

☒	Current
☐	Proposed

Classification / Working Title Pest Prevention Assistant I	Employee Name						
Position Number 014-355-0490-004	Supervisor Name / Classification Alex Muñiz-Chavez / Senior Environmental Scientist (Supervisory)						
Division / Branch / Unit Citrus Pest and Disease Prevention Division	Effective Date						
Collective Bargaining Unit Identifier (CBID) R10	Work Week Group (WWG) 2						
Tenure Permanent	Timebase Full Time						
Reporting Location (Employee's Headquarters Address) 1425 Presioca Street, Spring Valley, CA 91977	Division / Program Hyperlink https://www.cdfa.ca.gov/Citrus/						
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. 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 close supervision of the Senior Environmental Scientist (Supervisor), the incumbent will work closely with the Environmental Scientist and will perform 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, preparing treatment activities, preparing written reports, and assisting in training new employees.							
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>80</u> %</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>80</u> %
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STATE OF CALIFORNIA
DEPARTMENT OF FOOD AND AGRICULTURE
HUMAN RESOURCES BRANCH
DUTY STATEMENT
SO-92 (EST. 07/2026)

☐ 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%	Trapping/Survey and Eradication Activities - Following established protocols, perform routine field and staff support work on citrus pest and disease exclusion, detection, control and eradication projects. Duties include placing, servicing, and collecting pest traps at designated locations, conducting insect sweeps, visually surveying and collecting target pests and damage 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. - Read maps to navigate travel to multiple locations to perform field activities. Draw maps to show exact geographic locations. Use data-collection technology to record sites, field sample information and package samples individually 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.	
20%	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. - Maintain organization and accuracy of assigned files and information used to complete field work.	
15%	Collection and Submission of Target Pests and Plants - Screen 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 and 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 field office designated by the supervisor/lead. - Train employees on proper host identification, sample collection techniques, use of GPS devices, citrus pest and disease visual surveying, completion of travel and work logs and other required documents.	
10%	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, and eradication projects and refer questions that are beyond the scope of the assigned work to the appropriate entities	

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Non-Essential/Marginal Functions:		
5%	• Other related duties as assigned.	
Desirable Qualifications:		
• Bilingual Spanish speaker		
Work Environment and Equipment Used:		
The duties of this position are primarily conducted outdoors. The incumbent works in extremes of weather and where temperature can exceed 95 degrees Fahrenheit and below 35-degree Fahrenheit. 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. The incumbent may experience regular exposure to dust, pollen and moisture. The work area can be urban, rural or commercial. The incumbent may drive, exit and re-enter the work vehicle numerous times during the workday. 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 incumbent may be required to work overtime, weekends, and holidays.		
Physical/Mental Abilities:		
The incumbent in this position must be able to establish and maintain effective working relationships with others; work independently; well under pressure; and in cooperation with other staff members in completing assigned work; and meet required deadlines. The incumbent must be able to lift, push, pull and carry at least 15 lbs.		
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