

☒	Current
☐	Proposed

Classification / Working Title Environmental Scientist	Employee Name
Position Number 014-444-0762-004	Supervisor Name / Classification Dayna Napolillo / Senior Environmental Scientist (Supervisory)
Division / Branch / Unit Plant Health and Pest Prevention Services / Pest Exclusion / Emergency Quarantine Response	Effective Date
Collective Bargaining Unit Identifier (CBID) R10	Work Week Group (WWG) 2
Tenure Permanent	Timebase Full Time
Physical CDFA Headquarters Location 3802 Constitution Ave. #55, Los Alamitos, CA 90720	Division / Program Hyperlink https://www.cdfa.ca.gov/plant/PE/InteriorExclusion/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: As part of the Pest Exclusion Branch, the Emergency Quarantine Response Program (EQRP) is responsible for the containment and prevention of artificial spread of harmful and invasive plant pests like European Grapevine Moth , Spotted Lanternfly , exotic fruit flies and other harmful invasive pests and plant diseases of economic significance and of concern to the environment and natural resources. When detections of reproductive populations of invasive plant pests trigger a state interior quarantine, the EQRP 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. EQRP implements quarantine regulatory compliance and operations enforcement to protect the state's resources including agriculture, water, soil and environment. While working cooperatively with the United States Department of Agriculture (USDA), the California county agricultural commissioner's, governmental agencies such as, the California Departments of Fish and Wildlife, Forestry and Fire Protection, Public Health, Pesticide Regulation, and other state and federal departments, and industries, the EQRP develops collaborative cooperative quarantine regulations that address enforcement efforts required for quarantine regulations with minimal impact on the environment.	
Position Identification: Under the supervision of the Senior Environmental Scientist (Supervisory), the Environmental Scientist performs a broad range of scientific and professional office and field duties involving environmental analysis, research, surveys, investigations, and studies for the EQRP. The Environmental Scientist must establish effective working relationships and maintain cooperative liaison relationships with those contacted during the course of work, communicating effectively both orally and in writing.	
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: 80% ☐ Other (Specify): _____
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Essential Functions:

35%	Response to Emergency Quarantines: - Develop quarantine regulatory measures for the state, county, local agencies and invested stakeholders and implements environmental standards, environmental related regulations to ensure that state's agricultural lands and natural resources remain free of invasive species such as Spongy Moth, European Grapevine Moth, and exotic fruit flies. This includes applying scientific methods and principles in the identification, research, and solution of problems in the areas of emergency pest abatement and control measures to contain the infestation. - Perform environmental analysis, studies and surveys concerning present and future environmental, environmental health and natural resource management issues to address concerns related to regulatory pest prevention measures - Implement enforcement of State Interior quarantines and Federal domestic quarantines measures for invasive pests that could negatively impact the State's natural resources and native fauna flora. - Evaluate data from quarantine implementation activities on the effects of regulatory measures on vegetation, wildlife, land, water supplies and other aspects of the environment. Apply data to assist in the development of solutions to problems found in order to protect the State's natural resources and agricultural industry from any negative effects that may arise with the enforcement of quarantine regulatory activities aimed at to contain and or to prevent the spread of invasive plant pests and diseases. - Provide notification of quarantine requirements to affected residents, growers, nurseries and businesses in quarantine areas to obtain compliance with laws and regulations concerning regulatory environmental requirements of the State. - Meet with public, state, federal and county representatives of affected businesses to provide quarantine compliance documents, procedures, and resolve issues that arise due to federal and/or interior quarantine restriction. Answer questions from individuals and/or groups to obtain compliance with laws and regulations concerning quarantine requirements and environmental concerns. - Act as lead person to seasonal state employees which includes monitoring daily assignments, completing daily reports, maintaining discipline and assuring that assignments are completed according to established quarantine protocols. - Travel/drive to sites and conducts field inspections of regulated agricultural commodities to facilitate the certification and movement of those commodities produced in the quarantine areas. These activities limit the artificial spread of invasive pests to other parts of the State;
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	thereby minimizing the impact of invasive pests to the State's environment, agricultural industry, natural resources and native flora. • Work well under extreme time constraints; provides an accurate assessment of rapidly changing situations and makes necessary adjustments; implements many quarantine projects simultaneously, anticipates problems and make program adjustments.
25%	Emergency Quarantine Protocols/ Procedures/Certification: • Prepare regulatory permits and protocols and other documents for state, county and local agencies to ensure that each entity is following current quarantine regulations and the State's agricultural land and natural resources are not in danger from harmful pollutants. This includes performing scientific analysis on the effects of quarantine regulatory activities on the environment and enforcement of applicable environmental standards. • Evaluate data collected from research and implementation activities on pesticide usage and other scientific activities to be used in environmental impact reports to ensure compliance with California environmental laws and regulations.
20%	Quarantine Communication and Outreach Activities: • Meet and confer with individuals such as growers, ranchers, nurseries and commercial agricultural entities as well as stakeholders to provide regulatory guidance in order to obtain compliance with current laws and regulations. • Gather and evaluate information from research activities to prepare outreach material and brochures on current and pertinent program research activities for meetings, presentations and symposiums at universities, other government agencies and fairs. Serve as a consultant in regulatory and quarantine programs to county departments of agriculture by responding to written and oral inquiries from the public and other cooperating agencies regarding the movement of plants, and other regulated commodities or appliances in and out of quarantine areas. • Attend Regional California Agricultural Commissioners and Sealers Association (CACASA) meetings or similar meetings. Present pertinent information regarding current quarantine activities, regulations, protocols, and/or environmental issues concerning invasive pests and plant diseases.
15%	Training Activities: • Prepare and present scientific information at training sessions on the identification, prevention, survey, samplings, environmental issues, as well as other quarantine regulations regarding invasive pests and/or diseases. This involves gathering pertinent data, performing analysis, research, surveys, investigations, and studies to provide instructional procedures to ensure the protection of the State's agricultural and natural resources. Presentations are presented to County Agricultural Commissioner's staff, CDFA, USDA, UC Extension Specialists, seasonal staff, nursery operators, licensed pest control operators, and other agency staff or industry representatives or members of the general public. • Provide training to county, state and seasonal personnel in field demonstrations and on-the-job training on regulatory methods and techniques. This includes keeping abreast of any changing quarantine laws and regulations and environmental standards.

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

Non-Essential/Marginal Functions:		
5%	Other related duties as assigned.	
Work Environment and Equipment Used: The duties of this job are performed both outdoors and indoors. When assigned to work outdoors, approximately 80% of the time is outdoor work and 20% indoor and vice versa when assigned for indoor work. Overtime and weekend work may be required. The employee's workstation may vary and office settings are permanent dwellings leased or owned by the state or cooperating agencies, or office trailers. Travel to these types of locations statewide is necessary in order to accomplish work objectives. Travel may be required on a regular basis for daily, overnight and longer stays to provide quarantine program oversight, administrative activities, oversee county contract requirements and to provide quarantine outreach information to the public and stakeholders. Offices are furnished with a variety of office equipment, which normally consists of desks, tables, chairs, filing cabinets, storage cabinets, computer, computer peripherals, phones, answering machines and fax machines. Work is to be performed in various settings including an office, agricultural and/or urban residential setting. Employee may be exposed to pesticides, live insects, odors, noise, rain, and temperature extremes. 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 third paragraph above. Travel by private vehicle or State vehicle or other public transportation systems to various locations to accomplish work objectives throughout the state are required as needed.		
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) Dayna Napolillo	Signature	Date

CC: Employee
Official Personnel File
Supervisor's Drop File