

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

<b>Classification / Working Title</b> Agricultural Technician III (Seasonal)	<b>Employee Name</b>
<b>Position Number</b> 014-635-032-982	<b>Supervisor Name / Classification</b> Suttamas Pongprachakkul / SES Supervisory
<b>Division / Branch / Unit</b> PHPPS/PDEP-San Marcos	<b>Effective Date</b>
<b>Collective Bargaining Unit Identifier (CBID)</b> R01	<b>Work Week Group (WWG)</b> 2
<b>Tenure</b> Temporary	<b>Timebase</b> Intermittent
<b>Physical CDFA Headquarters Location</b> 445 N. Twins Oak Valley Rd., San Marcos, CA	<b>Division / Program Hyperlink</b> <a href="https://www.cdfa.ca.gov/plant/pdep/">https://www.cdfa.ca.gov/plant/pdep/</a>

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.

**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.

**Position Identification:**

Under the direction of the Senior Environmental Scientist (Supervisory), the incumbent 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 incumbent will work on entomological or plant pest field and laboratory work. 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.

**Special Requirements:**

- |  |  |
|--|--|
| <input type="checkbox"/> Conflict of Interest Filer (Form 700) | <input checked="" type="checkbox"/> California Driver's License                                    |
| <input type="checkbox"/> Medical Clearance                     | <input checked="" type="checkbox"/> Travel Required over 10% - Employer Pull Notice (EPN) Required |
| <input type="checkbox"/> License / Certificate Required        |  |

<input type="checkbox"/> Bilingual: Pass a State written and/or verbal proficiency exam in _____	<input checked="" type="checkbox"/> Field Work: <u>75</u> %
<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 type="checkbox"/> Other (Specify): _____

**Essential Functions:**

45%	<p><b>Trapping/Survey and Eradication Activities</b></p> <ul style="list-style-type: none"> <li>▪ 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</li> <li>▪ Safely operate and maintain a state vehicle to travel to designated work areas locally and throughout the State. Must be able to read maps to navigate to multiple locations when perform field activities.</li> <li>▪ Follow established protocols for visual survey, 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) and other eradication activities.</li> <li>▪ Identify, 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.</li> <li>▪ Draw maps to show exact geographic locations using Global Positioning System (GPS) technology to show the coordinates, longitude and latitude.</li> <li>▪ 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.</li> <li>▪ Ensure all pesticide labels, Material Safety Data Sheets (MSDS), maps, hospital information, accident identification forms and other documentation are in each vehicle and office sites.</li> <li>▪ During the Eradication project, the employee serves as exotic pest detection and eradication assistant to the Environmental Scientist, Agricultural Pest Control Specialist, and supervisor.</li> </ul>
20%	<p><b>Documentation of Work Completed</b></p> <ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ 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 PDR.</li> <li>▪ Handle all suspect samples with care. Suspected sample is removed, placed in appropriate sampling container, and returned to base at the appropriate time designated by the supervisor.</li> <li>▪ Ensure a written database is maintained – written or electronic. This database contains survey sites, trap placements/servicing and properties treated.</li> <li>▪ Compile information 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</li> </ul>

	<p>Senior Environmental Scientist.</p> <ul style="list-style-type: none"> <li>▪ Complete a Pest Damage Record (PDR) for samples and packaging samples for submission to the Plant Pest Diagnostics Center for Identification.</li> <li>▪ 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.</li> </ul>
20%	<p><b>Lead, Quality Control Inspection and Training Activities</b></p> <ul style="list-style-type: none"> <li>▪ 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 assignment.</li> <li>▪ Assist in field demonstrations and on-the-job instruction in current pest detection methods and techniques</li> <li>▪ Assist 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.</li> <li>▪ Travel to various locations throughout the State operating a state vehicle safely and responsibly in order to inspect routes and treatment activities to assure that work is performed at an acceptable level.</li> <li>▪ 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.</li> </ul>
10%	<p><b>Interaction with Public and Vehicle /Tools Maintenance</b></p> <ul style="list-style-type: none"> <li>▪ Make initial contact with property owner or representative to conduct visual surveys, place traps or apply pesticides.</li> <li>▪ Develop a cordial professional relationship with property owner or representative to enable continued use of the property for current and future surveys or trap placements.</li> <li>▪ Briefly answer questions and respond to concerns about survey, and detection and eradication programs when interacting with residents, and refers questions asked regarding gardening, insect and disease inquiries, etc. to the proper agencies.</li> <li>▪ Transport vehicles to service facility</li> <li>▪ Perform daily vehicle safety and fluid level checks.</li> <li>▪ Clean vehicle interior and truck bed of insects, lures, and other debris.</li> <li>▪ Clean, repair, and store all survey equipment daily.</li> <li>▪ Notify supervisor when equipment needs repair or replacement.</li> </ul>
<b>Non-Essential/Marginal Functions:</b>	
5%	<b>Other related duties as assigned.</b>
<p><b>Working Conditions:</b>  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 incumbent will be required to drive and must have a valid Class C, or equivalent driver's license and</p>	

a safe driving record as documented by the Department of Motor Vehicles. The incumbent must be able to apply pesticides, perform detection and other surveys in a prescribed manner, follow proper procedures to ensure the safety of the homeowner and bystanders, and maintain personal protective equipment, application equipment, and various pieces of equipment in operational condition. The incumbent may work within an office/warehouse environment furnished with a variety of office equipment. Incumbents may work extended hours and days at any given time in the month including weekends and holidays.

**Physical/Mental Abilities:**

Activities may require the mixing, loading and application of pesticides, driving for several hours, lifting, bending, reaching and climbing, and moving equipment. Work well under extreme time constraints, exercise good judgement, determine priorities, make appropriate well-thought-out decisions, allocate resources to achieve maximum results, maintain focus under conditions of duress, work well under pressure; and work independently and in cooperation with other staff members in completing assigned duties and meeting required deadlines. Incumbents may also be required to travel by state vehicle or other public transportation systems, on short notice and on overnight stays as required for trips to various field locations and meetings. The incumbent in this position must be able to establish and maintain effective working relationships with those contacted during the course of work.

**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.

<b>Employee Name (Print)</b>	<b>Signature</b>	<b>Date</b>
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**Supervisor Statement:**

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

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

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

<b>Classification / Working Title</b> Agricultural Technician II (Seasonal)	<b>Employee Name</b>						
<b>Position Number</b> 014-635-033-982	<b>Supervisor Name / Classification</b> Suttamas Pongprachakkul/ SES (Supervisory)						
<b>Division / Branch / Unit</b> PHPPS/PDEP- San Marcos	<b>Effective Date</b>						
<b>Collective Bargaining Unit Identifier (CBID)</b> R01	<b>Work Week Group (WWG)</b> 2						
<b>Tenure</b> Temporary	<b>Timebase</b> Intermittent						
<b>Physical CDFA Headquarters Location</b> 445 N.Twin Oaks Valley Road, San Marcos, Ca	<b>Division / Program Hyperlink</b> <a href="https://www.cdfa.ca.gov/plant/pdep/">https://www.cdfa.ca.gov/plant/pdep/</a>						
<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><b>Division / Branch / DAA Information:</b>          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><b>Position Identification:</b>          Under the general supervision of the Senior Environmental Scientist (Supervisory), the incumbent 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.</p> <p>The incumbent will work on entomological or plant pest field and laboratory work. 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.</p>							
<p><b>Special Requirements:</b></p> <table> <tr> <td><input type="checkbox"/> Conflict of Interest Filer (Form 700)</td> <td><input checked="" type="checkbox"/> California Driver's License</td> </tr> <tr> <td><input type="checkbox"/> Medical Clearance</td> <td><input checked="" type="checkbox"/> Travel Required over 10% - Employer Pull Notice (EPN) Required</td> </tr> <tr> <td><input type="checkbox"/> License / Certificate Required</td> <td></td> </tr> </table>		<input type="checkbox"/> Conflict of Interest Filer (Form 700)	<input checked="" type="checkbox"/> California Driver's License	<input type="checkbox"/> Medical Clearance	<input checked="" type="checkbox"/> Travel Required over 10% - Employer Pull Notice (EPN) Required	<input type="checkbox"/> License / Certificate Required	
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<input type="checkbox"/> Bilingual: Pass a State written and/or verbal proficiency exam in _____	<input checked="" type="checkbox"/> Field Work: <u>  75  </u> %
<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 type="checkbox"/> Other (Specify): _____

**Essential Functions:**

45%	<p><b>Trapping/Survey and Eradication Activities</b></p> <ul style="list-style-type: none"> <li>▪ Safely operate and maintain a state vehicle to travel to designated work areas locally and throughout the State.</li> <li>▪ Follow established protocols for visual survey, 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).</li> <li>▪ Identify, 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.</li> <li>▪ 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.</li> <li>▪ 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</li> <li>▪ During the Eradication project, the employee serves as exotic pest detection and eradication assistant to the Environmental Scientist, Agricultural Pest Control Specialist, and supervisor.</li> </ul>
20%	<p><b>Documentation of Work Completed</b></p> <ul style="list-style-type: none"> <li>▪ 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 PDR.</li> <li>▪ Ensures all pesticide labels, MSDS's, maps, hospital information, accident identification forms and other documentation are in each vehicle and office site.</li> <li>▪ Complete accurate and detailed technical reports which include miles traveled, traps placed, serviced, and removed, suspect insects found, samples collected, and properties treated or surveyed.</li> <li>▪ Handling all suspect sample with care. Sample is removed, placed in appropriate sampling container, and returned to base at the appropriate time designated by the supervisor.</li> <li>▪ 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.</li> <li>▪ Contact and/or return suspect target pests to the field office for official identification once a suspect target pest is preliminarily identified.</li> <li>▪ Carefully documents 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 submission form. 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</li> </ul>

	container, and returned to base at the appropriate time designated by the supervisor.
15%	<p><b>Interaction with the Public and Vehicle/Tools Maintenance</b></p> <ul style="list-style-type: none"> <li>▪ Make initial contact with property owner or representative to conduct visual surveys, place traps or apply pesticides.</li> <li>▪ Develop a cordial professional relationship with property owner or representative to enable continued use of the property for current and future surveys or trap placements.</li> <li>▪ Briefly answer questions and respond to concerns about survey, and detection and eradication programs when interacting with residents, and refers questions asked regarding gardening, insect and disease inquiries, etc. to the proper agencies.</li> <li>▪ Transport vehicles to service facility</li> <li>▪ Perform daily vehicle safety and fluid level checks.</li> <li>▪ Clean vehicle interior and truck bed of insects, lures, and other debris.</li> <li>▪ Clean, repair, and store all survey equipment daily.</li> <li>▪ Notify supervisor when equipment needs repair or replacement.</li> </ul>
15%	<p><b>Lead and Training Activities</b></p> <ul style="list-style-type: none"> <li>▪ Contact and/or return suspect target pests to the field office for official identification once a suspect target pest is preliminarily identified.</li> <li>▪ 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.</li> <li>▪ Assists in field demonstrations and on-the-job instruction in current pest detection methods and techniques.</li> <li>▪ 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</li> </ul>
<b>Non-Essential/Marginal Functions:</b>	
5%	Other related duties as assigned.
<p><b>Work Environment and Equipment Used:</b></p> <p>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.</p> <p>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. The incumbent must be able to apply pesticides, perform detection and other surveys in a prescribed manner, follow proper procedures to ensure the safety of the homeowner and bystanders, and maintain personal protective equipment, application equipment, and various pieces of equipment in operational condition. The incumbent may work within an office/warehouse environment furnished with a variety of office equipment. Incumbents may work extended hours and days at any given time in the month including weekends and holidays.</p>	

**Physical/Mental Abilities:**

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**Employee Certification:**

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<b>Employee Name</b> (Print)	<b>Signature</b>	<b>Date</b>
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**Supervisor Statement:**

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

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

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

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

<b>Classification / Working Title</b> Agricultural Technician I (Seasonal)	<b>Employee Name</b>
<b>Position Number</b> 014-635-034-982	<b>Supervisor Name / Classification</b> Suttamas Pongprachakkul/ SES (Supervisory)
<b>Division / Branch / Unit</b> PHPPS/PDEP- San Marcos	<b>Effective Date</b>
<b>Collective Bargaining Unit Identifier (CBID)</b> R01	<b>Work Week Group (WWG)</b> 2
<b>Tenure</b> Temporary	<b>Timebase</b> Intermittent
<b>Physical CDFA Headquarters Location</b> 445 N.Twin Oaks Valley Road, San Marcos, Ca	<b>Division / Program Hyperlink</b> <a href="https://www.cdfa.ca.gov/plant/pdep/">https://www.cdfa.ca.gov/plant/pdep/</a>
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<p><b>Position Identification:</b></p> <p>Under the supervision of the Senior Environmental Scientist (Supervisory), the incumbent 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.</p> <p>The incumbent will work on entomological or plant pest field and laboratory work. 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.</p>	
<p><b>Special Requirements:</b></p> <p><input type="checkbox"/> Conflict of Interest Filer (Form 700) <span style="margin-left: 200px;"><input checked="" type="checkbox"/> California Driver's License</span></p> <p><input type="checkbox"/> Medical Clearance</p>	

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<b>Essential Functions:</b>	
45%	<p><b>Trapping/Survey and Eradication Activities</b></p> <ul style="list-style-type: none"> <li>▪ Safely operate and maintain a state vehicle to travel to designated work areas locally and throughout the State.</li> <li>▪ Follow established protocols for visual survey, 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).</li> <li>▪ Identify, 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.</li> <li>▪ 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.</li> <li>▪ During the Eradication project, the employee serves as exotic pest detection and eradication assistant to the Environmental Scientist, Agricultural Pest Control Specialist, and supervisor.</li> </ul>
20%	<p><b>Documentation of Work Completed</b></p> <ul style="list-style-type: none"> <li>▪ 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 PDR.</li> <li>▪ Complete accurate and detailed technical reports which include 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 Daily Trapping Report that is submitted to the lead person or supervisor.</li> <li>▪ Contact and/or return suspect target pests to the field office for official identification once a suspect target pest is preliminarily identified.</li> <li>▪ Carefully documents 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 submission form.</li> </ul>
15%	<p><b>Collection and Submission of Target Pests</b></p> <ul style="list-style-type: none"> <li>▪ Screen wet and dry traps for target pests (plant and insect). Examine content of traps visually to make preliminary identifications of specimens, which resemble target pests.</li> <li>▪ 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.</li> <li>▪ Suspect sample is handled carefully to prevent damage that would make identification of the suspect more difficult. Sample is removed, placed in appropriate sampling container, and</li> </ul>

	returned to base at the appropriate time designated by the supervisor.
15%	<p><b>Interaction with the public and Vehicle/Tool Maintenance</b></p> <ul style="list-style-type: none"> <li>▪ Make initial contact with property owner or representative to conduct visual surveys, place traps or apply pesticides.</li> <li>▪ Develop a cordial professional relationship with property owner or representative to enable continued use of the property for current and future surveys or trap placements.</li> <li>▪ Briefly answer questions and respond to concerns about survey, and detection and eradication programs when interacting with residents, and refers questions asked regarding gardening, insect and disease inquiries, etc. to the proper agencies.</li> <li>▪ Transport vehicles to service facility</li> <li>▪ Perform daily vehicle safety and fluid level checks.</li> <li>▪ Clean vehicle interior and truck bed of insects, lures, and other debris.</li> <li>▪ Clean, repair, and store all survey equipment daily.</li> <li>▪ Notify supervisor when equipment needs repair or replacement.</li> </ul>
<b>Non-Essential/Marginal Functions:</b>	
5%	Other related duties as assigned.
<p><b>Work Environment and Equipment Used:</b></p> <p>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.</p> <p>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. The incumbent must be able to apply pesticides, perform detection and other surveys in a prescribed manner, follow proper procedures to ensure the safety of the homeowner and bystanders, and maintain personal protective equipment, application equipment, and various pieces of equipment in operational condition. The incumbent may work within an office/warehouse environment furnished with a variety of office equipment. Incumbents may work extended hours and days at any given time in the month including weekends and holidays.</p>	
<p><b>Physical/Mental Abilities:</b></p> <p>Activities may require the mixing, loading and application of pesticides, driving for several hours, lifting, bending, reaching and climbing, and moving equipment. Noise level for work is variable. Work well under extreme time constraints, exercise good judgement, determine priorities, make appropriate well-thought-out decisions, allocate resources to achieve maximum results, maintain focus under conditions of duress, work well under pressure; and work independently and in cooperation with other staff members in completing assigned duties and meeting required deadlines. Incumbents may work extended hours and days at any given time in the month including weekends and holidays. Incumbents may also be required to travel by state vehicle or other public transportation systems, on short notice and on overnight stays as required for trips to various field locations and meetings.</p> <p>The incumbent in this position must be able to establish and maintain effective working relationships with those contacted during the course of work.</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.

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

CC: Employee  
 Official Personnel File  
 Supervisor's Drop File