

**California Department of Food and Agriculture
Center for Analytical Chemistry
Agricultural Technician II
Duty Statement**

I. Program/Position Identification:

The Center for Analytical Chemistry (CAC) provides analytical expertise in environmental, food, and fertilizer safety, and in issues concerning crop protection, farm worker safety, data gathering activities, and emergency response. The Center is comprised of two main programs: Environmental Safety and Food Safety.

The Environmental Safety laboratories (ESL) provide vital analytical support to the California Department of Pesticide Regulation (DPR) and California Environmental Protection Agency (CalEPA) by performing soil, water, and air analyses mandated by various environmental laws; monitoring pesticide exposure of field workers; and by performing regulatory testing of pesticides for label compliance. ESL also assists the Feed, Fertilizer, and Livestock Drugs Regulatory Services branch (FFLDRS) through the provision of label compliance testing of commercial fertilizers. The Food Safety laboratories (FSL) support DPR, US Department of Agriculture (USDA), and US Environmental Protection Agency (US-EPA) in their legislative tasks as well as the California County Agricultural Commissioners in their enforcement activities by conducting chemical analyses on environmental and food samples to monitor for and collect data on hazardous agrochemicals such as pesticides and their metabolites. The independent Quality Assurance (QA) section provides support to the CAC in the implementation and management of International Standards Organization (ISO) 17025 accreditation program, quality assurance of its testing activities, method reviews and validation and compliance audits.

Under the direct supervision of the Senior Environmental Scientist (Supervisory), the Agricultural Technician II will independently receive and prepare agricultural samples, perform sample extraction and chemical analysis using validated methods; maintain records and prepare reports; assist in validation and modification of methods. The Agricultural Technician II will, as needed, will serve as a lead over sample throughput for analysis and special projects, as assigned by the section supervisor.

Classification:	Agricultural Technician II
Working Title:	Agricultural Lab Technician
Position Number:	014-777-0033-982
Location:	3292 Meadowview Road, Sacramento, CA
Date Prepared:	April 2026
Division/Branch:	Inspection Services, Center for Analytical Chemistry
Work Hours/Shift:	Various – Determined by Business Need
License or Other Requirement:	Valid California Driver’s License

II. Essential and Non-Essential Job Functions

A. Essential Job Functions

Function #1: Sample Preparation

40%

- Independently prepare samples for chemical analysis in at least two sections of the laboratory. This includes, but is not limited to, grinding, weighing, digesting, titrating, and extracting samples.
- Following a variety of established laboratory standard operating procedures, perform sample cleanup on food, fertilizer and environmental samples using liquid-liquid, solid phase, and quick, easy, cheap, effective, rugged, and safe extractions (QuEChERS), as well as gravimetric methodologies.
- Prepare and maintain equipment and chemical reagents needed for analysis.

Function # 2: Housekeeping, Safety and Inventory

25%

- Clean equipment and glassware used in the sample extraction area.
- Keep the sample preparatory area in good working order. This includes emptying solvent waste, washing glassware, and changing gas tanks.
- Maintain supply inventories for essential laboratory materials, collaborate with business team to order more supplies, as needed.
- Perform regular safety checks of equipment such as fire extinguishers, eye wash stations, and chemical safety showers to ensure compliance with OSHA standards.
- Monitor hazardous waste and report non-conformances to section supervisors.
- Monitor temperature-controlled devices to verify compliance with ISO 17025 standards.

Function #3: Sample Custody and Management

25%

- Assist Agricultural Biological Technicians and Environmental Scientists with logging in and labeling samples per documented protocols.
- Assist the section supervisors by creating laboratory work and extraction schedules to organize throughput in a centralized location such as MS Teams or SharePoint.
- Assist and lead staff in the receiving room to ensure client samples and supplies are received according to established protocols.
- Distribute samples to appropriate storage areas, i.e. freezers, refrigerators or storage shelves.
- Maintain logs of sample extraction and refrigerator traffic.
- Under the direction of the section supervisor, dispose of samples following analysis and per contractual agreement.
- Travel by car, on a weekly basis to drive to various locations to purchase dry ice and other materials for sample processing

Classification: Agricultural Technician II

Position Number: 014-777-0033-982

Page: 3

B. Non-Essential Job Functions

Function #1: Miscellaneous Duties

10%

- Assist Environmental Scientists in various parts of the chemical analysis, including preparing sequence tables, loading samples onto instruments, generating data and preparing reports.
- Assist in a variety of clerical and data entry tasks.
- Assist Environmental Scientists in validating analytical methods.
- Perform other job-related duties as requested by supervisor.

III. Work Environment:

The duties of this job are performed indoors approximately 90% of the time, with 10% of the time being spent in storage areas distributing samples. The employee's workplace is the CAC, buildings A and B. All equipment needed for completing the required tasks will be provided. The buildings have an air-conditioning/heating system. The employee may be exposed to fumes, gases, or odors in certain work areas. This position requires extending periods of standing, frequent lifting to 25 lbs., bending, squatting, twisting, and occasional lifting with assistance to 50 pounds.

WARNING: *Detectable amounts of chemicals known to the State of California to cause cancer, birth defects, or other reproductive harm are or may be found in or around this facility. (California Health and Safety Code, Section 25249.6).*

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

**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 with a revised duty statement to sign.