a state motor vehicle safely and responsibly, be able to apply pesticides, work well under extreme time constraints, exercise good judgement, 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).

#### IV. Employee's Statement

(Initial applicable 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.

\_\_\_\_\_  
Employee Signature<sup>1</sup>                      Date

\_\_\_\_\_  
Supervisor Signature                      Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

**CC: Employee  
Official Personnel File  
Supervisor's Drop File**

<sup>1</sup> 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.

<sup>2</sup> 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 (PD/EP) 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.

This position is located in the Identification Section Laboratory located at the Mediterranean Fruit Fly Preventive Release Program in Los Alamitos. Each day this facility releases millions of sterile medflies across the Los Angeles Basin. Sterile medflies are marked with a fluorescent dye that glows under ultraviolet blacklight. Many of these sterile flies are caught in detection traps. It is the primary responsibility of the Identification Section Laboratory to screen all the medflies trapped in Southern California for the presence of fluorescent dye. This is an essential function that ensures all medflies are sterile and confirms the absence of wild medfly populations in California.

The Agricultural Aide (Seasonal) is the entry/training level position in the Identification Section. Under close supervision of the Agricultural Pest Control Supervisor, the Agricultural Aide (Seasonal) learns to examine Mediterranean fruit flies and Mexican fruit flies captured during Sterile Insect Technique (SIT) programs for the presence of fluorescent dye, separate these flies from other non-target insects in samples, and transport traps and supplies to and from various trapping field stations.

<b>Classification:</b>	<b>Agricultural Aide (Seasonal)</b>
<b>Working Title:</b>	<b>Identification Lab Screener</b>
<b>License or</b>	
<b>Other Requirements:</b>	<b>Valid California Driver's License</b>
<b>Division/Branch:</b>	<b>Plant Health and Pest Prevention Services/ Pest Detection/Emergency Projects</b>
<b>Position Number:</b>	<b>014-662-0365-982</b>
<b>Location:</b>	<b>Los Alamitos (Orange County)</b>
<b>Date Prepared:</b>	<b>April 2026</b>
<b>Work Hours/Shift:</b>	<b>Various; Hours and shift may vary depending on Program needs; Overtime, weekends, and holidays may be required.</b>

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

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

#### **Function #1 Preliminary Insect Pest Diagnostics 40%**

- Screen wet and dry traps for target insect pests such as, but not limited to, Mediterranean, Mexican, Oriental, and Melon fruit flies.
- Follow established protocols to examine insects submitted from trapping programs for the presence of fluorescent dye through the use of microscope, ultraviolet black-light, light magnifier, and forceps.
- Separate fruit flies and other target insects from non-target insects found in samples submitted from traps. This can include insect samples stored in isopropyl Falcohol from McPhail traps and may include other debris.
- Prepare and submit suspect fruit flies and other target pests to lead for secondary inspection and further diagnostics.
- Maintain a clear chain of custody with all samples and ensure samples are handled with extreme care.
- Follow an established work routine and process to sanitize and organize reusable trapping supplies and materials for redistribution to field offices.

#### **Function #2 Office Work and Documentation 20%**

- Submit daily reports to supervisor or lead at the end of each day when requested for reporting purposes.
- Enter technical data into computers or other electronic devices such as tablets.
- Document hours worked. Ensure timesheet, sign-in sheets, monthly MACx and other official documents are submitted to supervisor or lead in a timely manner.
- Ensure all formal original documents are complete and have signatures.

#### **Function #3 Lab and Equipment Maintenance 20%**

- Ensure used vials are properly cleaned and no insect remains are left inside.
- Perform routine lab maintenance and cleaning.
- Assist with maintaining equipment and supplies needed for identification process. Organize recyclable trapping materials, perform routine lab maintenance and cleaning.

#### **Function #4 Emergency Response Team Support 10%**

- Assist the Emergency Response Team (ERT) with larval survey when an emergency response is triggered. This involves sampling host fruit or other material for the presence of larvae and interacting with the public in a professional manner.
- Assist the Emergency Response Team with host fruit removal and other eradication activities. Haul loads of fruit or other host material weighing up to 40 pounds from fruit removal properties to vehicles.

**Function #5 Vehicle Operation and Courier Support**

**5%**

- Safely operate and maintain State vehicles to travel to multiple field offices to pick up samples and transport them to the Identification Section.
- Provide support with courier duties between the field offices, branches, and outside entities such as Southwest Airlines, FedEx, and the United States Postal Service (USPS).

**B. Non-Essential Functions:**

**Function #1 – Miscellaneous Duties**

**5%**

- Attend In-Service Training monthly or annually, as required.
- Perform other job-related duties as requested by supervisor.

**III. Work Environment**

The duties of this position are primarily indoors. The Identification Section laboratory is housed in modular trailers and furnished with desks, chairs, and office equipment. The Agricultural Aide's work area includes a folding table, a chair, a dissecting microscope, an ultraviolet lamp, a white lamp, and various dissecting tools such as forceps and probes. The laboratory is kept dark much of the day so that fluorescent dye is visible.

The incumbent will be required to drive, exit and re-enter the work vehicle numerous times during the workday, must possess a valid CA drivers' license and maintain a good-standing driving record to operate a State motor vehicle safely and responsibly, be able to apply pesticides, work well under extreme time constraints, exercise good judgement, determine priorities, make appropriate well-thought out decisions, maintain focus under conditions of duress, and provide accurate assessment of rapidly changing situations (ex. Multiple exotic pest detections requiring multiple operations).

#### IV. Employee's Statement

##### (Initial applicable statement)

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Employee Signature<sup>1</sup>                      Date

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Supervisor Signature                      Date

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

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Under supervision of the Agricultural Pest Control Supervisor, the Agricultural Technician I (Seasonal) performs varied and routine duties of average difficulty in a laboratory setting. This includes preliminary insect pest diagnostic work that requires knowledge of the PD/EP Branch operations, organization, policies, and issues. The incumbent examines fruit flies trapped in Southern California for the presence of fluorescent dye and separates these flies from other non-target insects in samples preserved in alcohol. Incumbent identifies other target insects that might be present. Incumbent also transports traps and supplies to and from various trapping field stations.

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<b>Working Title:</b>	<b>Identification Lab Screener</b>
<b>License or</b>	
<b>Other Requirements:</b>	<b>Valid California Driver's License</b>
<b>Division/Branch:</b>	<b>Plant Health and Pest Prevention Services/ Pest Detection/Emergency Projects</b>
<b>Position Number:</b>	<b>014-662-0034-982</b>
<b>Location:</b>	<b>Los Alamitos (Orange County)</b>
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<b>Work Hours/Shift:</b>	<b>Various; Hours and shift may vary depending on Program needs; Overtime, weekends, and holidays may be required.</b>

## II. Essential and Non-Essential Job Functions

### A. Essential Functions:

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- Prepare and submit suspect fruit flies and other target pests to lead for secondary inspection and further diagnostics.
- Maintain a clear chain of custody with all samples and ensure samples are handled with extreme care.
- Follow an established work routine and process to sanitize and organize reusable trapping supplies and materials for redistribution to field offices.
- Assist with training new seasonal employees.

#### **Function #2 Office Work and Documentation 25%**

- Assist in the accurate organization of technical data concerning trap and fly counts and trap locations.
- Submit daily reports to the supervisor or lead at the end of each day when requested for reporting purposes.
- Enter technical data into computers or other electronic devices such as tablets.
- Document hours worked. Ensure timesheet, sign-in sheets, monthly MACx and other official documents are submitted to supervisor or lead in a timely manner.
- Ensure all formal original documents are complete and have signatures.

#### **Function #3 Lab and Equipment Maintenance 15%**

- Ensure used vials are properly cleaned and no insect remains are left inside.
- Perform routine lab maintenance and cleaning
- Assist with maintaining equipment and supplies needed for identification process. Organize recyclable trapping materials, perform routine lab maintenance and cleaning.

#### **Function #4 Emergency Response Team Support 10%**

- Assist the Emergency Response Team (ERT) with larval survey when an emergency response is triggered. This involves sampling host fruit or other

material for the presence of larvae and interacting with the public in a professional manner.

- Assist the ERT with host fruit removal and other eradication activities. Haul loads of fruit or other host material weighing up to 40 pounds from fruit removal properties to vehicles.

**Function #5 Vehicle Operation and Courier Support**

**5%**

- Safely operate and maintain State vehicles to travel to multiple field offices to pick up samples and transport them to the Identification Section.
- Provide support with courier duties between the field offices, branches, and outside entities such as Southwest Airlines, FedEx, and the United States Postal Service (USPS).

**B. Non-Essential Functions :**

**Function #1 – Miscellaneous Duties**

**5%**

- Attend In-Service Training monthly or annually, as required.
- Perform other job-related duties as requested by supervisor.

**III. Work Environment**

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**IV. Employee's Statement:**

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Employee Signature<sup>1</sup>                      Date

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Supervisor Signature                      Date

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Print Name

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