

☐	Current
☒	Proposed

Classification / Working Title Agricultural Technician III (Seasonal)	Employee Name								
Position Number 014-453-0032-982	Supervisor Name / Classification Chris Borkent / Senior Environmental Scientist (Supervisory)								
Division / Branch / Unit Plant Health and Protection Services / Integrated Pest Control / Biological Control Program	Effective Date								
Collective Bargaining Unit Identifier (CBID) R01	Work Week Group (WWG) 2								
Tenure Temporary	Timebase Intermittent								
Physical CDFA Headquarters Location 3294 Meadowview Rd, Sacramento, CA 95832	Division / Program Hyperlink https://www.cdfa.ca.gov/plant/								
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 Cotton Pest Control Program, Cotton Seed Bug Program, Silverleaf Whitefly Monitoring Program, Beet Curly Top Virus Program, Broomrape Program, Navel Orangeworm Program, Hydrilla Eradication Program, Vertebrate Pest Control Research Program, Pink Hibiscus Mealybug Program, Terrestrial & Aquatic Weed Grant and County Weed Program, Statewide Weed Management Areas, Biological Control Program, Apiary Protection, Bee Brand, and County Beekeeper Registration Program.									
Position Identification: Under the direction of the Senior Environmental Scientist (Supervisory), the Agricultural Technician III will act as a program expert, independently performing the most complex, varied, and responsible duties in a field and laboratory setting concerned with the control of plant and animal pests and diseases, specifically with the rearing of biological control agents and survey tasks for the Biological Control Program's projects. This position may require both day travel and occasional overnight travel.									
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>30</u> %</td> </tr> <tr> <td>☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____</td> <td>☐ Other (Specify): _____</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>30</u> %	☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____	☐ Other (Specify): _____
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☐ 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:

40%	Live Insect and Plant Cultures - As a program expert, independently plan, organize, and perform the most complex activities necessary to maintain and increase weeds and pest insects, and their biological control agents, in culture. This includes coordinating with a diverse range of university, state, and federal government employees, community cooperators, and private property owners to access selected field sites, obtaining native and invasive plant seeds, collecting target insects using a variety of methods (e.g., hand collection, sweep nets, aspirators, monitoring traps, and/or beating sheets), sorting collected insect specimens by species and life stage in the laboratory, setting up new colonies of selected insects for propagation, and routinely servicing colonies with fresh food, water, and sterile cages as needed. - Plan and purchase materials for plant growth and daily diets of insects. This includes fertilizer, soil and other greenhouse materials to maintain plants and the weekly purchasing of a selection of fruit and vegetables, based on known insect diets, and allocating produce to colonies as needed to maintain healthy insect production for on-going experiments in order to meet project objectives. - Perform sterilization operations of insect collecting and rearing equipment, including sweep nets, insect collection/holding jars, plant pots, and insect rearing cages. - Provide special egg-laying materials (e.g., paper towels, live plant material, and host eggs) to insect adults, transfer various live insect stages (i.e., eggs, immatures, adults) into rearing containers, and collect and ship selected life stages to cooperating scientists for specific laboratory and field experiments according to project objectives outlined in funding agreements. - Enter rearing data into appropriate records and files used for tracking insect production in cultures. Provide the lead Environmental Scientist with data worksheets of production activities and provide periodic updates on production progress. - Perform safe work practices in the laboratory setting to prevent contamination of cultures.
35%	Field Detection and Mapping Activities - As a program expert, independently plan, organize and perform the necessary activities for the program's statewide monitoring programs. Build, deploy, and service monitoring traps for pests and/or biological control agents. - Organize and ensure accuracy of records of survey activities and results on computer databases (i.e., MS Excel), map survey activities electronically using Global Positioning System (GPS) technology and Geographic Information System (GIS) software (i.e., Google Earth and ArcGIS). - Safely operate vehicles for deployment of monitoring and trapping activities. Maintain safe driving record and valid driver's license. - Provide the lead Environmental Scientist with data worksheets and/or files of all survey and detection activities for submission to the Senior Environmental Scientist for use in project reports.
15%	Reporting Activities Functions independently to complete all required program paperwork. This includes but is not limited to the following: auto logs, timesheets, daily record sheets for production and survey activities, and all necessary paperwork for purchasing supplies.

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DEPARTMENT OF FOOD AND AGRICULTURE
HUMAN RESOURCES BRANCH
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	• Ensure the accuracy of and submit back up documentation of all recorded expenses, mileage driven, and time tracking sheets to the lead Associate Governmental Program Analyst for the programs' federal cooperative agreements. • Prepare reports for the Environmental Scientist for training and/or meetings as necessary.
5%	Communication Activities • Interact with the public in a professional manner. Answer questions regarding the Biological Control Program and refer the more difficult questions asked to the lead Environmental Scientists
Non-Essential/Marginal Functions:	
5%	• Perform other job-related duties as assigned
Required Qualifications: The incumbent must have a valid driver's license and have a safe driving record as documented by the Department of Motor Vehicles.	
Desirable Qualifications: Basic knowledge of plant and insect identification with a background agricultural related field work, public contact skills/experience.	
Work Environment and Equipment Used: Approximately 70% of the workload will be in laboratory rooms inside trailers owned by the State of California. The setting includes programable growth chambers in which containers of live insects will be maintained. The rearing rooms will include countertops, a sink, and shelves to hold numerous containers of live insects. The dissecting laboratory will include a countertop, a sink, microscopes, computers (which run the microscope software), and chairs. The data entry workstation will include a desk and chair and computer and keyboard. Computer software used may include MS Word, Excel, PowerPoint, Outlook, ArcGIS, and Google Earth, as well as other databases/software created especially for a given research task. The remaining 30% of the workload requires traveling to remote and/or populated areas within the State of California via government (State) assigned vehicle. When working in the field, the incumbent works alone or with a group of field scientists and/or seasonals. Incumbent works with varied and unfamiliar vehicles and equipment, including excavators, trailers, pumps of various kinds, and ATVs. The incumbent may work in isolated locations and may work alone for extended periods. Often, activities may require driving for several hours (alone or with company), lifting objects and moving equipment of various weights. Also, the incumbent may encounter extremes in temperature, humidity, variable terrain (smooth to irregular and unstable), and often aquatic or riparian situations. Incumbent may also be required to navigate variable lengths of distance over unpredictable terrain. Various sitting, bending, stooping, standing, and reaching motions may be required on an irregular basis. Noise level for work is variable. Incumbent may work extended hours and days at any given time in the month including holidays. Incumbent will also be required to travel. Travel may also be on a short notice that requires full days or be over several nights in length. When driving is required, employee must have a good driving record and a valid Class C, or equivalent driver's license. Must safely operate and maintain the state vehicle to travel to designated work areas for field studies.	
Physical/Mental Abilities: Good eyesight/ability to distinguish differences between very small objects based on visual cues. Ability to follow directions, work independently and communicate effectively.	

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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)	Signature	Date

CC: Employee
Official Personnel File
Supervisor's Drop File

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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