

NAME: \_\_\_\_\_

Current     Proposed

**California Department of Food and Agriculture  
Pest Detection/Emergency Projects Branch  
Agricultural Technician III (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 eradications services using the best available technology.

Under direction of the Agriculture Program Supervisor I, the Agricultural Technician III (Seasonal) leads, plans, organizes and directs the work of a small crew of seasonal employees. The incumbent is well experienced and has developed the expertise necessary to independently perform the more difficult, varied and responsible duties of the required job. This is generally exhibited by wide and varied experience in the applicable field of entomological or plant pest work or directing the work of others in the applicable field assignments. Specific responsibilities include but are not limited to: following an established work routine to schedule surveys, deployment and servicing for a variety of insect traps, various aspects of pesticide applications, conducting visual survey of designated areas for host material, pest damage (such as Exotic Wood Borer, Cereal Leaf Beetle, etc.), documentation of work completed, field identification of suspect target insects, interaction with the public (notification for property and field surveys), and packaging and electronic data entry of suspect insects for submission to the identification lab.

**Classification:        Agricultural Technician III (Seasonal)**  
**Working Title:        Agricultural Inspector**  
**Position Number:    014-677-0032-982**  
**Division/Branch:    PHPPS, Pest Detection/Emergency Projects**  
**Location:             Spring Valley/ (San Diego County)**  
**Date Prepared:        April 22, 2026**  
**Work Shift Hour:    0630-1700**

## II. Essential and Non-Essential Job Functions

### A. Essential Functions

#### Function #1 Lead Person Activities

25%

- Acts as a lead person for personnel in the Agricultural Aide/Agricultural Technician I classifications and/or other assigned cooperators.
- Assembles crews, conducts training in detection and delimitation trapping and eradication and treatment procedures to ensure employees perform tasks according to State protocol. Also training on personal and equipment safety precautions and schedules daily assignments for:
  1. Survey – sample collecting for analysis, inspection of fruit trees for presence of viral diseases, fungal pathogens and insect pests, visual inspection of cargo planes for insect pests.
  2. Eradication – application and mixing of pesticides, cleaning and preparing pesticide equipment, pesticide safety training and proper treatment protocols. Supports crews by refilling treatment equipment and repairing equipment.
  3. Detection – deployment and inspection of various exotic insect pest traps, has required knowledge of biology and host material for each type of exotic pest.
  4. Implement rapid response protocols for new pest finds.
- The Ag Tech III ensures that:
  1. All pesticide labels, MSDS's, maps, hospital information, accident identification forms and other documentation are in each vehicle and office site.
  2. Field samples are submitted via the electronic Pest Detection Report and site registered via GPS technology.
  3. A written database is maintained – written or electronic. This database contains survey sites, trap placements and servicing and properties treated. Information is compiled for daily reports, which includes miles traveled, traps placed, serviced and removed, suspect insects found, samples collected, and properties treated or surveyed. This information is summarized and transferred to a weekly report that is submitted to the Senior Environmental Scientist.
  4. Maps, data tables and any necessary information are generated from daily reports.
  5. Assignments are reviewed for completeness and accuracy; field inspections are conducted for quality and quantity of work performed; time and attendance of assigned staff are monitored, and all pertinent personnel matters are reported to the appropriate supervision level.
- Steps in as a backup for the Ag Aide, Ag Tech I or Ag Tech II to perform their duty, when necessary, for various field duties such as detection trapping, conducting eradication treatments, various surveys and other field activities as needed

#### Function #2 Documentation of Work Completed

20%

- Keeps daily reports of work completed, i.e. number of traps serviced, properties treated, acreage surveyed, and samples collected.
- Review and correct Daily Trapping Summaries (DTS) of the assigned crews as needed.
- Assisting with administrative duties as needed, such as completing trapping and treatment reports, auto mileage reports and other reporting duties.

**Function #3 Training Activities**

**15%**

- Assists as exotic pest detection to set up insect traps and assist in the eradication program performing larval survey, fruit removal, and/or treatment.
- Assists in field demonstrations and on-the-job instruction in current pest detection methods and techniques.
- Under the direction, assists in group or formal training in exotic pest recognition and standardized trapping techniques, which includes the preparation and submission of periodic in-house quality control reports.

**Function #4 Trapping/Survey and Eradication Activities**

**15%**

- Travel to sites, using a state vehicle to designated work areas to conduct various trapping, training and eradication activities and support functions such as handing out trapping and treatment assignments
- Follows established protocols for survey, eradication, and trapping activities.
- Services traps and visually inspect cargo planes and local plant hosts for target pests and pest damage.
- Conducts eradication treatments, including mixing and applying spray materials in accordance with safety and program guidelines.
- Collects suspect plant and insect samples from foliage or collection tools and examines them for target pests.
- Navigates to assigned locations using maps and creates field maps to document precise geographic coordinates of activities.
- Uses GPS technology to register sample sites and packages samples separately to maintain site and sample integrity.
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**Function #5 Collection and Submission of Target Pests**

**10%**

- Screen wet and dry traps for target pests (plant and insect). Examine contents 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). Suspect sample is handled carefully at all times 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 #6 Quality Control Inspection** **5%**

- Travel to various locations throughout the State operating a state vehicle safely and responsibly in order to Inspects routes and treatment activities to assure that work is performed at an acceptable level.
- Perform the more complex quality control inspections on production system for biological control agents, traps in the field, pesticide application techniques, and pest identification skills.

**Function #7 Interaction with the Public** **5%**

- Interact with public in a professional manner in order to place traps or conduct eradication treatment on their property, also resolve resident issues and complaints arising from field activities.
- Make initial contact with property owners to conduct visual surveys, place traps or apply pesticides. Develops a cordial relationship with property owners to enable continued use of the property for current and future surveys or trap placements.
- Briefly answers questions about survey, detection and eradication program, referring questions asked regarding gardening, tree diseases, etc. to the proper agency.

**B. Non-Essential Job Functions:**

**Function #1 Vehicle and Tool Maintenance** **5%**

- Assists with transportation of vehicles to service facility. Performs daily vehicle safety and fluid level checks. Cleans vehicle interior and truck bed of insects, lures and other debris.
- Cleans, repairs and stores all survey equipment daily. Notifies Environmental, Scientist or Senior Environmental Scientist when equipment is in need of repair or replacement.
- Other related duties as assigned.

**III. Working Conditions**

The duties of this position are primarily conducted outdoors. The incumbent works in extremes of weather and temperature. Changes in lighting such as alternating bright sunlight and dark shade are encountered. Noise levels constantly vary. Terrain encountered varies from smooth and stable to irregular and unstable. Incumbents may experience regular exposure to dust, pollen and moisture. Some trap types use a specific chemical insect lure; some of these lures may contain small amounts of pesticide. The work area can be urban or rural. The technician may drive, exit and re-

enter the work vehicle numerous times during the workday. The technician acts under the general direction of the Senior Environmental Scientist or equivalent, but the Senior Environmental Scientist may not always be on site in the field.

The incumbent will be required to drive and must have a valid Class C, or equivalent 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 must be competent to safely operate and maintain State vehicle to travel to designated work areas. May be required to travel by state or rental vehicle to perform field active or other public transportation systems to various locations throughout the state. Must be legally able to rent a car. Must be legally able to rent a car.

The position requires a background check to be cleared prior to being hired. Some of the work will be conducted at airport facilities, inside and around aircraft. The incumbent will be exposed to warm temperatures and loud noise. They may also work alone inside aircraft for extended periods of time. The incumbent may need to climb a ladder or loading belt. Incumbent may work various shifts (pre-dawn and after 6:00 pm), weekends, overtime, and possibly a split shift.

The incumbent in this position must be able to establish and maintain effective working relationships with those contacted during the course of work; work well under pressure; and work independently and in cooperation with other staff members in completing assigned duties and meeting required deadlines.

#### 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.**

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<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.

Classification: Agricultural Technician III (Seasonal)

Position Number: 014-677-0032-982

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Employee Signature<sup>2</sup>                      Date

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Supervisor Signature                      Date

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

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

\_\_\_\_\_  
<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.

NAME: \_\_\_\_\_

Current  Proposed

**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 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 permanent establishment and subsequent spread in California.

Under the general supervision of the Agriculture Program Supervisor I, the Agricultural Technician II (Seasonal) leads, plans, organizes and directs the work of a small crew of seasonal employees. The incumbent is well experienced (five consecutive seasons) and has developed the expertise necessary to independently perform the more difficult, varied, and responsible duties of the required job. This is generally exhibited by wide and varied experience in the applicable field of entomological or plant pest work or directing the work of others in the applicable field assignments. Specific responsibilities include but are not limited to: following an established work routine to schedule surveys, deployment and servicing for a variety of insect traps, various aspects of pesticide applications, conducting visual survey of designated areas for host material, pest damage (such as Exotic Wood Borer, Spotted Lantern Fly etc.), documentation of work completed, field identification of suspect target insects, interaction with the public (notification for property and field surveys), and packaging and electronic data entry of suspect insects for submission to the identification lab.

<b>Classification:</b>	<b>Agricultural Technician II (Seasonal)</b>
<b>Working Title:</b>	<b>Agricultural Technician II</b>
<b>License Requirement:</b>	<b>California Driver License</b>
<b>Position Number:</b>	<b>014-677-0033-982</b>
<b>Division/Branch:</b>	<b>PHPPS, Pest Detection/Emergency Projects</b>
<b>Location:</b>	<b>Spring Valley (San Diego County)</b>
<b>Date Prepared:</b>	<b>April 22, 2026</b>
<b>Work Hours/Shift:</b>	<b>0630-1700</b>

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

### **A. Essential Functions**

#### **Function #1 Lead and Trapping/Survey and Eradication Activities 35%**

- Act as a lead person for personnel in the Agricultural Aide (Seasonal)/Agricultural Technician I (Seasonal) classifications and/or other assigned cooperators.
- Assembles crews, conducts training in detection and delimitation trapping and eradication and treatment procedures to ensure employees perform tasks according to State protocol. Also trains on personal and equipment safety precautions and schedules daily assignments.
- Independently perform the more difficult, varied, and responsible duties in a field or a field and laboratory setting concerned with the inspection of agricultural commodities, the control of plant pests and diseases.
- Safely operate and maintain state vehicles to travel to designated work areas locally and throughout the State to conduct trapping and treatment duties and to lead teams working on eradication activities.
- Follow established protocols for visual surveys, 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).
- Inspect for, collect, process and package suspect plant and insect samples that are removed from plants and/or soil using various insect/plant collection tools.
- Ensure field samples are submitted via the electronic Pest Detection Report and site registered via GPS technology.
- Read maps to navigate to multiple locations when performing field activities. Must be able to draw maps to show exact geographic locations. Uses GPS technology to site register samples and package samples separately to maintain sample and site integrity.
- Ensure assignments are reviewed for completeness and accuracy; field inspections are conducted for quality and quantity of work performed; time and attendance of assigned staff are monitored, and all pertinent personnel matters are reported to the appropriate supervision level.
- Ensures all pesticide labels, MSDS's, maps, hospital information, accident identification forms and other documentation are in each vehicle and office site.

#### **Function #2 Documentation of Work Completed 25%**

- Prepare and complete accurate and detailed technical reports (daily, weekly, and/or monthly, as required) associated with detection, trapping, survey, and treatment activities, or other related activities.
- Carefully document address, host type, and location of samples on property or field by drawing a map and/or using GPS unit and/or on a Pest and Damage Record (PDR).
- Ensure a written database is maintained – written or electronic. This database contains survey sites, trap placements/servicing and properties treated. Information is compiled for daily reports, which includes miles traveled, traps

placed, serviced, and removed, suspect insects found, samples collected, and properties treated or surveyed. This information is summarized and transferred to a weekly report that is submitted to the Senior Environmental Scientist.

**Function #3 Collection and Submission of Target Pests 20%**

- Determine preliminary identifications of specimens which resemble target pests, must screen wet and dry traps for target plant and/or insect pests. Examine contents of traps, which may contain hundreds of plant samples, insects and debris.
- Contact and/or return suspect target pests to the field office for official identification once a suspect target pest is preliminarily identified.
- Carefully document address, host type, and location of sample on property or field by drawing a hardcopy map and/or using a GPS unit and/or on a Pest and Damage Record (PDR). Suspect sample is handled carefully at all times 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 #4 Interaction with the Public 10%**

- Interact with public in a professional manner in order to place traps or conduct eradication treatment on their property, also resolve resident issues and complaints arising from field activities.
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- Make initial contact with property owners to conduct visual surveys, place traps or apply pesticides. Develops a cordial relationship with property owners to enable continued use of the property for current and future surveys or trap placements.
- Answer questions and respond to concerns about survey and detection and eradication programs when interacting with residents, and refer questions asked regarding gardening, insect and disease inquiries, etc. to the proper agencies.

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

- Maintain and transport vehicles to service facility for service as needed. Performs daily vehicle safety and fluid level checks. Cleans vehicle interior and truck bed of insects, lures and other debris.
- Clean, repair and store all trapping and survey equipment daily. Notifies Senior Environmental Scientist when inventory/equipment is needed and when equipment is needed of repair or replacement.

**B. Non-Essential Job Functions:**

**Function # 2 Miscellaneous Duties 5%**

- Perform other job-related duties as required by supervisor.

### **III. Working Conditions**

The duties of this position are primarily conducted outdoors. The incumbent works in extremes of weather and temperature. Changes in lighting such as alternating bright sunlight and dark shade are encountered. Noise levels constantly vary. Terrain encountered varies from smooth and stable to irregular and unstable. Incumbents may experience regular exposure to dust, pollen and moisture. Some trap types use a specific chemical insect lure; some of these lures may contain small amounts of pesticide. Incumbent will be provided the CDFA uniforms and personal protective equipment when using pesticides. The work area can be urban or rural. The technician may drive, exit, and re-enter the work vehicle numerous times during the workday.

The incumbent will be required to drive and must have a valid Class C, or equivalent 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 must be competent to safely operate and maintain state vehicles to travel to designated work areas. The incumbent in this position must be able to establish and maintain effective working relationships with those contacted during the course of work; work well under pressure; and work independently and in cooperation with other staff members in completing assigned duties and meeting required deadlines.

Travel by state vehicle or other public transportation systems to various locations throughout the state may be required.

The position requires a background check to be cleared prior to being hired. Some of the work will be conducted at airport facilities, inside and around aircraft. The incumbent will be exposed to warm temperatures and loud noise. They may also work alone inside aircraft for extended periods of time. The incumbent may need to climb a ladder or loading belt. Incumbent may work various shifts (pre-dawn and after 6:00 pm), weekends, overtime, and possibly a split shift.

Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy.

**IV. Employee's Statement:**

**(Initial applicable statements)**

\_\_\_\_ 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>2</sup>                      Date

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

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

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

<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> 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 Technician I (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.

Under the supervision of the Agriculture Program Supervisor I, the Agricultural Technician I (Seasonal) performs field work related to pest detection and emergency response, follows an established work routine to deploy and service a variety of insect traps, and surveys designated areas for host trees and trap sites. The Agricultural Technician I (Seasonal) will work on entomological or plant pest field and laboratory work.

**Classification:** Agricultural Technician I (Seasonal)  
**Working Title:** Agricultural Inspector  
**License or Other Requirement:** California Driver's License  
**Position Number:** 014-677-0034-982  
**Division/Branch/DAA:** PHPPS, Pest Detection/Emergency Projects  
**Location:** Spring Valley (San Diego County)  
**Date Prepared:** April 22, 2026  
**Work Hours/Shift:** 0630-1700

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

**A. Essential Functions:**

**Function #1: Trap/Survey and Eradication Activities 40%**

- Safely operate and maintain a State vehicle to travel to designated work areas locally and throughout the State in order to place traps or conduct eradication treatment on their property, also resolve resident issues and complaints arising from field activities.

- Follow established protocols for visual survey, pesticide use, 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.
- Read maps to navigate and draw maps to show exact geographic locations using Global Positioning System (GPS) technology 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: Documentation of Work Completed**

**25%**

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

**Function #3: Collection and Submission of Target Pests**

**20%**

- Screen wet and dry traps for target pests (plant and insect).
- Examine content of traps visually, 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, 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 PDR.
- Carefully handle suspect sample at all times to prevent damage that would make identification of the suspect more difficult.
- Remove sample, place in appropriate sampling container, and returned to base at the appropriate time designated by the supervisor.

**Function #4: Public Relations**

**5%**

- Initiate contact with property owner or representative in a professional manner, conduct visual survey, place traps, or apply pesticides. Develop a cordial relationship with property owner or representative to enable continued use of the property for current and future surveys or trap placements.
- Answer questions about survey, and detection and eradication programs, referring questions asked regarding gardening, tree diseases, etc. to the proper agency.

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

**5%**

- Transport vehicles to service facility when requested by supervisor.
- Perform 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 incumbent works in extremes of weather and temperature. Changes in lighting such as alternating bright sunlight and dark shade are encountered. Noise levels constantly vary. Terrain encountered varies from smooth and stable to irregular and unstable. Incumbent may experience regular exposure to dust, pollen and moisture. Some trap types use a specific chemical insect lure; some of these lures may contain small amounts of pesticide. Incumbent will be provided CDFA uniforms and personal protective equipment when using pesticides. The work area can be urban or rural. The technician may drive, exit, and re-enter the work vehicle numerous times during the workday.

The incumbent will be required to drive and must have a valid Class C, or equivalent 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 must be competent to safely operate and maintain state vehicle to travel to designated work areas.

May be required to travel by state or rental vehicle to perform field active or other public transportation systems to various locations throughout the state. Incumbent must be legally able to rent a car.

The incumbent in this position must be able to establish and maintain effective working relationships with those contacted during the course of work; work well under pressure; and work independently and in cooperation with other staff members in completing assigned duties and meeting required deadlines.

The position requires a background check to be cleared prior to being hired. Some of the work will be conducted at airport facilities, inside and around aircraft. The incumbent will be exposed to warm temperatures and loud noise. They may also

work alone inside aircraft for extended periods of time. Incumbent may work various shifts (pre-dawn and after 6:00 pm), weekends, overtime, and possibly a split shift.

Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy.

**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>2</sup>                      Date

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

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

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

<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.