

☒	Current
☐	Proposed

Classification / Working Title Agricultural Technician II (Seasonal)	Employee Name
Position Number 014-662-0033-982	Supervisor Name / Classification Oscar Aguilar APC Supervisor
Division / Branch / Unit PHPPS/PDEP-CDFA	Effective Date
Collective Bargaining Unit Identifier (CBID) R01	Work Week Group (WWG) 2
Tenure Temporary	Timebase Intermittent
Physical CDFA Headquarters Location 3802 Constitution Ave. Los Alamitos Ca.90720	Division / Program Hyperlink https://www.cdfa.ca.gov/plant/pdep/
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 general supervision of the Agricultural Pest Control Supervisor, the incumbent will plan, organize, and direct the work of a small crew for various pest delimitation programs, maintain pest trapping routes, coordinate the application of pesticides, maintain pesticide inventory and vehicle fleet, oversee pesticide applications performed by outside vendors, lead fruit removal and tree removal, communicate with the public at educational public meetings, coordinate with other agencies, and perform various insect/disease surveys for the emergency eradication of targeted pests. These activities include overseeing treatment activities, preparing written reports, performing quality control inspections for treatment-survey-trapping programs, training new employees, and acting as the back-up trapper/applicator. The incumbent will act as lead in preparing detection, delimitation, and eradication assignments and reports according to action plans or program recommendations.	
Special Requirements: ☐ Conflict of Interest Filer (Form 700) ☒ California Driver's License	

☐ Medical Clearance ☐ License / Certificate Required ☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____ ☐ 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.	☒ Travel Required over 10% - Employer Pull Notice (EPN) Required ☒ Field Work: <u>90</u> % ☒ Other (Specify): Various; Hours and shift may vary depending on Program needs; Overtime, weekends, and holidays may be required.
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Essential Functions:	
40%	Trapping/Survey and Eradication Activities - Safely operate and maintain a State owned and State rented vehicles to travel to designated work areas. Incumbent is required to drive, have a good driving record, and a valid Class C, or equivalent driver's license. - Follow established protocols for visual survey, larval survey, eradication treatment, host removal, and detection/delimitation trapping. - Service various insect traps, perform visual surveys and insect sweeps, visually inspect target pest damage on local plant hosts, and conduct eradication treatments (mixing and application of pesticide materials).
25%	Collection and Submission of Target Pests - Screen wet and dry traps for target pests (plant and insect). - Examine contents of traps, which may contain hundreds of plant samples, insects and debris to make preliminary identifications of specimens, which resemble target pests. - Collect target pest from plants and collect plant samples. - Once a suspect target pest is preliminarily identified, follow prescribed action, which may include phone contact and/or return of the suspect target pest to the field office for official identification. - Incumbent 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 and Damage Record (PDR). - Handle samples carefully at all times, to prevent damage that would make identification of the suspect more difficult. - Remove samples and place them in appropriate sampling container and return to base at the appropriate time designated by the supervisor.
15%	Training

	• Train seasonal employees on proper host identification, drawing property diagrams, correct trap placement, baiting and application procedures, the biological aspects of the target pest, etc. • Train seasonal employees on ground bait application using the solo backpack sprayer, truck mounted ground treatment equipment, soil drench application using the Hudson sprayer, and the use of a pressure gun and other equipment as needed. • Assist with enforcing and implementing new procedures or processes with seasonal employees, when necessary.
10%	Office work and Documentation • Keep accurate daily reports of work completed, i.e. number of traps serviced, properties treated and surveyed, acreage surveyed, number of trees removed, samples collected, and other topics as needed. • Provide assistance, as needed, with reviewing sign-in sheets and provide to supervisor at the end of each week, as requested. • Send daily work summaries to the supervisor at the end of each month, as requested, for reporting purposes. • Relay personnel information from weekly meeting with supervisor to other employees at the office. • Ensure time records, travel claims, vehicle logs and other time-sensitive documents are complete and submitted to supervisor in a timely manner to ensure submission within the prescribed time frames. • Provide assistance, as needed, with preparing and completing accurate and detailed technical reports (daily, weekly, and/or as required), as associated with detection and treatment activities, or other related activities. • Make travel arrangements and prepare travel claims for yourself to attend work-related meetings and assist other field offices with pest detection and eradication efforts.
5%	Vehicles • Transport vehicles to service facility. • Perform weekly vehicle inspection reports • Clean vehicle interiors and exteriors. • Clean, repair and store all survey equipment daily. • Notify supervisor when equipment needs repair or replacement.
Non-Essential/Marginal Functions:	
5%	Perform other job-related duties as required by supervisor
Required Qualifications:	

The incumbent must have a valid driver's license and have 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.

The incumbent may be required to work overtime, weekends, and holidays, as well as travel throughout the state for meetings, training, and pest detection, survey, and treatment activities. The employee must be willing and able to travel using state vehicles, aircraft, or public transportation and operate state-issued or rental vehicles of various sizes, requiring a standard non-commercial Class C driver's license.

Desirable Qualifications:

Basic knowledge of plant and insect identification with a background in pest management and agricultural related field work, public contact skills/experience. Highly responsible and adaptable.

Work Environment and Equipment Used:

The duties of this position are primarily conducted outdoors and may be exposed to extreme temperatures and weather, uneven terrain, may experience regular exposure to dust, pollen and moisture and various noise levels. The incumbent may drive, exit and re-enter work vehicles of various sizes, numerous times during the workday. Changes in lighting such as alternating bright sunlight and dark shade are encountered. The incumbent may work within an office/warehouse environment furnished with a variety of office equipment, which normally consists of desks, tables, chairs, filing cabinets, storage cabinets, filing bins, computers, computer peripherals, phones, answering machines, photocopiers, and fax machines. Fruit pickers, rakes, shovels, buckets, toolboxes, and clippers, extension poles for trap placement and removal, forceps, hand lenses, scales, personal protective gear, wash water, and iPhones, are among the primary hand tools and field equipment used in the work.

Physical/Mental Abilities:

The incumbent must be able to work well under extreme time constraints, exercise good judgment, determine priorities, make appropriate well-thought-out decisions, allocate staff and resources to achieve maximum results, maintain focus under conditions of duress, and provide accurate assessment of rapidly changing situations (ex: multiple exotic pest detections requiring multiple operations). The incumbent must be able to haul loads of fruit, manually harvest fruit and vegetables, apply pesticides, establish and maintain effective working relationships with those contacted while work, cooperate with other staff members and leads in completing assigned work, communicate effectively verbally and in writing, with other agencies and the public, and be able to meet required deadlines.

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)	Signature	Date

CC: Employee
Official Personnel File
Supervisor's Drop File

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Position Identification: Under the supervision of the Agricultural Pest Control Supervisor, the incumbent will work on entomological or plant pest field and laboratory work. The incumbent will perform assignments of average difficulty and routine seasonal entomological or plant pest field and laboratory work.									
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: <u>90</u>%</td> </tr> <tr> <td>☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____</td> <td>☒ Other (Specify): Various; Hours and shift may vary depending on Program needs; Overtime, weekends, and holidays may be required.</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: <u>90</u> %	☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____	☒ Other (Specify): Various; Hours and shift may vary depending on Program needs; Overtime, weekends, and holidays may be required.
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Essential Functions:

30%	Trapping/Survey and Eradication Activities • Safely operate and maintain a State owned and State rented vehicles to travel to designated work areas. • Follow established protocols for visual survey, larval survey, eradication treatment, host removal, and detection/delimitation trapping. • Service various insect traps, perform visual surveys and insect sweeps, visually inspect target pest damage on local plant hosts, and conduct eradication treatments (mixing and application of pesticide materials). • Collect, process, and package suspect plant and insect samples that are removed from foliage and host material using various insect/plant collection tools and inspect for target pests. • Incumbent must be able to read maps to drive to multiple locations using a State or rental vehicle when performing field activities. • Draw maps to show exact geographic locations using Global Positioning System (GPS) technology to show longitude and latitude. • Complete a Pest Damage Record (PDR) for samples, and packaging of samples for submission to the Plant Pest Diagnostics Center for identification • Travel to various locations throughout the state using public transportation, state or rented cars, or both to attend training sessions and meetings pertaining to pest detections and treatment, as well as to support other field offices in their detection and treatment efforts.
20%	Documentation of Work Completed • Keep daily reports of work completed, i.e. number of traps serviced, properties treated, acreage surveyed and samples collected and other topics as needed. • Enter technical data into computers or other electronic devices such as iPhone, iPad, and tablet. • Make travel arrangements and prepare travel claims for yourself to attend work-related meetings and assist other field offices with pest detection and eradication efforts
20%	Collection and Submission of Target Pests • Screen wet and dry traps for target pests (plant and insect) and examine trap contents, which may contain hundreds of plant samples, insects and debris to make preliminary identifications of specimens, which resemble target pests.

	- Once a suspect target pest is preliminarily identified, follow prescribed action, which may include phone contact and/or return of the suspect target pest to the field office for official identification. - Incumbent 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 and Damage Record (PDR). - Handle suspect samples carefully, at all times, to prevent damage that would make identification of the suspect more difficult. - Remove sample and place them in appropriate sampling containers and return to base at the appropriate time designated by the supervisor.
10%	Public Relations - Interact with public in a professional, courteous manner to explain pest eradication plans, secure voluntary property access, and ensure resident safety and cooperation. - Initiate contact with property owner or representative to conduct visual surveys, place traps or apply pesticides. - Develop a cordial relationship to enable continued use of the property for current and future surveys or trap placements. - Answer questions about survey, detection and eradication program, referring questions asked regarding gardening, tree diseases, etc. to the proper agency.
10%	Training - Train seasonal employees on proper host identification, drawing property diagrams, correct trap placement, baiting and application procedures, the biological aspects of the target pest, etc. - Train seasonal employees on ground bait application using the solo backpack sprayer, truck mounted ground treatment equipment, soil drench application using the Hudson sprayer, and the use of a pressure gun and other equipment as needed. - Assist with enforcing and implementing new procedures or processes with seasonal employees, when necessary.
5%	Vehicle and Tool Maintenance - Transport vehicles to service facility. - Perform weekly vehicle inspection reports - Clean vehicle interiors and exteriors. - Clean, repair and store all survey equipment daily. - Notify supervisor when equipment needs repair or replacement.
Non-Essential/Marginal Functions:	
5%	Perform other job-related duties.

Required Qualifications:

The incumbent must have a valid driver's license and have 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.

The incumbent must be willing and able to travel using state vehicles, aircraft, or public transportation and operate state-issued or rental vehicles of various sizes, requiring a standard non-commercial Class C driver's license.

Desirable Qualifications:

Basic knowledge of plant and insect identification with a background in pest management and agricultural related field work, public contact skills/experience. Be responsible and adaptable. Be able to establish and maintain effective working relationships with those contacted while working, cooperate with other staff members and leads in completing assigned work, communicate effectively verbally and in writing with other agencies and the public, and meet required deadlines.

Work Environment and Equipment Used:

The duties of this position are primarily conducted outdoors and may be exposed to extreme temperatures and weather, uneven terrain, may experience regular exposure to dust, pollen and moisture and various noise levels. The incumbent may drive, exit and re-enter work vehicles of various sizes, numerous times during the workday. Changes in lighting such as alternating bright sunlight and dark shade are encountered. The incumbent may work within an office/warehouse environment furnished with a variety of office equipment, which normally consists of desks, tables, chairs, filing cabinets, storage cabinets, filing bins, computers, computer peripherals, phones, answering machines, photocopiers, and fax machines. Fruit pickers, rakes, shovels, buckets, toolboxes, and clippers, extension poles for trap placement and removal, forceps, hand lenses, scales, personal protective gear, wash water, and iPhones, are among the primary hand tools and field equipment used in the work.

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Classification / Working Title Agricultural Aide (Seasonal) Pest Emergency Response Team Member	Employee Name								
Position Number 014-662-0365-982	Supervisor Name / Classification Oscar Aguilar APC Supervisor								
Division / Branch / Unit PHPPS/PDEP-CDFA	Effective Date								
Collective Bargaining Unit Identifier (CBID) E	Work Week Group (WWG) 2								
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Position Identification: The Agricultural Aide (Emergency Response Team Member) is the entry/training level position in the Emergency Response Team Section. Under close supervision of the Agriculture Pest Control Supervisor, the incumbent will work on entomological or plant pest field and laboratory work. Satisfactory progress in learning and performing these skills is expected to allow the incumbent to function in the Agricultural Aide classification, which is the journey level position for the Emergency Response Team.									
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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.

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