

☐	Current
☒	Proposed

Classification / Working Title Agricultural Technician III (Seasonal)	Employee Name								
Position Number 014-665-0032-982	Supervisor Name / Classification Carmen Haines / Senior Environmental Scientist (Supervisory)								
Division / Branch / Unit PHPPS/PDEP/Riverside	Effective Date								
Collective Bargaining Unit Identifier (CBID) R01	Work Week Group (WWG) 2								
Tenure Temporary	Timebase Intermittent								
Physical CDFA Headquarters Location 3180 Cridge Street, Riverside, CA	Division / Program Hyperlink CDFA - Plant Health Division								
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 responsibilities of the Pest Detection/Emergency Projects Branch (PD/EP) are the early detection and prompt eradication of serious agricultural pests from California. This is accomplished through the operation of a statewide detection trapping program, special detection surveys, and the maintenance of emergency projects response teams.									
Position Identification: Under direction of the Agriculture Program Supervisor I with guidance from the Senior Environmental Scientist (Supervisory), the incumbent performs the most complex 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 Agricultural Technician III (Seasonal) will work on entomological or plant pest field and laboratory work. The candidate will maintain a trap line weekly and complete trapping books daily. Agricultural Technician IIIs will train newer staff and occasionally help on specialty projects.									
Special Requirements: <table border="0"> <tr> <td>☐ Conflict of Interest Filer (Form 700)</td> <td>☒ California Driver's License</td> </tr> <tr> <td>☐ Medical Clearance</td> <td>☒ Travel Required over 10% - Employer Pull Notice (EPN) Required</td> </tr> <tr> <td>☐ License / Certificate Required</td> <td>☒ Field Work: 100 ____ %</td> </tr> <tr> <td>☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____</td> <td>☐ Other (Specify): _____</td> </tr> </table>		☐ Conflict of Interest Filer (Form 700)	☒ California Driver's License	☐ Medical Clearance	☒ Travel Required over 10% - Employer Pull Notice (EPN) Required	☐ License / Certificate Required	☒ Field Work: 100 ____ %	☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____	☐ Other (Specify): _____
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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%	Trapping/Survey and Eradication Activities: - Follow established protocols for visual survey, pesticide use, 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). - Screen wet and dry traps for target pests (plant and insect). - Examine content of traps visually, which may contain hundreds of plant samples, insects and debris to make preliminary identifications of specimens, which resemble target pests.
25%	Documentation of Work Completed: - Keep daily reports of work completed in route trap books and electronically, i.e. number of traps serviced, properties treated, acreage surveyed, samples collected and other topics as needed. - Carefully document address, host type, and location of sample on property or field by drawing a map and/or using a Global Positioning System (GPS) unit and on a Pest and Damage Record (PDR).
15%	Collection and Submission of Target Pests: - 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. - 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. - Carefully handle suspect sample at all times to prevent damage that would make identification of the suspect more difficult. - Remove sample, place it in appropriate sampling container, and return it to base at the appropriate time designated by the supervisor.
10%	Vehicle/Tool Maintenance: - Safely operate and maintain a State vehicle to travel to designated work areas locally and throughout the state. - Ability to read maps to navigate and draw maps to show exact geographic locations using GPS technology to show the coordinates, longitude and latitude. - Transport vehicles to service facility when requested by supervisor. - Perform daily vehicle safety and fluid level checks. - Notify supervisor when equipment needs repairs or replacement. - Clean vehicle interior and truck bed of insects, lures, and other debris daily.

	Clean, repair, and store all survey equipment daily.
5%	Training Activities - Serve as exotic pest detection and eradication assistant. - Assist in field demonstrations and on-the-job instruction in current pest detection methods and techniques. - 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.
Non-Essential/Marginal Functions:	
5%	Other related duties as assigned.
Desirable Qualifications: Ability to adapt to various situations and interact with the public.	
Work Environment and Equipment Used: 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 technician may drive, exit and re-enter the work vehicle numerous times during the workday. The technician acts under the general direction of the Senior Environmental Scientist or equivalent, but the Senior Environmental Scientist may not always be on site in the field. 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. (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). Safely operate and maintain State vehicle to travel to designated work areas.	
Physical/Mental Abilities: The incumbent in this position must be able to establish and maintain effective working relationships with those contacted during work; work well under pressure; and work independently and in cooperation with other staff members in completing assigned duties and meeting required deadlines. Travel by State vehicle or other public transportation systems to various locations throughout the state may be required.	

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

Employee Certification

This duty statement reflects the typical duties of the essential functions described for the position. It is not considered an all-inclusive list of work requirements. I have read and discussed the duties of this position with my supervisor and understand I may perform other duties as assigned, including but not limited to, work in other functional areas to cover absences, peak work periods, or balance workload.

I certify I possess qualifications, including but not limited to, integrity, initiative, dependability, good judgement, and the ability to work cooperatively with others. Additionally, I am able to perform the assigned duties with or without reasonable accommodation. Should I have any concerns about performing the assigned duties, I will discuss them with the hiring manager who will provide the required information for the Office of Civil Rights.

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

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

CC: Employee
Official Personnel File
Supervisor's Drop File

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Classification / Working Title Agricultural Technician II (Seasonal)	Employee Name								
Position Number 014-665-0033-982	Supervisor Name / Classification Carmen Haines / Senior Environmental Scientist (Supervisory)								
Division / Branch / Unit PHPPS/PDEP/Riverside	Effective Date								
Collective Bargaining Unit Identifier (CBID) R01	Work Week Group (WWG) 2								
Tenure Temporary	Timebase Intermittent								
Physical CDFA Headquarters Location 3180 Cridge Street, Riverside, CA	Division / Program Hyperlink CDFA - Plant Health Division								
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Division / Branch / DAA Information: The primary responsibilities of the Pest Detection/Emergency Projects Branch (PD/EP) are the early detection and prompt eradication of serious agricultural pests from California. This is accomplished through the operation of a statewide detection trapping program, special detection surveys, and the maintenance of emergency projects response teams.									
Position Identification: Under the general supervision of the Agriculture Program Supervisor I with guidance from the Senior Environmental Scientist (Supervisory), the incumbent performs the more complex 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 Agricultural Technician II maintains the trap line each week and ensures that the books are completed daily.									
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Essential Functions:

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25%	Documentation of Work Completed: - Keep daily reports of work completed in route trap books and electronically, i.e. number of traps serviced, properties treated, acreage surveyed, samples collected and other topics as needed. - Carefully document address, host type, and location of sample on property or field by drawing a map and/or using a Global Positioning System (GPS) unit and on a Pest and Damage Record (PDR).
15%	Collection and Submission of Target Pests: - 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. - 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. - Carefully handle suspect sample to prevent damage that would make identification of the suspect more difficult. - Remove sample, place in appropriate sampling container, and return it to base at the appropriate time designated by the supervisor.
15%	Vehicle/Tool Maintenance: - Safely operate and maintain a State vehicle to travel to designated work areas locally and throughout the state. - Ability to read maps to navigate and draw maps to show exact geographic locations using GPS technology to show the coordinates, longitude and latitude. - Transport vehicles to service facility when requested by supervisor. - Perform daily vehicle safety and fluid level checks. - Notify supervisor when equipment needs repairs or replacement. - Clean vehicle interior and truck bed of insects, lures, and other debris daily. - Clean, repair, and store all survey equipment daily.

Non-Essential/Marginal Functions:		
5%	Other related duties as assigned.	
Desirable Qualifications: Ability to adapt to various situations and interact with the public.		
Work Environment and Equipment Used: 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 technician may drive, exit and re-enter the work vehicle numerous times during the workday. The technician acts under the general direction of the Senior Environmental Scientist or equivalent, but the Senior Environmental Scientist may not always be on site in the field. 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. (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). Safely operate and maintain State vehicle to travel to designated work areas.		
Physical/Mental Abilities: The incumbent in this position must be able to establish and maintain effective working relationships with those contacted during work; work well under pressure; and work independently and in cooperation with other staff members in completing assigned duties and meeting required deadlines. Travel by State vehicle or other public transportation systems to various locations throughout the state may be required.		
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.		
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