

Classification Scientific Aid	Position Number 814-203-1931-982	Location Santa Ana (Southern Regional Office)
Division/Branch Enforcement Regional Offices Branch	Supervisor's Classification Senior Environmental Scientist (Supervisory)	Collective Bargaining Identification Designation (CBID) R11
Conflict of Interest Disclosure: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Incumbent (If filled) Vacant	

Job requires driving automobile: In this position, the incumbent may, as needed, drive a state vehicle for work purposes. (Employee must complete DPR-034, Request for Driver Record Information).

SUPERVISORY RESPONSIBILITIES (Check One) Managerial Supervisory Lead Person None

Direct Supervision Exercised:		Indirect Supervision Exercised:	
No. of Employees	Classification Title	No. of Employees	Classification Title

I have read and discussed these duties with my supervisor.

Employee Signature	Date
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I certify that the DPR-217 accurately represents the duties and responsibilities of the position.

Supervisor Signature	Date
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Description of Duties (*Attach additional sheets, if necessary, and identify position information*)

Summarize the regularly assigned duties of the position by percentage in descending order. Do not combine distinct activities into a single percentage. Descriptive information should reflect variety and complexity of duties through: supervision exercised and/or received; responsibility for decision making and consequence of error; analytical requirements; special knowledge; skills or abilities required; level, type and frequency of public contact; and unusual working conditions (i.e., field work, bilingual services, etc.); and physical requirements (physical demands, environmental demands).

Percent of Time	Activity
	Under the direct supervision of the Senior Environmental Scientist (Supervisory), and/or the direction of a lead staff, Scientific Aid performs the following duties:
	<p><u>ESSENTIAL FUNCTIONS:</u></p>
30%	Assists in the collecting of samples of fresh and processed food from designated wholesale markets, growers, and retail distributors throughout the State for the Department of Pesticide Regulation's (DPR) Pesticide Residue Monitoring Program; completes sample information forms; transports and prepares to ship the samples to a laboratory for chemical analysis; becomes familiar with Code of Federal Regulations and Food and Agricultural Code.
30%	Assists in the collecting of samples of fresh and processed food from designated wholesale markets throughout the State and completes sample information forms as part of DPR's contractual agreement with USDA; transports samples to a laboratory or prepares the samples for shipment to identified locations; assists in conducting surveillance of market places in designated areas where fresh and processed foods are purchased by consumers; compiles the completed sample information forms to report work activities including a record of expenditures.
15%	Works closely with DPR staff members and County Agricultural Commissioners' staff on issues of fresh agricultural produce and pesticide use; as requested, assists in conducting follow-up investigations of businesses selling illegal produce lots and collects documents to track shipment of lots of produce; issues State quarantines on produce with illegal pesticide residues.
15%	Participates in training exercises of the prescribed procedures for sample collection; attends meetings, reviews reports, and makes comments on site locations, commodity types and availability. Assists with maintenance and inventory of sampling equipment and materials.
	<p><u>MARGINAL FUNCTIONS:</u></p>
5%	Maintains equipment and vehicle; and completes miscellaneous State and federal forms.
5%	Conducts other duties as required consistent with this classification.
	<p><u>WORKING CONDITIONS:</u></p> <p>The collection of samples as indicated for this position requires the ability to work in refrigerated coolers and warehouses; lift and carry a minimum of 25 pounds; and bend, squat, and climb over boxes, containers, or pallets. Occasional statewide travel may be required; including operating a state vehicle and occasional travel by airplane to different areas of the State for work activities, training and Department meetings.</p>

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Percent of Time	Activity
	<p><u>CRITICAL JOB COMPETENCIES:</u></p> <ul style="list-style-type: none">• Communication: good oral and written and organizational skills• Customer Service: ability to balance interests of a variety of clients, internal and external; provide a process to ensure clients receive high quality information and response is in a timely manner• Problem Solving: ability to solve problems when alone on the job• Teamwork: maintain cooperative working relationships with Branch staff