

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

Classification / Working Title Agricultural Technician III (Seasonal)	Employee Name
Position Number 014-679-0032-982	Supervisor Name / Classification David Neustadt / SES (Supervisory)
Division / Branch / Unit PHPPS/PDEP	Effective Date
Collective Bargaining Unit Identifier (CBID) R01	Work Week Group (WWG) 2
Tenure Temporary	Timebase Intermittent
Physical CDFA Headquarters Location 295 Durley Ave., Camarillo, CA 93010	Division / Program Hyperlink https://www.cdfa.ca.gov/plant/
<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 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.</p>	
<p>Position Identification: Under direction of the Senior Environmental Scientist (Supervisory) (SESS), the incumbent will independently perform the most complex range of field and office support duties, for various fruit fly programs, maintain fruit fly trapping routes, coordinate the application of pesticides, maintain pesticide inventory and vehicle fleet, oversee pesticide applications performed by outside vendors, perform plane inspections for Japanese beetle, fruit removal, communicate with the public, coordinate with other agencies, and perform various insect/disease surveys for targeted pests. These activities include working independently and in cooperation with other staff, overseeing treatment activities, preparing written reports, performing quality control inspections for treatment-survey-trapping programs, training new seasonal employees, and acting as the back-up trapper/applicator. The incumbent must be able to establish working relationships with those contacted during work using tact and interpersonal skills; cooperate with other staff members and leads in completing assigned work, communicating effectively verbally and in writing; work well under pressure while completing assigned work and meeting required deadlines.</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>Detection and Treatment Activities</p> <ul style="list-style-type: none"> Safely operate and maintain State vehicles daily for travel to and from designated work areas locally and throughout the state. Perform the most complex range of field office support duties, following established protocols to deploy and service traps, perform visual surveys, or apply control measures for target pests such as but not limited to various fruit flies, Japanese beetle, European grapevine moth, and spongy moth. Plan, organize and maintain daily trapping routes, visual surveys, or treatment programs and monitor outside vendors to ensure compliance with Department policies and procedures, and State laws, rules, and regulations; enforce and implement new procedures or processes with seasonal employees, when necessary. Assemble equipment and mix chemicals using the appropriate protocols; assure that the Department complies with all pesticide rules and regulations. Work with field staff in solving technical problems such as equipment breakdowns and trap deployment, using effective communication skills, knowledge, manuals, and/or facility operational procedures. Read maps to navigate to multiple locations when performing field activities. Must be able to draw maps to show exact geographic locations. Use Global Positioning System (GPS) technology to site register sample and packages samples separately to maintain sample and site integrity. Implement and follow new procedures or processes as directed by supervisor.
20%	<p>Documentation of Work Completed</p> <ul style="list-style-type: none"> Keep daily reports of work completed in the route trap books and/or electronically, i.e., number of traps serviced, properties treated, acreage surveyed, samples collected, and other topics as needed. Thoroughly and accurately document addresses, host types, trap locations, and samples on properties by drawing site maps and taking GPS coordinates and by completing and submitting Pest Submission Slips. Prepare and complete accurate and detailed technical reports (daily, weekly, and/or as required), as associated with detection/delimitation trapping, survey, and treatment activities, or other related activities. Relay information from supervisor or lead to other employees at the office. Perform vehicle inventory checks and submit accurate vehicle mileage logs. Ensure all time sheets, sign-in sheets, exposure records, and other official documents are sent to supervisor or lead in a timely manner.

15%	<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 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. • Collect and submit insect and/or plant samples according to established protocols and use various collection tools, handling them carefully to prevent damage that would make identification of the sample more difficult.
15%	<p>Interaction with the Public</p> <ul style="list-style-type: none"> • Interact with public, Agricultural Commissioner's office, USDA, and staff from other agencies in a professional manner. • 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 answers questions and responds to concerns about survey, detection, and eradication programs at public meetings and when interacting with residents, and refer questions asked regarding gardening, health concerns, insect and disease inquiries, etc. to the proper agencies.
Non-Essential/Marginal Functions:	
5%	Other related duties as assigned.
<p>Required Qualifications: The incumbent must have a valid driver's license and have a safe driving record as documented by the Department of Motor Vehicles.</p>	
<p>Desirable Qualifications: Basic knowledge of plant and insect identification with a background in pest management and agricultural related field work, public contact skills/experience.</p>	
<p>Work Environment and Equipment Used: The duties of this position are primarily conducted outdoors. The incumbent works in extreme weather and temperature conditions. 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. The 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. The work area can be urban or rural. The incumbent may drive, exit and re-enter the work vehicle numerous times during the workday.</p> <p>The incumbent must be able to apply pesticides, perform survey work, 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</p>	

provide accurate assessment of rapidly changing situations (ex: multiple exotic pest detections requiring multiple operations).

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, survey, and treatment and to assist other offices with detection, survey and treatment efforts.

Physical/Mental Abilities: Good eyesight/ability to distinguish differences between very small objects based on visual cues. Ability to follow directions, work independently and communicate effectively.

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
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Supervisor Statement:
 I have discussed the duties outlined in the duty statement and provided a copy to the employee.

Supervisor Name (Print)	Signature	Date
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CC: Employee
 Official Personnel File
 Supervisor's Drop File

<input checked="" type="checkbox"/>	Current
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Position Number 014-679-0033-982	Supervisor Name / Classification David Neustadt / SES (Supervisory)				
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<p>Position Identification: Under the general supervision of the Senior Environmental Scientist (Supervisory) (SESS), the incumbent will independently perform the more difficult range of field and office support duties, for various fruit fly delimitation programs, maintain fruit fly trapping routes, coordinate the application of pesticides, maintain pesticide inventory and vehicle fleet, oversee pesticide applications performed by outside vendors, perform fruit removal and tree removal, communicate with the public at educational public meetings, coordinate with other agencies, and perform various insect/disease surveys for targeted pests. The incumbent must be able to establish working relationships with those contacted during work and work well under pressure while completing assigned work and meeting required deadlines. Establish and maintain cooperative working relationships in all situations using tact and interpersonal skills and communicate effectively and in a professional manner with homeowners and the general public to perform assigned duties.</p>					
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Essential Functions:

45%	<p>Detection and Treatment Activities</p> <ul style="list-style-type: none"> Safely operate and maintain State vehicles daily for travel to and from designated work areas locally and throughout the state. Follow established protocols to deploy traps, perform visual surveys, and apply control measures for target pests such as but not limited to various fruit flies, plant diseases, Japanese beetle, European grapevine moth, and gypsy moth. Plan, organize and maintain daily trapping routes, visual surveys, and treatment programs. Monitor outside vendors to ensure compliance with Department policies and procedures, and State laws, rules, and regulations; enforce and implement new procedures or processes with seasonal employees, when necessary. Assemble equipment and mix chemicals using the appropriate protocols; assure that the Department complies with all pesticide rules and regulations. Work with field staff in solving technical problems such as equipment breakdowns trap deployment, using effective communication skills, knowledge, manuals, and/or facility operational procedures. Read maps to navigate to multiple locations when performing field activities and be able to draw maps to show exact geographic locations. Use Global Positioning System (GPS) technology to site register sample and packages samples separately to maintain sample and site integrity.
20%	<p>Documentation of Work Completed</p> <ul style="list-style-type: none"> Keep daily reports of work completed in the route trap books and/or electronically, i.e., number of traps serviced, properties treated, acreage surveyed, samples collected, and other topics as needed. Thoroughly and accurately document addresses, host types, trap locations, and samples on properties by drawing site maps and taking GPS coordinates and by completing and submitting Pest Submission Slips. Prepare and complete accurate and detailed technical reports (daily, weekly, and/or as required), as associated with detection/delimitation trapping, survey, and treatment activities, or other related activities. Relay information from supervisor or lead to other employees at the office. Perform vehicle inventory checks and submit accurate vehicle mileage logs. Ensure all time sheets, sign-in sheets, exposure records, and other official documents are sent to supervisor or lead in a timely manner.

15%	<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 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. • Collect and submit insect and/or plant samples according to established protocols and use various collection tools, handling them carefully to prevent damage that would make identification of the sample more difficult.
15%	<p>Interaction with the Public</p> <ul style="list-style-type: none"> • Interact with public, Agricultural Commissioner's office, USDA, and staff from other agencies in a professional manner. • 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 and respond to concerns about survey, detection, and eradication programs at public meetings and when interacting with residents, and refer questions asked regarding gardening, health concerns, insect and disease inquiries, etc. to the proper agencies.
Non-Essential/Marginal Functions:	
5%	Other related duties as assigned.
<p>Required Qualifications: The incumbent must have a valid driver's license and have a safe driving record as documented by the Department of Motor Vehicles.</p>	
<p>Desirable Qualifications: Basic knowledge of plant and insect identification with a background in pest management and agricultural related field work, public contact skills/experience.</p>	
<p>Work Environment and Equipment Used: The duties of this position are primarily conducted outdoors. The incumbent works in extreme weather and temperature conditions. 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. The 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. The work area can be urban or rural. The incumbent may drive, exit and re-enter the work vehicle numerous times during the workday.</p> <p>The incumbent must be able to apply pesticides, perform survey work, 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</p>	

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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, survey, and treatment and to assist other offices with detection, survey and treatment efforts.

Physical/Mental Abilities: Good eyesight/ability to distinguish differences between very small objects based on visual cues. Ability to follow directions, work independently and communicate effectively.

Employee Certification

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<p>Position Identification: Under the supervision of the Senior Environmental Scientist (Supervisory) (SESS), the incumbent will work on entomological or plant pest field, laboratory or office setting in entomological and plant disease related work assignments of average difficulty. The incumbent in this position must be able to establish and maintain effective working relationships with those contacted during work; work well under pressure; work independently and in cooperation with other staff members in completing assigned work and meeting required deadlines.</p>							
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Essential Functions:

45%	<p>Detection and Treatment Activities</p> <ul style="list-style-type: none"> • Conduct all work activities in compliance with Department policies and procedures, and State laws, rules, and regulations. • Safely operate and maintain State vehicles daily for travel to and from designated work areas locally and throughout the state. • Follow established protocols for visual surveys, eradication, and detection/delimitation trapping. • Service various insect traps, perform visual surveys and insect sweeps by visually inspecting 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. • Read maps to navigate to multiple locations when performing field activities. • Draw maps to show exact geographical locations using Global Positioning System (GPS) technology to site register samples and package samples separately to maintain sample and site integrity. • Implement and follow new procedures or processes as directed by supervisor.
20%	<p>Documentation of Work Completed</p> <ul style="list-style-type: none"> • 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. • Thoroughly and accurately document addresses, host types, trap locations, and samples on properties by drawing site maps and taking GPS coordinates and by completing and submitting Pest Submission Slips. • Perform vehicle inventory checks and submit accurate vehicle mileage logs.
15%	<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 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. • Collect and submit insect and/or plant samples according to established protocols and using various collection tools, handling them carefully to prevent damage that would make identification of the sample more difficult.

15%	<p>Interaction with the Public</p> <ul style="list-style-type: none"> • Interact with public, Agricultural Commissioner’s office, USDA, and staff from other agencies in a professional manner. • 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 and responds to concerns about survey, detection, and eradication programs at public meetings and when interacting with residents, and refer questions asked regarding gardening, health concerns, insect and disease inquiries, etc. to the proper agencies.
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<p>Desirable Qualifications: Basic knowledge of plant and insect identification with a background in pest management and agricultural related field work, public contact skills/experience.</p>	
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Essential Functions:

45%	<p>Detection and Treatment Activities</p> <ul style="list-style-type: none"> • Conduct all work activities in compliance with Department policies and procedures, and State laws, rules, and regulations. • Safely operate and maintain State vehicles daily for travel to and from designated work areas locally and throughout the state. • Follow established protocols for visual surveys, eradication, and detection/delimitation trapping. • Service various insect traps, perform visual surveys and insect sweeps by visually inspecting 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. • Read maps to navigate to multiple locations when performing field activities. • Draw maps to show exact geographical locations by using Global Positioning System (GPS) technology to site register samples and package samples separately to maintain sample and site integrity. • Implement and follow new procedures or processes as directed by supervisor.
20%	<p>Documentation of Work Completed</p> <ul style="list-style-type: none"> • 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. • Thoroughly and accurately document addresses, host types, trap locations, and samples on properties by drawing site maps and taking GPS coordinates and by completing and submitting Pest Submission Slips. • Perform vehicle inventory checks and submit accurate vehicle mileage logs.
15 %	<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 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. • Collect and submit insect and/or plant samples according to established protocols and using various collection tools, handling them carefully to prevent damage that would make identification of the sample more difficult.

15 %	<p>Interaction with the Public</p> <ul style="list-style-type: none"> • Interact with public, Agricultural Commissioner’s office, USDA, and staff from other agencies in a professional manner. • Initiate contact with property owner or representative to conduct visual survey, 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 and responds to concerns about survey, detection, and eradication programs at public meetings and when interacting with residents, and refer questions asked regarding gardening, health concerns, insect and disease inquiries, etc. to the proper agencies.
Non-Essential/Marginal Functions:	
5%	Other related duties as assigned.
<p>Required Qualifications: The incumbent must have a valid driver’s license and have a safe driving record as documented by the Department of Motor Vehicles.</p>	
<p>Desirable Qualifications: Basic knowledge of plant and insect identification with a background in pest management and agricultural related field work, public contact skills/experience.</p>	
<p>Work Environment and Equipment Used: The duties of this position are primarily conducted outdoors. The incumbent works in extreme weather and temperature conditions. 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 incumbent may drive, exit and re-enter the work vehicle numerous times during the workday.</p> <p>The incumbent must be able to apply pesticides, perform survey work, 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).</p> <p>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 and treatment and to assist other offices with detection, survey and treatment efforts.</p>	
<p>Physical/Mental Abilities: Good eyesight/ability to distinguish differences between very small objects based on visual cues. Ability to follow directions, work independently and communicate effectively.</p>	

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