

☐	Current
☒	Proposed

Classification / Working Title Agricultural Pest Control Specialist	Employee Name						
Position Number 014-361-0647-001	Supervisor Name / Classification Paul Figueroa – Senior Environmental Scientist (Supervisor)						
Division / Branch / Unit Citrus Pest and Disease Prevention Division	Effective Date						
Collective Bargaining Unit Identifier (CBID) R11	Work Week Group (WWG) 2						
Tenure Limited Term	Timebase Full Time						
Reporting Location (Employee's Headquarters Address) 1401 Research Park Drive, Riverside CA 92507	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 general supervision of the Senior Environmental Scientist (Supervisory), the Agricultural Pest Control Specialist is responsible for the daily operations of an entire county-wide detection or eradication project, including lead responsibility for the work force of seasonal employees, equipment operations and vehicle maintenance, quality control inspections, and implementation of emergency detection/eradication projects or entire minor projects.							
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>70</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>70</u> %
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☐ 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%	Leadership and Planning - Provide leadership to permanent and seasonal employees of an ongoing detection survey program. Direct and organize their work assignments to complete segments of a major eradication project. - Provide recommendations to your supervisor pertaining to the planning and implementation of cooperative Citrus pest detection and emergency response activities. - Guide seasonal and permanent employees on Citrus pesticide laws and regulations, including pesticide safety training, permit procedures, calibration, and application, to ensure clear and concise information. - Guide seasonal and permanent employees in the techniques of Citrus pest detection. - Perform quality control inspections and maintain necessary records. - Travel to various locations throughout the State operating a state vehicle safely and responsibly to perform various trapping, survey, and eradication activities.
30%	Equipment Operation and Maintenance Activities - Perform calibration of liquid and/or granular application for ground and/or aerial. - Direct the installation and operation of weather monitoring and recording equipment for all types of Citrus eradication projects. - Oversee maintenance and operation of all types of equipment assigned to a project. Maintain an adequate inventory of equipment and supplies. - Maintain a fleet of vehicles, which may include state, state rental, and federal vehicles, to ensure necessary maintenance is performed and keep Supervisor informed.
15%	Administration/Record Keeping Activities - Prepare reports and correspondence of all fieldwork activities to ensure proper and accurate documentation. - Maintain records of pesticides used and equipment repairs to ensure proper and accurate documentation. - Maintain records of insect detection activities to ensure proper and accurate documentation. - Maintain equipment repair and daily logs are kept properly. - Ensure policies regarding equipment repair are adhered to. - Keep daily records of hours worked by seasonal employees to ensure proper and accurate documentation.
Non-Essential/Marginal Functions:	
5%	- Other related duties as assigned. - Maintain cordial working relationships with public, county personnel, and others encountered in the course of the duty.
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 95F and below 35F. Changes in lighting such as alternating bright sunlight and dark shade are encountered. Noise levels constantly vary. Terrain encountered varies from smooth and	

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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.

The incumbent may be required to work overtime, weekends, and holidays. The incumbent may work within an office/warehouse environment furnished with a variety of office equipment, which normally consists of desks, tables, chairs, filing cabinets, storage cabinets, filing bins, computers, computer peripherals, phones, answering machines, photocopiers, and fax machines.

Travel by State vehicle or other public transportation system to various locations in the project area, and potentially statewide, is required on an occasional basis. Overnight travel may be required.

Physical/Mental Abilities:

The incumbent must be able to work well under extreme time constraints, exercise excellent independent judgement, determine priorities and make appropriate assignments, allocate staff and resources to achieve maximum results, maintain focus under conditions of duress, maintain and be able to provide an accurate assessment of rapidly changing situations, and anticipate problems and make program adjustments.

The incumbent must develop and/or understand program objectives and make decisions, accordingly, communicate effectively both verbally and in writing, and establish and maintain liaison and cooperative working relationships with those contacted during work.

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

