

**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 III (Seasonal)	<b>Employee Name</b>
<b>Position Number</b> 014-421-0032-982	<b>Supervisor Name / Classification</b> Richard Metcalfe / Plant Quarantine Supervisor II
<b>Division / Branch / Unit</b> PHPPS/Borders Protection Stations	<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> 14601 North Interstate 5, Hornbrook, CA 96044	<b>Division / Program Hyperlink</b> <a href="https://www.cdfa.ca.gov/plant/PE/ExteriorExclusion/borders.html">https://www.cdfa.ca.gov/plant/PE/ExteriorExclusion/borders.html</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 California Department of Food and Agriculture operates 16 Border Protection Stations (BPS) across California. Staff at the BPS facilities must check vehicles and commodities entering California from other states for agricultural pests and quarantine compliance. Collectively, these stations are California’s first line of defense in protecting against invasive pest infestations.

**Position Identification:**

Under direction of the Station Manager or Shift Supervisor, the Agricultural Technician III (Ag Tech III) independently performs the most difficult and varied regulatory inspections on vehicles and commodities to prevent the introduction of unwanted pests into California. The Ag Tech III acts as the program expert directing proper inspection of vehicles for compliance with agricultural commodity quarantine laws and regulations and the determination of admissibility of agricultural commodities.

Dependability and job commitment are critical to success in this classification. Staff who perform inspections must be able to understand and follow directions; communicate effectively (verbally and in writing) in English; follow prescribed safety practices; and work cooperatively with other employees and agencies, and the public.

**Special Requirements:**

- |  |   |
|--|---|
| <input type="checkbox"/> Conflict of Interest Filer (Form 700)                                   | <input type="checkbox"/> California Driver’s License                                    |
| <input type="checkbox"/> Medical Clearance   | <input type="checkbox"/> Travel Required over 10% - Employer Pull Notice (EPN) Required |
| <input type="checkbox"/> License / Certificate Required  | <input type="checkbox"/> Field Work: ____%  |
| <input type="checkbox"/> Bilingual: Pass a State written and/or verbal proficiency exam in _____ | <input type="checkbox"/> Other (Specify): _____   |

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.

**Essential Functions:**

40%	<p><b>Vehicle/Commercial Shipment Inspections</b></p> <ul style="list-style-type: none"> <li>• Inspect vehicles (i.e., automobiles, watercraft, self-moving, etc.) to determine if plant material (i.e., fruits, vegetables, plants, etc.) is present and to check the admissibility of plant material based on quarantine compliance and freedom from pests. This requires verbal communication and physical activities such as opening and removing containers, climbing, stooping, and bending around and within vehicles.</li> <li>• Read and interpret shipping manifests, quarantine certificates, bills of lading, and other industry related documents to determine the contents and admissibility of commercial shipments and to make sound decisions relating to the release or rejection of shipments. This requires the use of printed and electronic manuals and lists to compare commodities and origins.</li> <li>• Determine the admissibility of all shipments of plant material to protect the State's agricultural and natural resources by using printed and electronic reference materials such as quarantine manuals, Branch operation guide, and Border Station memos to make sound decisions relating to the release or rejection of shipments.</li> <li>• Copy or scan shipping documents, certificates, and other related paperwork, using photocopiers and scanners, concerning the regulation of movement of commodities to monitor pest pathways into the State.</li> <li>• Monitor traffic movement to determine which vehicles need to be inspected and to control traffic flow in order to recognize potential signs of high-risk vehicle travel, using visual and auditory clues and through good verbal communication.</li> <li>• Prioritize and direct vehicle inspections based on pest risk and traffic flow to minimize traffic backups for the purpose of public safety.</li> <li>• Search for and remove pests (i.e., gypsy moth, zebra mussel, etc.), attached or roaming, within or on vehicles by using "creepers" to inspect the underside of vehicles, ladders to climb into or onto vehicles, power-washers, and hand tools, removing pests to prevent pest infestations and mitigate pest risk of vehicles and commodities from entering the State.</li> <li>• Enter electronic and handwritten data to gather information regarding traffic flow, pest samples, and rejected or quarantined commercial shipments into databases for statistical analysis and to assist the Branch in evaluating trends. This task requires use and comprehension of computers, spreadsheets, and databases.</li> <li>• Disseminate information to advise and inform interested parties including the public, headquarters office, agricultural commissioners, and other agencies via fax, e-mail, and postal systems. Maintain a profound understanding of any applicable laws and/or regulations as it relates to border protection. Promotes and adheres to all laws governing the CDFA Border Patrol processes to ensure compliance.</li> </ul>
20%	<p><b>Cooperative Activities</b></p> <p><i>The Border Protection Stations Branch collaborates with outside agencies and other CDFA regulatory programs. Activities with these entities include:</i></p>

	<ul style="list-style-type: none"> <li>• Examine and photocopy shipping manifests (bills of lading, short-form manifests), forwarding the necessary data to the California Department of Tax and Fee Administration (CDTFA) Revenue and Taxation unit. The inspector must be able to review the bill of lading and make sound decisions on the level of probability use on tax liability of incoming shipments.</li> <li>• Examine the Imported Material Report (IMR) of incoming shipments of used beverage containers (UBC) for accuracy, legibility, and legitimacy. Noting material types, approximate weight, vehicle description, vehicle license, unit numbers, description of occupants, and any other pertinent information for the California Department of Resources, Recycling, and Recovery (CalRecycle).</li> <li>• Create the Proof of Inspection (POI) verifying the contents of UBC shipments into the state. Scans the IMR and POI in order to disseminate information to interested parties including the headquarters office and CalRecycle, noting any irregularities in the shipment.</li> <li>• Read and interpret bills of lading, permits, and certificates to determine the regulatory compliance of incoming livestock shipments. This requires knowledge of the Animal Policy in the Plant Quarantine Manual and the Border Station Operating Guide (BSOG).</li> <li>• Gather and input data into the Border Station Livestock database concerning the movement of livestock shipments into and through California. The data gathered may also need to be scanned, faxed, and mailed copies for the Animal Health Branch to follow up on necessary inspections, actions, statistics, or reports.</li> <li>• Read and interpret bills of lading to determine the admissibility of incoming whole market and liquid egg (containerized egg whites, “Egg Beaters”, etc.) shipments. This requires knowledge of regulations for certified egg shipments as outlined in the BSOG.</li> <li>• Gather and input data in the Border Station Egg Report database concerning the movement of egg shipments meeting regulation standards into the state. Records shipments that do not meet regulations or are listed on the Egg BOLO list provided by the Egg Safety Quality Management program and notify required parties via email to follow up on necessary actions.</li> <li>• Read and interpret bills of lading and certification to determine the admissibility of incoming cottonseed and cottonseed products to ensure it is within aflatoxin tolerances as outlined in the BSOG.</li> <li>• Gather data and disseminate information on the movement of cottonseed products for feed to the Feed, Fertilizer, and Livestock Drugs Regulatory Services Branch via email or fax in a timely manner.</li> <li>• Examine and interpret the bills of lading for incoming shipments of tobacco products. Scans and/or copies the bills of lading and completes the Tobacco Shipment Record to track the shipment. Gathered data is also scanned or faxed to the Sacramento Headquarters Office to be disseminated by the Department of Justice to follow up on necessary actions.</li> </ul>
15%	<p><b>Training</b></p> <ul style="list-style-type: none"> <li>• Use lesson plans, training courses, various manuals, and hands-on training to create and maintain a working environment conducive to accomplishing the Branch mission by serving as a role model in promoting teamwork and developing personnel to their full potential.</li> <li>• Train and mentor lower-level Ag Aide and Ag Tech I and II employees with regards to applicable state quarantines, proper inspection protocols, station safety procedures, and facility maintenance.</li> <li>• Participate in the assignment of new tasks to Ag Aides, Ag Tech I and II employees. Help prepare those classifications for job advancement by providing training regarding</li> </ul>

	operational procedures to help facilitate skill development and the ability to take on more responsibility.
10%	<p><b>Commodity Inspection / Pest Sample Submission</b></p> <ul style="list-style-type: none"> <li>Inspect commodities for pest insects, diseases, weeds, and nematodes to capture pest pathways by using visual aids such as hand lenses, microscopes, and dissecting tools (ex. knives and tweezers).</li> <li>Record digital images using devices such as digital/ video cameras and microscopes to document events occurring at the facility including accidents, quarantine incidents, and pest finds for legal and quarantine Branch responsibilities.</li> <li>Submit suspect pest species to CDFA’s Plant Pest Diagnostics Lab for identification by collecting samples in alcohol vials or other containers and completing printed and electronic reports.</li> <li>Decontaminate and remove host material to prevent pest infested material from entering the state.</li> <li>This includes operating equipment such as high-pressure washers and wearing safety gear.</li> <li>Recognize pests for risk analysis by comparing intercepted pests with collected or printed specimens or electronic reference materials.</li> <li>Dispose contaminated materials to prevent local pest infestations using hand tools and aids for moving heavy material and by grinding, burning, or bagging. This requires the use of wheelbarrows, hand trucks, and incinerators.</li> </ul>
5%	<p><b>Public Relations / Communications</b></p> <ul style="list-style-type: none"> <li>Communicate verbally and in writing (via e-mail, memos, and phone inquiries) with the public and government agencies regarding the purpose of regulating potential pest risk material, the purpose of inspections, and the solutions to quarantine issues.</li> <li>Distribute printed informational materials such as brochures and fliers to the public and truck drivers for public awareness.</li> <li>Solicit public cooperation through interactions with one-on-one discussions, meetings, and events. This includes the use of visual aids and computer software operations (ex. PowerPoint).</li> <li>Maintain a professional demeanor to provide the public with a positive impression of the Branch and solicit cooperative assistance by being well groomed and using proper body language.</li> </ul>
<b>Non-Essential/Marginal Functions:</b>	
5%	<p><b>Facility Maintenance</b></p> <ul style="list-style-type: none"> <li>Clean restrooms, storerooms, offices, inspection booths, inspection lanes and other work areas. This may involve cleaning toilets, picking up and emptying trash, washing windows, mopping, sweeping, and other duties as prescribed by the station manager, shift supervisor, or shift leader.</li> <li>Perform minor maintenance of the facility and grounds including restrooms, storerooms, offices, inspection booths, and inspection lanes and areas. This may involve using power equipment to cut lawns or weeds, painting, and minor building repair, and other duties as prescribed by the station manager, shift supervisor, or shift leader.</li> </ul>
5%	<p><b>Miscellaneous Duties</b></p> <ul style="list-style-type: none"> <li>Perform other job-related duties</li> </ul>
<p><b>Work Environment and Equipment Used:</b>  Employees in this classification are routinely assigned to rotating work shifts including day, evening, night, weekends, and holidays. This job is performed outdoors, in the private vehicle and truck inspection areas</p>	

approximately 80% of the time. The remaining time is spent in an office environment. When working outdoors, the employee may be exposed to high-low temperature changes, variable climatic conditions, rain, fog, dust, fumes, gases, and odors. The noise level in the work environment is moderate. Required to follow departmental grooming and uniform standards.

**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

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

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<b>Position Number</b> 014-421-0033-982	<b>Supervisor Name / Classification</b> Richard Metcalfe / Plant Quarantine Supervisor II
<b>Division / Branch / Unit</b> PHPPS/Borders Protection Stations	<b>Effective Date</b>
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**Position Identification:**  
 Under general supervision of the Station Manager or Shift Supervisor, the Agricultural Technician II (Ag Tech II) independently performs the more difficult and varied regulatory inspections on vehicles and commodities to prevent the introduction of unwanted pests into California. The Ag Tech II acts as the program expert directing proper inspection of vehicles for compliance with agricultural commodity quarantine laws and regulations and the determination of admissibility of agricultural commodities.

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**Special Requirements:**

<input type="checkbox"/> Conflict of Interest Filer (Form 700)	<input type="checkbox"/> California Driver’s License
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40%	<p><b>Vehicle/Commercial Shipment Inspections</b></p> <ul style="list-style-type: none"> <li>• Inspect vehicles (i.e., automobiles, watercraft, self-moving, etc.) to determine if plant material (i.e., fruits, vegetables, plants, etc.) is present and to check the admissibility of plant material based on quarantine compliance and freedom from pests. This requires verbal communication and physical activities such as opening and removing containers, climbing, stooping, and bending around and within vehicles.</li> <li>• Read and interpret shipping manifests, quarantine certificates, bills of lading, and other industry related documents to determine the contents and admissibility of commercial shipments and to make sound decisions relating to the release or rejection of shipments. This requires the use of printed and electronic manuals and lists to compare commodities and origins.</li> <li>• Determine the admissibility of all shipments of plant material to protect the State's agricultural and natural resources by using printed and electronic reference materials such as quarantine manuals, Branch operation guide, and Border Station memos to make sound decisions relating to the release or rejection of shipments.</li> <li>• Copy or scan shipping documents, certificates, and other related paperwork, using photocopiers and scanners, concerning the regulation of movement of commodities to monitor pest pathways into the State.</li> <li>• Monitor traffic movement to determine which vehicles need to be inspected and to control traffic flow in order to recognize potential signs of high-risk vehicle travel, using visual and auditory clues and through good verbal communication.</li> <li>• Prioritize and direct vehicle inspections based on pest risk and traffic flow to minimize traffic backups for the purpose of public safety.</li> <li>• Search for and remove pests (i.e., gypsy moth, zebra mussel, etc.), attached or roaming, within or on vehicles by using "creepers" to inspect the underside of vehicles, ladders to climb into or onto vehicles, power-washers, and hand tools, removing pests to prevent pest infestations and mitigate pest risk of vehicles and commodities from entering the State.</li> <li>• Enter electronic and handwritten data to gather information regarding traffic flow, pest samples, and rejected or quarantined commercial shipments into databases for statistical analysis and to assist the Branch in evaluating trends. This task requires use and comprehension of computers, spreadsheets, and databases.</li> <li>• Disseminate information to advise and inform interested parties including the public, headquarters office, agricultural commissioners, and other agencies via fax, e-mail, and postal systems. Maintain a profound understanding of any applicable laws and/or regulations as it relates to border protection. Promotes and adheres to all laws governing the CDFA Border Patrol processes to ensure compliance.</li> </ul>
20%	<p><b>Cooperative Activities</b></p> <p><i>The Border Protection Stations Branch collaborates with outside agencies and other CDFA regulatory programs. Activities with these entities include:</i></p>

	<ul style="list-style-type: none"> <li>• Examine and photocopy shipping manifests (bills of lading, short-form manifests), forwarding the necessary data to the California Department of Tax and Fee Administration (CDTFA) Revenue and Taxation unit. The inspector must be able to review the bill of lading and make sound decisions on the level of probability use on tax liability of incoming shipments.</li> <li>• Examine the Imported Material Report (IMR) of incoming shipments of used beverage containers (UBC) for accuracy, legibility, and legitimacy. Noting material types, approximate weight, vehicle description, vehicle license, unit numbers, description of occupants, and any other pertinent information for the California Department of Resources, Recycling, and Recovery (CalRecycle).</li> <li>• Create the Proof of Inspection (POI) verifying the contents of UBC shipments into the state. Scans the IMR and POI in order to disseminate information to interested parties including the headquarters office and CalRecycle, noting any irregularities in the shipment.</li> <li>• Read and interpret bills of lading, permits, and certificates to determine the regulatory compliance of incoming livestock shipments. This requires knowledge of the Animal Policy in the Plant Quarantine Manual and the Border Station Operating Guide (BSOG).</li> <li>• Gather and input data into the Border Station Livestock database concerning the movement of livestock shipments into and through California. The data gathered may also need to be scanned, faxed, and mailed copies for the Animal Health Branch to follow up on necessary inspections, actions, statistics, or reports.</li> <li>• Read and interpret bills of lading to determine the admissibility of incoming whole market and liquid egg (containerized egg whites, "Egg Beaters", etc.) shipments. This requires knowledge of regulations for certified egg shipments as outlined in the BSOG.</li> <li>• Gather and input data in the Border Station Egg Report database concerning the movement of egg shipments meeting regulation standards into the state. Records shipments that do not meet regulations or are listed on the Egg BOLO list provided by the Egg Safety Quality Management program and notify required parties via email to follow up on necessary actions.</li> <li>• Read and interpret bills of lading and certification to determine the admissibility of incoming cottonseed and cottonseed products to ensure it is within aflatoxin tolerances as outlined in the BSOG.</li> <li>• Gather data and disseminate information on the movement of cottonseed products for feed to the Feed, Fertilizer, and Livestock Drugs Regulatory Services Branch via email or fax in a timely manner.</li> <li>• Examine and interpret the bills of lading for incoming shipments of tobacco products. Scans and/or copies the bills of lading and completes the Tobacco Shipment Record to track the shipment. Gathered data is also scanned or faxed to the Sacramento Headquarters Office to be disseminated by the Department of Justice to follow up on necessary actions.</li> </ul>
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5%	<p><b>Public Relations / Communications</b></p> <ul style="list-style-type: none"> <li>Communicate verbally and in writing (via e-mail, memos, and phone inquiries) with the public and government agencies regarding the purpose of regulating potential pest risk material, the purpose of inspections, and the solutions to quarantine issues.</li> <li>Distribute printed informational materials such as brochures and fliers to the public and truck drivers for public awareness.</li> <li>Solicit public cooperation through interactions with one-on-one discussions, meetings, and events. This includes the use of visual aids and computer software operations (ex. PowerPoint).</li> <li>Maintain a professional demeanor to provide the public with a positive impression of the Branch and solicit cooperative assistance by being well groomed and using proper body language.</li> </ul>
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5%	<p><b>Facility Maintenance</b></p> <ul style="list-style-type: none"> <li>Clean restrooms, storerooms, offices, inspection booths, inspection lanes and other work areas. This may involve cleaning toilets, picking up and emptying trash, washing windows, mopping, sweeping, and other duties as prescribed by the station manager, shift supervisor, or shift leader.</li> <li>Perform minor maintenance of the facility and grounds including restrooms, storerooms, offices, inspection booths, and inspection lanes and areas. This may involve using power equipment to cut lawns or weeds, painting, and minor building repair, and other duties as prescribed by the station manager, shift supervisor, or shift leader.</li> </ul>
5%	<p><b>Miscellaneous Duties</b></p> <ul style="list-style-type: none"> <li>Perform other job-related duties.</li> </ul>
<p><b>Work Environment and Equipment Used:</b>  Employees in this classification are routinely assigned to rotating work shifts including day, evening, night, weekends, and holidays. This job is performed outdoors, in the private vehicle and truck inspection areas approximately 80% of the time. The remaining time is spent in an office environment. When working outdoors, the employee may be exposed to high-low temperature changes, variable climatic conditions, rain,</p>	

STATE OF CALIFORNIA  
 DEPARTMENT OF FOOD AND AGRICULTURE  
 HUMAN RESOURCES BRANCH  
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**Employee Certification**

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

<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

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**Position Identification:**

Under supervision of the Station Manager or Shift Supervisor, the Agricultural Technician I (Ag Tech I) performs varied assignments of average difficulty including regulatory inspections on vehicles and commodities to prevent the introduction of unwanted pests into California. The Ag Tech I acts as the program expert directing proper inspection of vehicles for compliance with agricultural commodity quarantine laws and regulations and the determination of admissibility of agricultural commodities.

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**Special Requirements:**

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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.

**Essential Functions:**

40%	<p><b>Vehicle/Commercial Shipment Inspections</b></p> <ul style="list-style-type: none"> <li>• Inspect vehicles (i.e., automobiles, watercraft, self-moving, etc.) to determine if plant material (i.e., fruits, vegetables, plants, etc.) is present and to check the admissibility of plant material based on quarantine compliance and freedom from pests. This requires verbal communication and physical activities such as opening and removing containers, climbing, stooping, and bending around and within vehicles.</li> <li>• Read and interpret shipping manifests, quarantine certificates, bills of lading, and other industry related documents to determine the contents and admissibility of commercial shipments and to make sound decisions relating to the release or rejection of shipments. This requires the use of printed and electronic manuals and lists to compare commodities and origins.</li> <li>• Determine the admissibility of all shipments of plant material to protect the State's agricultural and natural resources by using printed and electronic reference materials such as quarantine manuals, Branch operation guide, and Border Station memos to make sound decisions relating to the release or rejection of shipments.</li> <li>• Copy or scan shipping documents, certificates, and other related paperwork, using photocopiers and scanners, concerning the regulation of movement of commodities to monitor pest pathways into the State.</li> <li>• Monitor traffic movement to determine which vehicles need to be inspected and to control traffic flow in order to recognize potential signs of high-risk vehicle travel, using visual and auditory clues and through good verbal communication.</li> <li>• Prioritize and direct vehicle inspections based on pest risk and traffic flow to minimize traffic backups for the purpose of public safety.</li> <li>• Search for and remove pests (i.e., gypsy moth, zebra mussel, etc.), attached or roaming, within or on vehicles by using "creepers" to inspect the underside of vehicles, ladders to climb into or onto vehicles, power-washers, and hand tools, removing pests to prevent pest infestations and mitigate pest risk of vehicles and commodities from entering the State.</li> <li>• Enter electronic and handwritten data to gather information regarding traffic flow, pest samples, and rejected or quarantined commercial shipments into databases for statistical analysis and to assist the Branch in evaluating trends. This task requires use and comprehension of computers, spreadsheets, and databases.</li> <li>• Disseminate information to advise and inform interested parties including the public, headquarters office, agricultural commissioners, and other agencies via fax, e-mail, and postal systems. Maintain a profound understanding of any applicable laws and/or regulations as it relates to border protection. Promotes and adheres to all laws governing the CDFA Border Patrol processes to ensure compliance.</li> </ul>
20%	<p><b>Cooperative Activities</b></p> <p><i>The Border Protection Stations Branch collaborates with outside agencies and other CDFA regulatory programs. Activities with these entities include:</i></p>

	<ul style="list-style-type: none"> <li>• Examine and photocopy shipping manifests (bills of lading, short-form manifests), forwarding the necessary data to the California Department of Tax and Fee Administration (CDTFA) Revenue and Taxation unit. The inspector must be able to review the bill of lading and make sound decisions on the level of probability use on tax liability of incoming shipments.</li> <li>• Examine the Imported Material Report (IMR) of incoming shipments of used beverage containers (UBC) for accuracy, legibility, and legitimacy. Noting material types, approximate weight, vehicle description, vehicle license, unit numbers, description of occupants, and any other pertinent information for the California Department of Resources, Recycling, and Recovery (CalRecycle).</li> <li>• Create the Proof of Inspection (POI) verifying the contents of UBC shipments into the state. Scans the IMR and POI in order to disseminate information to interested parties including the headquarters office and CalRecycle, noting any irregularities in the shipment.</li> <li>• Read and interpret bills of lading, permits, and certificates to determine the regulatory compliance of incoming livestock shipments. This requires knowledge of the Animal Policy in the Plant Quarantine Manual and the Border Station Operating Guide (BSOG).</li> <li>• Gather and input data into the Border Station Livestock database concerning the movement of livestock shipments into and through California. The data gathered may also need to be scanned, faxed, and mailed copies for the Animal Health Branch to follow up on necessary inspections, actions, statistics, or reports.</li> <li>• Read and interpret bills of lading to determine the admissibility of incoming whole market and liquid egg (containerized egg whites, “Egg Beaters”, etc.) shipments. This requires knowledge of regulations for certified egg shipments as outlined in the BSOG.</li> <li>• Gather and input data in the Border Station Egg Report database concerning the movement of egg shipments meeting regulation standards into the state. Records shipments that do not meet regulations or are listed on the Egg BOLO list provided by the Egg Safety Quality Management program and notify required parties via email to follow up on necessary actions.</li> <li>• Read and interpret bills of lading and certification to determine the admissibility of incoming cottonseed and cottonseed products to ensure it is within aflatoxin tolerances as outlined in the BSOG.</li> <li>• Gather data and disseminate information on the movement of cottonseed products for feed to the Feed, Fertilizer, and Livestock Drugs Regulatory Services Branch via email or fax in a timely manner.</li> <li>• Examine and interpret the bills of lading for incoming shipments of tobacco products. Scans and/or copies the bills of lading and completes the Tobacco Shipment Record to track the shipment. Gathered data is also scanned or faxed to the Sacramento Headquarters Office to be disseminated by the Department of Justice to follow up on necessary actions.</li> </ul>
15%	<p><b>Training</b></p> <ul style="list-style-type: none"> <li>• Use lesson plans, training courses, various manuals, and hands-on training to create and maintain a working environment conducive to accomplishing the Branch mission by serving as a role model in promoting teamwork and developing personnel to their full potential.</li> <li>• Train and mentor lower-level Ag Aide employees with regards to applicable state quarantines, proper inspection protocols, station safety procedures, and facility maintenance.</li> <li>• Participate in the assignment of new tasks to Ag Aides employees. Help prepare those classifications for job advancement by providing training regarding operational procedures to help facilitate skill development and the ability to take on more responsibility.</li> </ul>

10%	<p><b>Commodity Inspection / Pest Sample Submission</b></p> <ul style="list-style-type: none"> <li>Inspect commodities for pest insects, diseases, weeds, and nematodes to capture pest pathways by using visual aids such as hand lenses, microscopes, and dissecting tools (ex. knives and tweezers).</li> <li>Record digital images using devices such as digital/ video cameras and microscopes to document events occurring at the facility including accidents, quarantine incidents, and pest finds for legal and quarantine Branch responsibilities.</li> <li>Submit suspect pest species to CDFA’s Plant Pest Diagnostics Lab for identification by collecting samples in alcohol vials or other containers and completing printed and electronic reports.</li> <li>Decontaminate and remove host material to prevent pest infested material from entering the state.</li> <li>This includes operating equipment such as high-pressure washers and wearing safety gear.</li> <li>Recognize pests for risk analysis by comparing intercepted pests with collected or printed specimens or electronic reference materials.</li> <li>Dispose contaminated materials to prevent local pest infestations using hand tools and aids for moving heavy material and by grinding, burning, or bagging. This requires the use of wheelbarrows, hand trucks, and incinerators.</li> </ul>
5%	<p><b>Public Relations / Communications</b></p> <ul style="list-style-type: none"> <li>Communicate verbally and in writing (via e-mail, memos, and phone inquiries) with the public and government agencies regarding the purpose of regulating potential pest risk material, the purpose of inspections, and the solutions to quarantine issues.</li> <li>Distribute printed informational materials such as brochures and fliers to the public and truck drivers for public awareness.</li> <li>Solicit public cooperation through interactions with one-on-one discussions, meetings, and events. This includes the use of visual aids and computer software operations (ex. PowerPoint).</li> <li>Maintain a professional demeanor to provide the public with a positive impression of the Branch and solicit cooperative assistance by being well groomed and using proper body language.</li> </ul>
<b>Non-Essential/Marginal Functions:</b>	
5%	<p><b>Facility Maintenance</b></p> <ul style="list-style-type: none"> <li>Clean restrooms, storerooms, offices, inspection booths, inspection lanes and other work areas. This may involve cleaning toilets, picking up and emptying trash, washing windows, mopping, sweeping, and other duties as prescribed by the station manager, shift supervisor, or shift leader.</li> <li>Perform minor maintenance of the facility and grounds including restrooms, storerooms, offices, inspection booths, and inspection lanes and areas. This may involve using power equipment to cut lawns or weeds, painting, and minor building repair, and other duties as prescribed by the station manager, shift supervisor, or shift leader.</li> </ul>
5%	<p><b>Miscellaneous Duties</b></p> <ul style="list-style-type: none"> <li>Perform other job-related duties.</li> </ul>
<p><b>Work Environment and Equipment Used:</b>  Employees in this classification are routinely assigned to rotating work shifts including day, evening, night, weekends, and holidays. This job is performed outdoors, in the private vehicle and truck inspection areas approximately 80% of the time. The remaining time is spent in an office environment. When working outdoors, the employee may be exposed to high-low temperature changes, variable climatic conditions, rain,</p>	

STATE OF CALIFORNIA  
 DEPARTMENT OF FOOD AND AGRICULTURE  
 HUMAN RESOURCES BRANCH  
**DUTY STATEMENT**  
 SO-92 (EST. 12/2025)

fog, dust, fumes, gases, and odors. The noise level in the work environment is moderate. Required to follow departmental grooming and uniform standards.

**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</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 Aide (Seasonal)	<b>Employee Name</b>
<b>Position Number</b> 014-421-0365-982	<b>Supervisor Name / Classification</b> Richard Metcalfe / Plant Quarantine Supervisor II
<b>Division / Branch / Unit</b> PHPPS/Borders Protection Stations	<b>Effective Date</b>
<b>Collective Bargaining Unit Identifier (CBID)</b> E	<b>Work Week Group (WWG)</b> 2
<b>Tenure</b> Temporary	<b>Timebase</b> Intermittent
<b>Physical CDFA Headquarters Location</b> 14601 North Interstate 5, Hornbrook, CA 96044	<b>Division / Program Hyperlink</b> <a href="https://www.cdafa.ca.gov/plant/PE/ExteriorExclusion/borders.html">https://www.cdafa.ca.gov/plant/PE/ExteriorExclusion/borders.html</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 California Department of Food and Agriculture operates 16 Border Protection Stations (BPS) across California. Staff at the BPS facilities must check vehicles and commodities entering California from other states for agricultural pests and quarantine compliance. Collectively, these stations are California's first line of defense in protecting against invasive pest infestations.

**Position Identification:**

Under close supervision of the Station Manager or Shift Supervisor, the Agricultural Aide (Ag Aide) performs the less complicated and routine regulatory inspections on vehicles or commodities to prevent the introduction of unwanted pests into California. The Agricultural Aide is a training/entry level position designed to develop employee knowledge and skills necessary to perform more independently in the Agricultural Technician series. Agricultural Aides may be used to ensure adequate facility staffing during peak traffic periods (i.e., weekends, holidays, summer months, etc.).

Dependability and job commitment are critical to success in this classification. Staff who perform inspections must be able to understand and follow directions; communicate effectively (verbally and in writing) in English; follow prescribed safety practices; and work cooperatively with other employees, other agencies, and the public.

**Special Requirements:**

- |  |   |
|--|---|
| <input type="checkbox"/> Conflict of Interest Filer (Form 700)                                   | <input type="checkbox"/> California Driver's License                                    |
| <input type="checkbox"/> Medical Clearance   | <input type="checkbox"/> Travel Required over 10% - Employer Pull Notice (EPN) Required |
| <input type="checkbox"/> License / Certificate Required  | <input type="checkbox"/> Field Work: ____%  |
| <input type="checkbox"/> Bilingual: Pass a State written and/or verbal proficiency exam in _____ | <input type="checkbox"/> Other (Specify): _____   |

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.

**Essential Functions:**

<p>45%</p>	<p><b>Vehicle/Commercial Shipment Inspections</b></p> <ul style="list-style-type: none"> <li>• Inspect vehicles (i.e. automobiles, watercraft, self-moving, etc.) to determine if plant material (i.e., fruits, vegetables, plants, etc.) is present and to check the admissibility of plant material based on quarantine compliance and freedom from pests. This requires verbal communication and physical activities such as opening and removing containers, climbing, stooping, and bending around and within vehicles.</li> <li>• Read and interpret shipping manifests, quarantine certificates, bills of lading, and other industry related documents to determine the contents and admissibility of commercial shipments and to make sound decisions relating to the release or rejection of shipments. This requires the use of printed and electronic manuals and lists to compare commodities and origins.</li> <li>• Determine the admissibility of all shipments of plant material to protect the State’s agricultural and natural resources by using printed and electronic reference materials such as quarantine manuals, Branch operation guide, and Border Station memos to make sound decisions relating to the release or rejection of shipments.</li> <li>• Copy or scan shipping documents, certificates, and other related paperwork, using photocopiers and scanners, concerning the regulation of movement of commodities to monitor pest pathways into the State.</li> <li>• Monitor traffic movement to determine which vehicles need to be inspected and to control traffic flow in order to recognize potential signs of high-risk vehicle travel, using visual and auditory clues and through good verbal communication.</li> <li>• Prioritize and direct vehicle inspections based on pest risk and traffic flow to minimize traffic backups for the purpose of public safety.</li> <li>• Search for and remove pests (i.e., gypsy moth, zebra mussel, etc.), attached or roaming, within or on vehicles by using “creepers” to inspect the underside of vehicles, ladders to climb into or onto vehicles, power-washers, and hand tools, removing pests to prevent pest infestations and mitigate pest risk of vehicles and commodities from entering the State.</li> <li>• Enter electronic and handwritten data to gather information regarding traffic flow, pest samples, and rejected or quarantined commercial shipments into databases for statistical analysis and to assist the Branch in evaluating trends. This task requires use and comprehension of computers, spreadsheets, and databases.</li> <li>• Disseminate information to advise and inform interested parties including the public, headquarters office, agricultural commissioners, and other agencies via fax, e-mail, and postal systems.</li> <li>• Maintain a profound understanding of any applicable laws and/or regulations as it relates to border protection. Promotes and adheres to all laws governing the CDFA Border Patrol processes to ensure compliance.</li> </ul>
<p>20%</p>	<p><b>Cooperative Activities</b></p> <p><i>The BPS Branch collaborates with outside agencies and other CDFA regulatory programs. Activities with these entities include:</i></p>

	<ul style="list-style-type: none"> <li>• Examine and photocopy shipping manifests (bills of lading, short-form manifests), forwarding the necessary data to the California Department of Tax and Fee Administration (CDTFA) Revenue and Taxation unit. The inspector must be able to review the bill of lading and make sound decisions on the level of probability use on tax liability of incoming shipments.</li> <li>• Examine the Imported Material Report (IMR) for incoming shipments of used beverage containers (UBC) for accuracy, legibility, and legitimacy, and inspecting the shipment. Noting material types, approximate weight, vehicle description, vehicle license, unit numbers, description of occupants, and any other pertinent information for the California Department of Resources, Recycling, and Recovery (CalRecycle).</li> <li>• Create the Proof of Inspection (POI) verifying the contents of UBC shipments into the state. Scans the IMR and POI in order to disseminate the information to interested parties including the headquarters office and CalRecycle, noting any irregularities in the shipment.</li> <li>• Read and interpret bills of lading, permits, and certificates to determine the regulatory compliance of incoming livestock shipments. This requires knowledge of the Animal Policy in the Plant Quarantine Manual and the Border Station Operating Guide.</li> <li>• Gather and input data into the Border Station Livestock database concerning the movement of livestock shipments into and through California. The data gathered may also need to be scanned, faxed, and mailed copies for the Animal Health Branch to follow up on necessary inspections, actions, statistics, or reports.</li> <li>• Read and interpret bills of lading to determine the admissibility of incoming whole market and liquid egg (containerized egg whites, “Egg Beaters”, etc.) shipments. This requires knowledge of regulations for certified egg shipments as outlined in the Border Station Operating Guide.</li> <li>• Gather and input data in the Border Station Egg Report database concerning the movement of egg shipments meeting regulation standards into the state. Records shipments that do not meet regulations or are listed on the Egg BOLO list provided by the Egg Safety Quality Management program and notify required parties via email to follow up on necessary actions.</li> <li>• Read and interpret bills of lading and certification to determine the admissibility of incoming</li> <li>• cottonseed and cottonseed products to ensure they are within aflatoxin tolerances as outlined in the Border Station Operating Guide.</li> <li>• Gather data and disseminate information on the movement of cottonseed products for feed to the Feed, Fertilizer, and Livestock Drugs Regulatory Services Branch via email or fax in a timely manner.</li> <li>• Examine and interpret the bills of lading for incoming shipments of tobacco products. Scans and/or copies the bills of lading and completes the Tobacco Shipment Record to track the shipment. Gathered data is also scanned or faxed to the Sacramento Headquarters Office to be disseminated by the Department of Justice to follow up on necessary actions.</li> </ul>
15%	<p><b>Public Relations</b></p> <ul style="list-style-type: none"> <li>• Apply good public relations techniques to educate and solicit the cooperation of the public and maintain the good image of the Department.</li> <li>• Verbally communicate laws, rules and regulations for the purpose of inspection to the general public and truck drivers.</li> <li>• Distribute printed informational materials such as brochures and fliers to the public and truck drivers for public awareness.</li> <li>• Maintain a professional demeanor to provide the public with a positive impression of the Branch and solicit cooperative assistance by being well groomed and using proper body language.</li> <li>• Politely answer the station telephone and give accurate information to callers.</li> </ul>
10%	<p><b>Commodity Inspection/Pest Sample Submission</b></p>

	<ul style="list-style-type: none"> <li>• Inspect commodities for pest insects, diseases, weeds, and nematodes to capture pest pathways by using visual aids such as hand lenses, microscopes, and dissecting tools (ex. knives and tweezers).</li> <li>• Record digital images using devices such as digital/ video cameras and microscopes to document events occurring at the facility including accidents, quarantine incidents, and pest finds for legal and quarantine Branch responsibilities.</li> <li>• Submit suspect pest species to CDFA’s Plant Pest Diagnostics Lab for identification by collecting samples in alcohol vials or other containers and completing printed and electronic reports.</li> <li>• Decontaminate and remove host material to prevent pest infested material from entering the State. This includes operating equipment such as high- pressure washers and wearing safety gear.</li> <li>• Recognize pests for risk analysis by comparing intercepted pests with collected or printed specimens or electronic reference materials.</li> <li>• Dispose contaminated materials to prevent local pest infestations using hand tools and aids for moving heavy material and by grinding, burning, or bagging. This requires the use of wheelbarrows, hand trucks, and incinerators.</li> </ul>
<b>Non-Essential/Marginal Functions:</b>	
5%	<p><b>Facility Maintenance</b></p> <ul style="list-style-type: none"> <li>• Perform minor cleanup and maintenance of buildings and grounds to ensure a facility that is safe, sanitary, and functional.</li> <li>• Clean restrooms, storerooms, offices, inspection booths, inspection lanes and other work areas. This may involve cleaning toilets, picking up and emptying trash, washing windows, mopping, sweeping, and other duties as prescribed by the Station Manager, Shift Supervisor, or Shift Leader.</li> <li>• Perform minor maintenance of the facility and grounds including restrooms, storerooms, offices, inspection booths, and inspection lanes and areas. This may involve using power equipment to cut lawns or weeds, painting, and minor building repair, and other duties as prescribed by the Station Manager, Shift Supervisor, or Shift Leader.</li> </ul>
5%	<p><b>Miscellaneous Duties</b></p> <ul style="list-style-type: none"> <li>• Perform other job-related duties.</li> </ul>
<p><b>Work Environment and Equipment Used:</b>  Employees in this classification are routinely assigned to rotating work shifts including day, evening, night, weekends, and holidays. This job is performed outdoors, in the private vehicle and truck inspection areas approximately 80% of the time. The remaining time is spent in an office environment. When working outdoors, the employee may be exposed to high-low temperature changes, variable climatic conditions, rain, fog, dust, fumes, gases, and odors. The noise level in the work environment is moderate. Required to follow departmental grooming and uniform standards.</p>	

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

CC: Employee  
 Official Personnel File  
 Supervisor's Drop File