

Classification	Position Number	Location
Scientific Aid	814-200-1931-982	Sacramento (Bradshaw Office)
Division/Branch	Supervisor's Classification	Collective Bargaining Identification Designation (CBID)
Enforcement Headquarters Branch	Senior Environmental Scientist (Supervisory)	R11
Conflict of Interest Disclosure:	Incumbent (If filled)	
☐ Yes ☒ No	VACANT	

☒ **Job requires driving automobile:** In this position, the incumbent may, as needed, drive a state vehicle for work purposes. (Employee must complete DPR-034, Request for Driver Record Information).

SUPERVISORY RESPONSIBILITIES
(Check One)

☐ Managerial ☐ Supervisory ☐ Lead Person ☒ None

Direct Supervision Exercised:		Indirect Supervision Exercised:	
No. of Employees	Classification Title	No. of Employees	Classification Title

I have read and discussed these duties with my supervisor.

Employee Signature	Date
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I certify that the DPR-217 accurately represents the duties and responsibilities of the position.

Supervisor Signature	Date
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Description of Duties (*Attach additional sheets, if necessary, and identify position information*)

Summarize the regularly assigned duties of the position by percentage in descending order. Do not combine distinct activities into a single percentage. Descriptive information should reflect variety and complexity of duties through: supervision exercised and/or received; responsibility for decision making and consequence of error; analytical requirements; special knowledge; skills or abilities required; level, type and frequency of public contact; and unusual working conditions (i.e., field work, bilingual services, etc.); and physical requirements (physical demands, environmental demands).

Percent of Time	Activity
	Under the direct supervision of the Senior Environmental Scientist (Supervisory) and/or the direction of a lead staff, the Scientific Aid performs the following duties:
35%	<u>ESSENTIAL FUNCTIONS:</u> Assists in the collecting of samples of fresh and processed food from designated wholesale markets, growers, and retail distributors throughout the State for the Department of Pesticide Regulation's (DPR) Pesticide Residue Monitoring Program; completes sample information forms; transports and prepares to ship the samples to a laboratory for chemical analysis; becomes familiar with Code of Federal Regulations and Food and Agricultural Code; works closely with DPR staff members and County Agricultural Commissioners' staff on issues of fresh agricultural produce and pesticide use; as requested, assists in conducting follow-up investigations of businesses selling illegal produce lots and collects documents to track shipment of lots of produce; assists issuing State quarantines on produce with illegal pesticide residues.
35%	Assists in the collecting of samples of fresh and processed food from designated wholesale markets throughout the State and completes sample information forms as part of DPR's contractual agreement with USDA; transports samples to a laboratory or prepares the samples for shipment to identified locations; assists in conducting surveillance of market places in designated areas where fresh and processed foods are purchased by consumers; compiles the completed sample information forms to report work activities including a record of expenditures; and participates in training exercises of the prescribed procedures for sample collection; attends meetings, reviews reports, and makes comments on-site locations, commodity types and availability.
25%	Reviews produce residue database and sample analysis forms for errors and resolve discrepancies. Assists in maintaining databases with information on illegal residue cases. Look up and enter information into files or databases; assist in compiling and tabulating simple statistical data; updates log with data on residue cases referred for a human health risk assessment.
5%	<u>MARGINAL FUNCTIONS:</u> Conducts other duties as required consistent with this classification. <u>WORKING CONDITIONS:</u> The collection of samples as indicated for this position requires the ability to lift and carry a minimum of 35 pounds, bend, squat, and climb over boxes, containers, or pallets. There is fieldwork performed requiring the ability to maneuver over uneven ground and work in outdoor conditions. Occasional travel by automobile or air may be required to different areas of the State. <u>CRITICAL JOB COMPETENCIES:</u> Communication (oral, written, organizational, non-verbal): Make clear and convincing oral presentations to individuals or groups; Inform, persuade, build consensus; know the audience, facilitate open exchange of ideas/opinions; select and use appropriate communication approach; actively listen; effectively use e-mail; avoid mixed messages – the body language says one thing, the words another; apply business-writing principles to all written communications.

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Percent of Time	Activity
	Decisiveness: Make decisions in a decisive and timely manner; accept accountability for decisions; perceive impact and implications of decisions; take action consistent with available facts, constraints, and probable consequences. Conflict Resolution: Turn conflict into opportunity for success; apply alternative dispute resolution mechanisms to specific situations. Technical Credibility: Understand and appropriately apply procedures, requirements, policies, and regulations related to specialized expertise; possess up-to-date knowledge in the profession and industry and access other expert resources when appropriate; translate concepts and ideas into strategies and action steps. Ethics/Integrity: Create culture of trusting relationships; promote organizational vision and values through ethical leadership principles; tell it straight; admit mistakes; walk the talk – walking example of the vision and values of the organization through own authenticity. Flexibility/Adaptability: Readily integrate changes midstream into work processes and outputs; demonstrate openness to new organizational structures, procedures, and technology; shift gears comfortably. Teamwork: Facilitate and maintain cooperative working relationships; work toward accomplishment of group goals; value and encourage the input and expertise of others; foster commitment, team spirit, pride, and trust.