

**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> 018-478-0034-996	<b>Supervisor Name / Classification</b> Buddhi Achhami / Senior Environmental Scientist (Supervisory)
<b>Division / Branch / Unit</b> Pierce's Disease Control Program	<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> 13720 Rockpile Road, Arvin Ca 93203	<b>Division / Program Hyperlink</b> <a href="https://www.cdfa.ca.gov/pdcp/">https://www.cdfa.ca.gov/pdcp/</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 primary mission of the Pierce's Disease Control Program (PDCP) is to minimize the statewide impact of Pierce's disease (PD) and the glassy-winged sharpshooter (GWSS). PDCP is a partnership that includes the California Department of Food and Agriculture (CDFA), County Agricultural Commissioners (CAC), the United States Department of Agriculture (USDA), the University of California and the California State Universities, other state and local agencies, industry, and agricultural organizations throughout the state.

Given the infrastructure and expertise, PDCP has been also working for the Biological Control Program of the Asian citrus psyllid (ACP) in collaboration with the Citrus Pest and Disease Prevention (Citrus) Division to suppress and stop the further spread of ACP throughout the state of California. ACP is an invasive insect pest that acts as a vector spreading HLB, a devastating disease of citrus trees. The ACP Biological Control Program is responsible for the selection, production, and field-release of biological control agents that specifically attack AC are carried out efficiently and effectively. At CDFA Arvin field station, ACP Biological Control staff perform a variety of activities including production of ACP host plants for mass-production of ACP biological control agents and field-release at strategic locations.

**Position Identification:**

Under the supervision of a Senior Environmental Scientist (Supervisory), the Agricultural Technician I (Seasonal) is responsible for performing the more routine, technical activities pertinent to the operations of the ACP Biological Control Program. This is an entry-level position in the PDCP. The incumbent must be able to work within greenhouse, field, laboratory, and office settings in both entomological and plant-related work assignments of average difficulty. The incumbent must be able to establish and maintain effective working relationships with those contacted during the course of the work; work well with others, work independently in completing assigned work, take direction, and meet required deadlines. The incumbent must be able to apply consistently rational judgment in analyzing work situations and interactions with others and draw sound conclusions.

**Special Requirements:**

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| <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"/> Field Work: <u>70 %</u>   |
| <input type="checkbox"/> Bilingual: Pass a State written and/or verbal proficiency exam in _____   | <input type="checkbox"/> Other (Specify): _____  |
| <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. |  |

**Essential Functions:**

**Production of Plants and Rearing of Insects**

40%

- Grow and help sustain ACP host plants in order to provide a steady supply of clean and healthy plants used to rear ACP and maintain sustainable colony, which are then used to mass-produce ACP biological control agents (parasitic wasps).
- Prepare and maintain the plant-growing materials (i.e., plant seeds, potting soil, planting containers) in a clean condition in order to prevent contamination by other pests and diseases during plant-production process.
- Plant seeds and transplant seedlings of ACP host plants, using plant-growing materials to produce the host plants for ACP rearing.
- Visually check the growth and quality condition of ACP host plants in order to identify and correct any problems or concerns.
- Screen routinely infestation of greenhouse pests on the ACP host plants and provide technical assistance for pest control practices in greenhouses to supply healthy host plants for ACP rearing.
- Select and prepare ACP host plants in appropriate size and quality for ACP rearing at the plant production greenhouse and transfer the plants to ACP rearing facility.
- Monitor the proper operation of the plant production greenhouse (i.e., pest-barrier screens, irrigation lines, cooling and heating temperature) and report any malfunction to supervisor in order to arrange necessary repair in timely manner.
- Conduct routine cleaning and checkup in the greenhouses in order to maintain optimal environmental condition to produce host plants, ACP and the ACP biological control agents.
- Provide technical assistance required for rearing and maintaining ACP colony in order to mass produce ACP biological control agents used in the management of ACP populations.
- Document plant-production and other pertinent data (i.e., planting/transplanting, the plant inventory, shipping, plant size and quality, insect production and field release of the biological control agents) in order to assess and update the operation status.

	<ul style="list-style-type: none"> <li>• Maintain technical data used to generate accurate and complete reports (as necessary daily, weekly and/or monthly) for supervisor in order to help monitor the production system and maintain optimal production and release levels.</li> </ul>
40%	<p><b>Biological Control Activities</b></p> <ul style="list-style-type: none"> <li>• Participate in the release of ACP biological control agents at various locations in the field throughout several counties, using a State business vehicle in order to control ACP populations at the strategic release locations.</li> <li>• Maintain cooperative working relationships with property owner and growers to enable continued access to the field sites for current and future releases and survey.</li> <li>• Interact with the public in a professional manner at all times using tact and interpersonal skills.</li> <li>• Safely operate and maintain a State owned and State rented vehicles to travel to designated work areas.</li> <li>• Read maps correctly to determine the routes to the field sites where the releases are conducted and record host plants, address and geographical locations of the field sites using Global Positioning System (GPS) coordinates (longitude and latitude).</li> <li>• Search and identify the ACP host plants in the field, in order to find optimal release sites of the ACP biological control agents within the strategic release area.</li> <li>• Conduct monitoring of ACP and ACP biological control agents at the release sites to determine the changes of ACP and the biological control agents over time, in order to measure the establishment for released biological control agents.</li> <li>• Prepare and preserve pest or plant specimens for further identification or analysis, when collected during the field release or monitoring activities at the field sites.</li> <li>• Ensure proper and safe operation of a State vehicle by routinely checking condition (i.e., warning light, tire pressure, headlight, windshield cracks, steering-wheel vibration) by following the Defensive Driving policy, and immediate report abnormal vehicle condition to supervisor in order to arrange timely repair or maintenance service.</li> <li>• Visually inspect a State vehicle's tire condition (i.e. air pressure, abnormal wear and tear), ensure proper tire inflation using program-provided air compressor, and maintain interior and exterior vehicle cleanliness using program-provided supplies and local vendor facilities.</li> <li>• Participate in biological control experiments with supervisor, the lead, and other biological staff aimed to improve the production system of plants and insects.</li> <li>• Utilize safely and effectively office, laboratory and greenhouse equipment and materials by carefully reading and following user instructions, labels and other safety precautions, and maintain the equipment cleanliness.</li> </ul>

15%	<p><b>Engage in Other Activities</b></p> <ul style="list-style-type: none"> <li>• Conduct other job-related duties as directed by Management to accomplish its goal in suppressing the spread of agricultural plant pests in the state of California.</li> <li>• Provide temporary technical assistance on the operations of PDCP Arvin Field Station (e.g., GWSS biological control, warehouse operation, and facility maintenance), as requested by Management.</li> <li>• Complete job-required, mandatory trainings in a timely manner and consistently comply with CDFA workplace policy.</li> <li>• Document and maintain correctly vehicle mileage logs, personal attendance records, and other job reports for timely submission.</li> </ul>
<b>Non-Essential/Marginal Functions:</b>	
5%	Other related duties as assigned.
<p><b>Work Environment:</b>          The duties of this position are performed in greenhouses and outdoors 70% of the time and indoors (offices, laboratory, warehouse and insectaries) 30% of the time. The employee’s primary work location is in a greenhouse. When working in greenhouses and outdoors, the employee can be exposed to extremes in temperature and humidity characteristic to the months of May through October in the San Joaquin Valley. The employee is encouraged to wear clothing, hats and sturdy footwear appropriate for weather conditions and work duties. The noise level constantly varies. Outdoor work sites can be rural and urban, such as agricultural fields, nurseries, riparian areas, and residential &amp; commercial properties. Terrain encountered varies from smooth and stable to irregular and unstable. At agricultural field sites, road and ground surfaces can be wet or very dry and dusty. The incumbent may experience exposure to dust, pollen, odor, humidity and moisture. Incumbents may be required to work with pesticides or work at greenhouses and agricultural fields where pesticides were previously applied but only after the expiration of restricted-entry interval (REI). Must be able to perform all duties in a safe manner by fully complying with PDCP Injury and Illness Prevention Program (IIPP) in order to prevent workplace injury and illness.</p> <p>The incumbent is required to travel to various field locations throughout the state, using State business vehicles such as sedans, pickup trucks or 4-wheel drive utility vehicles. The incumbent must maintain a valid CA driver’s license and a safe driving record to operate a state motor vehicle safely and responsibly, as documented by the Department of Motor Vehicles (a safe driving record is one free from convictions in the past two years for repeated moving violations, or a single serious violation such as drunk driving or reckless driving).</p> <p>The employee in this position must be able to maintain focus and work well under extreme time constraints, exercise good judgement, and provide accurate assessment of changing work situations and surroundings to achieve maximum results.</p>	

STATE OF CALIFORNIA  
 DEPARTMENT OF FOOD AND AGRICULTURE  
 HUMAN RESOURCES BRANCH  
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**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> Buddhi Achhami	<b>Signature</b>	<b>Date</b>
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CC: Employee  
 Official Personnel File  
 Supervisor's Drop File