

☐	Current
☒	Proposed

Classification / Working Title Agricultural Technician I (Seasonal)	Employee Name										
Position Number 018-435-0034-996	Supervisor Name / Classification Katherine Filippini / Environmental Program Manager I (Supervisory)										
Division / Branch / Unit Plant Health and Pest Prevention Services/Integrate Pest Control Branch/Navel Orangeworm Program	Effective Date										
Collective Bargaining Unit Identifier (CBID) R01	Work Week Group (WWG) 2										
Tenure Temporary	Timebase Intermittent										
Physical CDFA Headquarters Location 5100 Douglas Avenue, Shafter, CA 93263	Division / Program Hyperlink https://www.cdfa.ca.gov/plant/ipc/nowp/index.html										
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 Integrated Pest Control Branch (IPCB) are the detection and control or eradication of exotic and invasive pests that threaten California's agricultural and natural resources. This is accomplished through a number of general, federal, and industry-funded Programs. These programs include Apiary Protection Program, Beet Curly Top Virus Program, Biological Control Program, Broomrape Program, Cotton Pest Control Programs, Hydrilla Eradication Program, Silverleaf Whitefly Monitoring Program, Navel Orangeworm (NOW) Program, Pink Hibiscus Mealybug Program, Vertebrate Pest Control Research Program, Statewide Weed Management Areas.											
Position Identification: Under the supervision of the Environmental Program Manager I (Supervisory), the Agricultural Technician I performs duties of average difficulty for a variety of programs within the IPCB.											
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>50%</u></td> </tr> <tr> <td>☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____</td> <td>☐ Other (Specify): _____</td> </tr> <tr> <td colspan="2">☐ 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.</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>50%</u>	☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____	☐ 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.	
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STATE OF CALIFORNIA
DEPARTMENT OF FOOD AND AGRICULTURE
HUMAN RESOURCES BRANCH
DUTY STATEMENT
SO-92 (EST. 12/2025)

Essential Functions:	
40%	Trap Processing and Laboratory Work - Inspect all traps brought in from the field for suspected NOW specimens. - Using a microscope, differentiate male from female NOW moths. - Conduct crush tests to identify sterile NOW moths from wild NOW moths. - Record the number of male vs female and sterile vs wild NOW moths per trap from all trap inspections using Microsoft Excel. - Write and submit reports of the lab results to the Environmental Scientist and Supervisor.
20%	Sterile Insect Operations and Pest Survey - As required, drive State vehicles to designated field survey sites and establish specified trapping zones according to NOW Program protocols. - Place pheromone baited insect traps and pistachio meal baited insect traps within the trap zone using hanging wires. - Properly label all traps with required information. - As needed, examine and conduct quality control (QC) on the NOW sterile moth shipments, including but not limited to: - Zero-hour mortality tests, Zero-hour mating dissections, forty-eight-hour mating dissections, longevity tests, and red dye crush tests.
15%	Vehicle Operation and Tool Maintenance - Responsible for the care and maintenance of state equipment including survey vehicles and associated gasoline (WEX) cards. - Perform weekly inspection of vehicle for oil, coolant, brake fluid, and automatic transmission fluid levels, and tire pressure and complete monthly vehicle safety inspection sheet. - Clean vehicle interior and truck bed of insects, lures and other debris daily. - Complete required State of California autolog when needed. - Complete required State of California accident reports when needed. - Clean, repair and store all survey equipment daily. Notify supervisor when equipment needs repair or replacement.
15%	Nut Collection and Damage Assessment - Collect almond and pistachio nuts at participating sites. - Process nut samples collected which will include weighing samples and inspecting samples for NOW damage/nut quality per NOW Program protocols. - Prepare and submit reports of the nut damage assessment results to the Environmental Scientist and Supervisor.
5%	Public Relations Communicate program objectives to growers, ranch/farm managers and workers, cooperating with federal, state, and county agricultural agencies as needed.
Non-Essential/Marginal Functions:	
5%	Other related duties as assigned.

Required Qualifications:

The incumbent must have and maintain 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).

Desirable Qualifications:

The incumbent must be able to establish and maintain effective working relationships with those contacted during the course of work, work well under pressure, cooperate with other staff members in completing assigned work, communicate effectively verbally and in writing, and meet required deadlines.

Work Environment and Equipment Used:

The duties of this position occur indoors approximately 50% of the time.

When working indoors, the incumbent typically works in an indoor lab setting with adequate lighting. Duties include trap inspections, identifying male from female and sterile from wild NOW moths (approximately 50 traps per day). Additional lab duties include QC inspections for moth mortality, longevity, and mating propensity dissections of 150 moths daily using a stereo microscope. The incumbent will be expected to maintain accurate trap inspection and QC records for weekly reports using Microsoft Excel.

When performing SIT duties, the incumbent typically starts work during the pre-sunrise hours working on pre-flight preparation of the plane and loading of the container (magazine) of sterile NOW moths, weighing approximately 60 pounds, onto the plane for release over targeted test sites. The incumbent will be required to drive to the Bakersfield Airport alone, retrieve the approximately 60-pounds magazine, containing sterile NOW moths, drive it back to the Shafter facility, and transfer the magazine into a temperature- controlled storage area.

Some of the work is performed outside in the parking area and/or in a warehouse. The warehouse is often open to the outside with minimal heating and evaporative cooling. Brooms, brushes, hand scrapers, high pressure/hot water cleaners, soap, and disinfectants are used in cleaning operations. Nearby equipment includes pumps, tanks, metal sinks, forklifts, tractors, carts, paper cutters, small laminators, electric staplers, etc. Office and warehouse flooring are concrete, and parking lots are asphalt. Floors in the warehouse are concrete, and the parking lot is asphalt.

When performing trapping or nut collection duties Agricultural Technicians usually report to work at a district office/warehouse, where they pick up trapping and/or collection supplies and their work vehicle. The majority of pest survey and nut collection duties are performed outside, alone in an agricultural field setting inspecting traps or collecting nut samples. Some work areas are remote and uninhabited and have limited public services. Road and ground surfaces can be wet, or very dry and dusty, often with only dirt roads or trails in rangeland and agricultural production areas. There is exposure to heat, cold, rain, dust, smoke, insecticides, farm equipment, farm animals, and wild animals. Rangeland traversed (via walking) may have streams, gullies, and washes with steep, uneven ground. Technicians are exposed to the environmental extremes in temperature, humidity, and moisture year-round in the San Joaquin Valley. Temperatures can range from over 110 degrees Fahrenheit to below freezing. The incumbent routinely services numerous survey sites per day and typically get in and out of the truck multiple times per day.

Technicians report back to their district office at the close of the workday to complete the necessary paperwork and return their assigned vehicle. While in the office setting performing any administrative duties (work accomplishment reports, time sheets, etc.), the incumbent will be in a normal office setting (desk/chair) with the typical office equipment (i.e. a computer, printer, telephone). Typical computer programs used: MS Office Suit (Word, Excel, Access, Publisher, Outlook) MapInfo, and Internet Explorer.

Technicians are encouraged to wear clothing appropriate for the weather conditions. Sunscreen lotion, hats, long sleeve cotton shirts, and long pants are recommended for sun and heat protection. Protective gloves are provided when needed. Sturdy footwear, suitable for walking over uneven (wet or dry/dusty) ground, is recommended. No open toe sandals are allowed. Fields are sometimes in isolated areas, and ice chests, or similar containers, are recommended for carrying lunches and cold drinks. Restroom facilities are limited in some areas.

Pesticide applications are common in most agricultural areas. Technicians may be pulled into assisting in other programs, either applying pesticides themselves or under the direction of lead staff. Technicians may help with spotting during pesticide applications. Personnel will receive basic personal pesticide safety training related to how to avoid contamination; personal hygiene; pesticide poisoning symptoms; emergency medical care; and reporting suspected pesticide poisoning.

Incumbent may be required on short notice to work on emergency projects for the Branch or any other program for the Plant Division. The work environments for these projects closely resemble the above-described environment and may involve longer travel days.

Physical/Mental Abilities:

The incumbent must be able to quickly learn to identify insects using a microscope, move and load large canisters of sterile moths, perform trapping and survey work, and work well under time constraints, exercise good judgment, determine priorities, make appropriate well thought-out decisions, allocate staff and resources to achieve maximum results, maintain focus and accuracy while performing repetitive tasks, and provide accurate assessment of rapidly changing situations. The incumbent will also work in a variety of extreme conditions including a cold storage room, airport tarmac, and outdoor weather encountered during fieldwork.

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) Katie Filippini	Signature	Date

CC: Employee
Official Personnel File
Supervisor's Drop File