

DUTY STATEMENT
 SO-92 (Est. 12/2025)

<input type="checkbox"/>	Current
<input checked="" type="checkbox"/>	Proposed

Classification / Working Title Agricultural Technician III (Seasonal)	Employee Name
Position Number 014-694-0032-982	Supervisor Name / Classification Cynthia Gray / Agriculture Program Supervisor I
Division / Branch / Unit Plant Health and Pest Prevention Services/Pest Detection and Emergency Projects	Effective Date
Collective Bargaining Unit Identifier (CBID) R01	Work Week Group (WWG) 2
Tenure Temporary	Timebase Intermittent
Physical CDFA Headquarters Location 1890 Dobbin Drive, San Jose, CA 95133	Division / Program Hyperlink https://www.cdfa.ca.gov/plant/pdep/
<p>As an employee of the California Department of Food and Agriculture (CDFA), we are stewards of public resources, we operate in a transparent, authentic, and ethical manner and are accountable for our actions. We expect true, open partnership with our colleagues within CDFA and with our partners outside of CDFA. We demonstrate courtesy, dignity, compassion, and consideration in every interaction. Together, we strive to create a workplace and implement programs that promote diversity, equity, belonging, and accessibility. We base our vision for the future and our everyday decisions on fair, objective measures and cutting-edge science.</p>	
<p>Division / Branch / DAA Information: 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. The PD/EP branch operates out of field offices located within five geographical districts. Each district works under the general direction of the Sacramento headquarters staff.</p>	
<p>Position Identification: Under direction of the Agriculture Program Supervisor I and guidance from the Senior Environmental Scientist (Supervisory), the incumbent independently performs the most complex, varied, and responsible duties of a pest detection Agricultural Technician III including: plan, organize and direct the work of a small crew for early detection of ADM (Asian Defoliating Moth) at high-risk California deep-water port sites, moth delimitation program, follow an established work routine to deploy and service a variety of insect traps, survey of designated areas for host trees and trap sites, documentation of work completed, identification of suspect target insects, interaction with the public, assisting in the training of newly hired trappers, lead fruit removal and perform various insect/disease surveys for the emergency eradication of targeted pests. These activities include overseeing treatment activities, preparing written reports, performing quality control inspection for treatment-survey trapping programs. The lead detection trapper will act as lead in preparing detection, delimitation, and eradication assignments, helps other trappers to maintain an established trapping route designed to detect a A-rated agricultural pest insects such as the Mediterranean fruit fly, Mexican fruit fly, gypsy moth, and others.</p>	
<p>Special Requirements:</p> <p><input type="checkbox"/> Conflict of Interest Filer (Form 700) <input checked="" type="checkbox"/> California Driver's License</p>	

<input type="checkbox"/> Medical Clearance <input type="checkbox"/> License / Certificate Required <input type="checkbox"/> Bilingual: Pass a State written and/or verbal proficiency exam in _____ <input type="checkbox"/> Telework (TW) Eligible: The amount of telework is at the discretion of the CDFA. It is based on the current TW policy and is subject to change.	<input checked="" type="checkbox"/> Travel Required over 10% - Employer Pull Notice (EPN) Required <input checked="" type="checkbox"/> Field Work: __90__% <input type="checkbox"/> Other (Specify): _____
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Essential Functions:	
45%	<p>Insect trapping, surveyor, Fruit removal, and applicator</p> <ul style="list-style-type: none"> Direct and lead a small crew of seasonal employees on proper host identification, drawing property diagrams, biological aspects of the pests etc. Operate a State vehicle to travel to designated trapping area to service traps and survey for hosts. Follow map provided in route book to trap locations. When deploying traps, maps must be drawn to show exact trap locations. Traps are removed from trees, checked for target insects, baited, if necessary, dated, and prepared for return to the host tree. Traps are then placed in their original positions, adjusted for better placement, or removed entirely to be relocated at another site. The trapper then returns to the trapping vehicle and proceeds to the next trap placement or servicing site. Act as a backup trapper, surveyor, pesticide applicator, and lead fruit/tree removal an emergency project becomes necessary or when a crew is absent
15%	<p>Documentation of Work Completed</p> <ul style="list-style-type: none"> Keep accurate records of survey activities including placement, servicing and relocation of traps as required, areas surveyed, description of area/host condition. Compile information daily on daily report form, which includes miles traveled, traps placed, serviced, removed, suspect insects found, and other relevant information.
15%	<p>Public Relations</p> <ul style="list-style-type: none"> Interact with public in a professional manner while conducting field activities.. Initiate contact with property owner or representative to conduct visual surveys, place traps or apply pesticides. Develop a cordial relationship to enable continued use of the property for current and future surveys or trap placements. Briefly answer questions about survey, detection and eradication program, referring questions asked regarding gardening, tree diseases, etc. to the proper agency.

10%	<p>Collection and Submission of Target Pests</p> <ul style="list-style-type: none"> • Screen wet and dry traps for target pests (plant and insect). Examine content 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.
10%	<p>Vehicle and Tool Maintenance</p> <ul style="list-style-type: none"> • Transport vehicles to service facility. 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.
Non-Essential/Marginal Functions:	
5%	Other related duties as assigned.
<p>Required Qualifications: The incumbent must have 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).</p>	
<p>Work Environment and Equipment Used: The duties of this position are primarily conducted outdoors. The detection surveyor/trapper 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. There is regular exposure to dust, pollen, and moisture. Each trap type uses a specific chemical insect lure; some of these lures contain small amounts of pesticides. The work area can be urban or rural. The trapper must drive, exit, and re-enter the trapping vehicle numerous times during the workday. The trapper acts under the direction of the trapping supervisor, but the supervisor may not always be on site in the field.</p> <p>Incumbent 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. The incumbent may work various shifts (pre-dawn and after 6:00 pm), weekends, overtime, and possibly a split shift.</p>	
Physical/Mental Abilities:	

The incumbent must be able to establish and maintain effective working relationships with those contacted during the course of work, work well under pressure; cooperate with other staff members in completing assigned work, communicate effectively verbally and in writing, and meet required deadlines.

The incumbent may be required to work overtime, weekends, and holidays. Travel to various locations throughout the state to attend meetings or training related to pest detection, treatment and to assist other offices with detection and treatment efforts.

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.

The incumbent must be able to apply pesticides, haul loads of fruit and/or removed trees, perform survey work, and work well under extreme time constraints, exercise good judgment, determine priorities, make appropriate well-thought out decisions, allocate staff and resources to achieve maximum results, maintain focus under conditions of duress, and provide accurate assessment of rapidly changing situations (ex: multiple exotic pest detections requiring multiple operations).

Employee Certification

This duty statement reflects the typical duties of the essential functions described for the position. It is not considered an all-inclusive list of work requirements. I have read and discussed the duties of this position with my supervisor and understand I may perform other duties as assigned, including but not limited to, work in other functional areas to cover absences, peak work periods, or balance workload.

I certify I possess qualifications, including but not limited to, integrity, initiative, dependability, good judgement, and the ability to work cooperatively with others. Additionally, I am able to perform the assigned duties with or without reasonable accommodation. Should I have any concerns about performing the assigned duties, I will discuss them with the hiring manager who will provide the required information for the Office of Civil Rights.

I have read the duty statement and discussed the duties with my supervisor.

Employee Name (Print)	Signature	Date
Supervisor Statement: I have discussed the duties outlined in the duty statement and provided a copy to the employee.		
Supervisor Name (Print)	Signature	Date

CC: Employee
 Official Personnel File
 Supervisor's Drop File