

☒	Current
☐	Proposed

Classification / Working Title Agricultural Technician III (Seasonal)	Employee Name
Position Number 014-356-0032-982	Supervisor Name / Classification Deborah Ayala / Senior Environmental Scientist (Supervisory)
Division / Branch / Unit Citrus Pest and Disease Prevention Division	Effective Date
Collective Bargaining Unit Identifier (CBID) R01	Work Week Group (WWG) 2
Tenure Seasonal	Timebase Intermittent
Physical CDFA Headquarters Location 4014 Camino Ranchero, Suite A Camarillo, CA 93012	Division / Program Hyperlink CDFA - Citrus Pest and Disease Prevention Division

As an employee of the California Department of Food and Agriculture (CDFA), we are stewards of public resources, we operate in 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 Citrus Pest and Disease Prevention Division (Citrus Division) are detection, suppression, and eradication of Asian citrus psyllid (ACP) and Huanglongbing (HLB) throughout the State. Due to the expansions of ACP and HLB, it is imperative that ACP control and HLB eradication activities be enhanced, and quarantine regulation enforcement measured. The Citrus Division will carry out HLB eradication and ACP control in a systematic and consistent manner that addresses local conditions, while augmenting quarantine regulation enforcement activities in existing and newly detected areas. When detections of ACP and HLB- positive trees trigger a state interior quarantine, the Citrus Division responds immediately by implementing regulatory actions to stop the artificial spread of those pests and thus avoid additional negative impact on the state's natural resources.

These activities are accomplished through the operation of a statewide detection trapping program, ACP and HLB surveys, emergency treatment and response, and implementation of environmental monitoring practices. This is provided through general, federal, and industry-funded programs. The Citrus Division consults with the Primary State Scientists, global subject matter experts (Technical Working Groups), and regulatory agencies (Department of Pesticide Regulation, Office of Environmental Health Hazard Assessment, and the California Environmental Protection Agency). The Citrus Division will operate out of field offices located within three geographical districts. Each district works under the general direction of the Sacramento headquarters staff and the director of the Citrus Division.

Position Identification:

Under direction of the Senior Environmental Scientist (Supervisory), the incumbent will work closely with the Environmental Scientist, Agricultural Pest Control Specialist, and/or Pest Prevention Assistant III, to plan, organize, and direct the work of a medium sized crew, that will include enforcing quarantines and other regulatory work, maintain trapping routes, coordinate the application of pesticides, maintain pesticide inventory and vehicle fleet, oversee pesticide applications performed by outside vendors, assist with 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 treatment activities, preparing written reports, performing quality control inspections for treatment-survey-trapping programs, and acting as the back-up trapper/applicator.

Special Requirements:

- | | |
|--|---|
| ☐ 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: 90% |
| ☐ 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. | |

Essential Functions:

Detection, Treatment, and Regulatory Enforcement

50%

- Plan, organize, and direct the workload of seasonal employee's day to day activities, that may include trapping, survey, eradication and regulatory functions. Assemble crews and conduct training related to field activities, ensure personal and equipment safety standards are conformed to and, ensure scheduled daily assignments are complete and accurate.
- Recognize targeted insect pests and hosts. Engage in and aid in the coordination of direct sampling of insect (vector and beneficial) populations through survey of a variety of designated areas in croplands, residential and /or natural habitat.
- Act as a lead to provide guidance, instruction, and training to seasonal staff as needed.
- Follow established protocols for general survey, trapping, or any other regulatory activities, including, but not limited to issuing hold notices to pest find properties, regulatory enforcement of affected businesses including nurseries, growers, certified farmers' markets, swap meets, landscapers, and others.
- Take prescribed action when a preliminary identification of a target pest is made which may include, but is not limited to, drawing a map of the find site, placing the sample in an appropriate container, and submitting the sample at the appropriate time designated by protocol while maintaining accurate records and proper chain of custody.
- Drive a state vehicle to multiple locations to perform field activities using maps and navigation tools. Draw maps to show exact locations. Use Global Positioning System (GPS) technology to site register sample and package samples separately to maintain sample and site integrity.
- Inspect nursery stock and bulk citrus shipments. Remove suspect plant and insect samples from foliage using various insect collection tools and check for target pests.
- Conduct quarantine inspections with residents and other establishments.
- Safeguard host material to mitigate pest risk.
- Act as secondary liaison for contact with County Agriculture Commissioner personnel.
- Secure, maintain, and organize establishment files. Verify consistency and completion of original files with databases. Create new file folders, organize and generate new labels as needed.

	• Safely and responsibly operate an assigned State vehicle in order to travel to various work locations and/or to attend meetings or training. • Use computer equipment and programs such as Microsoft Word, Adobe Acrobat, Access, and Excel. • Operate general office equipment for electronic data entry of data collected in the field.
15%	Documentation of Work Completed • Create and maintain accurate daily reports of completed work including number of traps serviced, properties treated and surveyed, acreage surveyed, number of trees removed, samples collected, and other quantitative information as directed. • Aid staff in preparing documents (advisories, etc.) for upload onto the Department's website. • Prepare and complete accurate and detailed technical reports (daily, weekly, and/or monthly as required) as associated with biological control, detection and treatment activities, or other related activities. • Carefully document address, host type, and location of samples on property or field by drawing a map and/or using a GPS unit and on a Pest and Damage Record (PDR). • Conduct Quality Control (QC) activities to ensure all PDRs are complete, addresses and GPS coordinates are accurate. Ensure packing and shipping of samples are processed in a timely manner. • Submit daily work summaries to supervisor or lead at the end of each day or when requested for reporting purposes. • Ensure all time sheets, sign-in sheets, exposure records, and other official documents are sent to supervisor or lead in a timely manner.
15%	Collection and Submission of Target Pest and Plant Samples • Screen wet and dry traps for target pests to make preliminary identifications of specimens that resemble target pests. Collect target pest from plants and collect plant samples. • Once a suspect target pest is preliminarily identified, incumbent must take prescribed action, which may include phone contact to supervisor/lead and/or return of the suspect target pest to the field office for official identification. • Document collection site address, host type, and location of sample on property or field by drawing a map and/or using a GPS unit on a PDR. • Carefully handle suspect pest and host samples to prevent damage that would compromise proper identification of the sample. Sample is removed, placed in appropriate sampling container, and returned to the field office designated by the supervisor/lead.
15%	Interaction with the Public • Make initial contact with property owners or representatives to conduct visual surveys, place/service/collect traps, or apply pesticides. May also include contacting property owners to issue hold notices for pest finds. Develop a cordial relationship to enable continued use of the property for current and future surveys or trap placements. Always act in a professional and courteous manner.

	Accurately respond to questions about survey, detection, quarantine, and eradication projects and/or refer questions that are beyond the scope of the assigned work to the appropriate entities.
Non-Essential/Marginal Functions:	
5%	Vehicle and Equipment Maintenance/Miscellaneous Duties - Transport of vehicles to service facility. Perform daily vehicle safety and fluid level checks at the beginning of the work week. Ensure cleanliness of vehicle interior and truck bed is free of insects, lures, and other debris. - Clean, repair, and store all survey equipment daily. Notify supervisor when equipment needs repair or replacement. - Perform other job-related duties as required by supervisor.
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. Incumbent may experience regular exposure to dust, pollen and moisture. The work area can be urban or rural. The incumbent may drive, exit and re-enter the work vehicle numerous times during the workday. The incumbent may be required to work overtime, weekends, and holidays. Travel by State vehicle or other public transportation systems to various locations throughout the state may be required. The incumbent must have a good driving record and a valid California Driver's License. The employee's shared workstation is located inside the office building and is equipped with standard office equipment. Office equipment includes a computer with various software programs including e-mail, a telephone with voice mail, facsimile machine, bookcase, and file cabinets.	
Physical/Mental Abilities: The incumbent must be able to establish and maintain effective working relationships, work independently to complete assigned work, work well under pressure, make appropriate decisions and recommendations, and meet required deadlines.	
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 balanced 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.	

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

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

☒	Current
☐	Proposed

Classification / Working Title Agricultural Technician I (Seasonal)	Employee Name
Position Number 014-356-0034-982	Supervisor Name / Classification Deborah Ayala / Senior Environmental Scientist (Supervisory)
Division / Branch / Unit Citrus Pest and Disease Prevention Division	Effective Date
Collective Bargaining Unit Identifier (CBID) R01	Work Week Group (WWG) 2
Tenure Seasonal	Timebase Intermittent
Physical CDFA Headquarters Location 4014 Camino Ranchero, Suite A Camarillo, CA 93012	Division / Program Hyperlink CDFA - Citrus Pest and Disease Prevention Division

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Division / Branch / DAA Information:

The primary responsibilities of the Citrus Pest and Disease Prevention Division (Citrus Division) are detection, suppression, and eradication of Asian citrus psyllid (ACP) and Huanglongbing (HLB) throughout the State. Due to expansions of ACP and HLB, it is imperative that ACP control and HLB eradication activities be enhanced, and quarantine regulation enforcement measured. The Citrus Division will carry out HLB eradication and ACP control in a systematic and consistent manner that addresses local conditions, while augmenting quarantine regulation enforcement activities in existing and newly detected areas. When detections of ACP and HLB positive trees trigger a state interior quarantine, the Citrus Division responds immediately by implementing regulatory actions to stop the artificial spread of those pests and thus avoid additional negative impact on the state's natural resources.

These activities are accomplished through the operation of a statewide detection trapping program, ACP and HLB surveys, emergency treatment and response, and implementation of environmental monitoring practices. This is achieved through general, federal, and industry- funded programs. The Citrus Division consults with the Primary State Scientists, global subject matter experts (Technical Working Groups), and regulatory agencies (Department of Pesticide Regulation, Office of Environmental Health Hazard Assessment, and the California Environmental Protection Agency). The Citrus Division will operate out of field offices located within three geographical districts. Each district works under the general direction of the Sacramento headquarters staff and the director of the Citrus Division.

Position Identification:

Under supervision of the Senior Environmental Scientist (Supervisory), the incumbent will work closely with the Environmental Scientist, Agricultural Pest Control Specialist, and/or a Pest Prevention Assistant III. The incumbent performs the more routine field or staff support work for the Citrus Division. These activities include trapping, visual surveys, pesticide application, repairing and cleaning pesticide application equipment, mixing pesticides, conducting treatment activities.

Special Requirements:

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| ☐ 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: 90% |
| ☐ 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. | |

Essential Functions:

50%	Detection, Survey, and HLB/ACP Eradication Activities - Follow established protocols, perform routine field and staff support work on citrus pest and disease exclusion, detection, control, and eradication projects. - Tasks include performing insect surveys, visually inspecting for target pests and diseases on plant hosts, conducting eradication treatments (mixing and applying pesticides), and removing suspect plant and insect samples from foliage using various insect/plant collection tools. It may also be necessary to remove HLB+ infected citrus trees from residential properties working with a team. Tasks may also include routinely placing, servicing, and collecting pest traps at designated locations. - Recognize targeted insect pests, diseases, and hosts. Engage in and aid in the coordination of direct sampling of insect (vector and beneficial) populations through survey of a variety of designated areas in croplands, residential and /or natural habitat. - Drive a state vehicle to multiple locations to perform field activities using maps and navigation tools. Draw maps to show exact locations. Use Global Positioning System (GPS) technology to site register sample and package samples separately to maintain sample and site integrity. - Travel to various locations throughout the State operating a State vehicle safely and responsibly to perform various trapping, survey, and eradication activities.
15%	Documentation of Work Completed - Create and maintain accurate daily reports of completed work including number of traps serviced, properties treated and surveyed, acreage surveyed, number of trees removed, samples collected, and other quantitative information as directed. - Perform simple arithmetic calculations as needed. - File program information and correspondence. - Maintain organization and accuracy of assigned files and information used to complete field work. - Ensure all time sheets, sign-in sheets, exposure records, and other official documents are accurate and sent to the supervisor or lead in a timely manner.
15%	Collection and Submission of Target Pests and Plants - Screen wet and dry traps for target pests to make preliminary identifications of specimens that resemble target pests. Collect target pest from plants and collect plant samples. - Once a suspect target pest is preliminarily identified, incumbent must take prescribed action, which may include phone contact to supervisor/lead and/or return of the suspect target pest to the field office for official identification.

	- Document collection site address, host type, and location of sample on property or field by drawing a map and/or using a GPS unit on a Pest and Damage Record (PDR). - Carefully handle suspect pest and host samples to prevent damage that would compromise proper identification of the sample. Sample is removed, placed in appropriate sampling container, and returned to the field office designated by the supervisor/lead.
15%	Interaction with the Public - Make initial contact with property owners or representatives to conduct visual surveys, place/service/collect traps, or apply pesticides. Develop a cordial relationship to enable continued use of the property for current and future surveys or trap placements. Always act in a professional and courteous manner. - Accurately respond to questions about survey, detection, quarantine, and eradication projects and/or refer questions that are beyond the scope of the assigned work to the appropriate entities.
Non-Essential/Marginal Functions:	
5%	Vehicle and Equipment Maintenance/Miscellaneous Duties - Transport of vehicles to service facility. Perform vehicle safety and fluid level checks at the beginning of the work week. Ensure cleanliness of vehicle interior and truck bed is free of insects, lures, and other debris. - Clean and store all survey equipment daily. Notify supervisor when equipment needs repair or replacement. - Perform other job-related duties as required by supervisor.
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. Incumbent may experience regular exposure to dust, pollen and moisture. The work area can be urban or rural. The incumbent may drive, exit and re-enter the work vehicle numerous times during the workday. The incumbent may be required to work overtime, weekends, and holidays. Travel by State vehicle or other public transportation systems to various locations throughout the state may be required. The incumbent must have a good driving record and a valid California Driver's License. The employee's shared workstation is located inside the office building and is equipped with standard office equipment. Office equipment includes a computer with various software programs including e-mail, a telephone with voice mail, facsimile machine, bookcase, and file cabinets.	
Physical/Mental Abilities: The incumbent must be able to establish and maintain effective working relationships, work independently to complete assigned work, work well under pressure, make appropriate decisions and recommendations, and 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 balanced 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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Classification / Working Title Agricultural Technician II (Seasonal)	Employee Name
Position Number 014-356-0033-982	Supervisor Name / Classification Deborah Ayala / Senior Environmental Scientist (Supervisory)
Division / Branch / Unit Citrus Pest and Disease Prevention Division	Effective Date
Collective Bargaining Unit Identifier (CBID) R01	Work Week Group (WWG) 2
Tenure Seasonal	Timebase Intermittent
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Position Identification:

Under the general supervision of the Senior Environmental Scientist (Supervisory), the incumbent will work closely with the Environmental Scientist, Agricultural Pest Control Specialist, and/or Pest Prevention Assistant III, to plan, organize, and direct the work of a small crew, that will include enforcing quarantines and other regulatory work, maintain trapping routes, coordinate the application of pesticides, maintain pesticide inventory and vehicle fleet, oversee pesticide applications performed by outside vendors, assist with 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 treatment activities, preparing written reports, performing quality control inspections for treatment-survey-trapping programs, and acting as the back-up trapper/applicator.

Special Requirements:

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|--|---|
| ☐ 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: 90% |
| ☐ 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. | |

Essential Functions:

Detection, Treatment, and Regulatory Enforcement

50%

- Plan and organize the completion of field work including the application of pesticides, survey work for the detection and eradication of citrus pests and diseases such as ACP/HLB, and regulatory enforcement.
- Recognize targeted insect pests and hosts. Engage in and aid in the coordination of direct sampling of insect (vector and beneficial) populations through survey of a variety of designated areas in croplands, residential and /or natural habitat.
- Follow established protocols for general survey, trapping, or any other regulatory activities, including, but not limited to issuing hold notices to pest find properties, regulatory enforcement of affected businesses including nurseries, growers, certified farmers' markets, swap meets, landscapers, and others.
- Act as back-up trapper, surveyor, pesticide applicator, and lead tree removal when an emergency project becomes necessary or when a crew member is absent. Service traps, apply pesticides, conduct tree removal, perform visual surveys, document work completed, identify targeted insects, interact with the public, and submit suspect insects
- Train seasonal employees on proper host identification, drawing property diagrams, correct trap placement, pesticide calculations, and the biological aspects of the target pest.
- Take prescribed action when a preliminary identification of a target pest is made which may include, but is not limited to, drawing a map of the find site, placing the sample in an appropriate container, and submitting the sample at the appropriate time designated by protocol while maintaining accurate records and proper chain of custody.
- Drive a state vehicle to multiple locations to perform field activities using maps and navigation tools. Draw maps to show exact locations. Use Global Positioning System (GPS) technology to site register sample and package samples separately to maintain sample and site integrity.
- Inspect nursery stock and bulk citrus shipments. Remove suspect plant and insect samples from foliage using various insect collection tools and check for target pests.
- Conduct quarantine inspections with residents and other establishments.
- Safeguard host material to mitigate pest risk.
- Act as secondary liaison for contact with County Agriculture Commissioner personnel.

	- Secure, maintain, and organize establishment files. Verify consistency and completion of original files with databases. Create new file folders, organize and generate new labels as needed. - Safely and responsibly operate an assigned State vehicle in order to travel to various work locations and/or to attend meetings or training. - Use computer equipment and programs such as Microsoft Word, Adobe Acrobat, Access, and Excel. - Compile and edit information submitted by the counties at the request of the Citrus Division. - Operate general office equipment for electronic data entry of data collected in the field.
15%	Documentation of Work Completed - Create and maintain accurate daily reports of completed work including number of traps serviced, properties treated and surveyed, acreage surveyed, number of trees removed, samples collected, and other quantitative information as directed. - Aid staff in preparing documents (advisories, etc.) for upload onto the Department's website. - Prepare and complete accurate and detailed technical reports (daily, weekly, and/or monthly as required) associated with biological control, detection and treatment activities, or other related activities. - Carefully document address, host type, and location of samples on property or field by drawing a map and/or using a GPS unit and on a Pest and Damage Record (PDR). - Submit daily work summaries to supervisor or lead at the end of each day or when requested for reporting purposes - Ensure all time sheets, sign-in sheets, exposure records, and other official documents are sent to supervisor or lead in a timely manner.
15%	Collection and Submission of Target Pests and Plants - Screen wet and dry traps for target pests to make preliminary identifications of specimens that resemble target pests. Collect target pest from plants and collect plant samples. - Once a suspect target pest is preliminarily identified, incumbent must take prescribed action, which may include phone contact to supervisor/lead and/or return of the suspect target pest to the field office for official identification. - Document collection site address, host type, and location of sample on property or field by drawing a map and/or using a GPS unit on a PDR. - Carefully handle suspect pest and host samples to prevent damage that would compromise proper identification of the sample. Sample is removed, placed in appropriate sampling container, and returned to the field office designated by the supervisor/lead.
15%	Interaction with the Public Make initial contact with property owners or representatives to conduct visual surveys, place/service/collect traps, or apply pesticides. May also include contacting property owners to issue hold notices for pest finds. Develop a cordial relationship to enable continued use of the property for current and future surveys or trap placements. Always act in a professional and courteous manner.

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DEPARTMENT OF FOOD AND AGRICULTURE
HUMAN RESOURCES BRANCH
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	Accurately respond to questions about survey, detection, quarantine, and eradication projects and/or refer questions that are beyond the scope of the assigned work to the appropriate entities.
Non-Essential/Marginal Functions:	
5%	Vehicle and Equipment Maintenance/Miscellaneous Duties - Transport of vehicles to service facility. Perform vehicle safety and fluid level checks at the beginning of the work week. Ensure cleanliness of vehicle interior and truck bed is free of insects, lures, and other debris. - Clean, repair, and store all survey equipment daily. Notify supervisor when equipment needs repair or replacement. - Perform other job-related duties as required by supervisor.
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. Incumbent may experience regular exposure to dust, pollen and moisture. The work area can be urban or rural. The incumbent may drive, exit and re-enter the work vehicle numerous times during the workday. The incumbent may be required to work overtime, weekends, and holidays. Travel by State vehicle or other public transportation systems to various locations throughout the state may be required. The incumbent must have a good driving record and a valid California Driver's License. The employee's shared workstation is located inside the office building and is equipped with standard office equipment. Office equipment includes a computer with various software programs including e-mail, a telephone with voice mail, facsimile machine, bookcase, and file cabinets.	
Physical/Mental Abilities: The incumbent must be able to establish and maintain effective working relationships, work independently to complete assigned work, work well under pressure, make appropriate decisions and recommendations, and meet required deadlines.	

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DEPARTMENT OF FOOD AND AGRICULTURE
HUMAN RESOURCES BRANCH
DUTY STATEMENT
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Employee Certification

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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