

☐	Current
☒	Proposed

Classification / Working Title Agricultural Technician III (Seasonal)	Employee Name										
Position Number 014-678-0032-982	Supervisor Name / Classification Vacant/ Agriculture Program Supervisor IV										
Division / Branch / Unit PHPPS, Pest Detection/Emergency Projects Branch	Effective Date										
Collective Bargaining Unit Identifier (CBID) R01	Work Week Group (WWG) 2										
Tenure Temporary	Timebase Intermittent										
Physical CDFA Headquarters Location 2423 E Winston Ave, Anaheim, Ca 92806	Division / Program Hyperlink https://www.cdfa.ca.gov/plant/pdep/										
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 Pest Detection/Emergency Projects Branch is responsible for the early detection and prompt eradication of serious exotic agricultural pests. The Branch accomplishes its mission by conducting a statewide trapping program, staffed by county and state inspectors, for exotic insect pests; by implementing special surveys for significant agricultural pests and plant diseases for which traps are not available; and by providing emergency eradication services using the best available technology. The primary objective of the emergency project component is to quickly and efficiently eradicate incipient infestations of serious agricultural pests, thereby preventing permanent establishment and subsequent spread in California.											
Position Identification: Under the direction of the Agriculture Program Supervisor IV (APS IV), the Agricultural Technician III will perform the most complex, varied, and responsible duties in a field and laboratory concerned with the assistive and nonprofessional entomological or plant pest work.											
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: 95%</td> </tr> <tr> <td>☒ Bilingual: Pass a State written and/or verbal proficiency exam <u>in Spanish</u></td> <td>☐ Other (Specify): _____</td> </tr> <tr> <td colspan="2">☐ 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.</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: 95%	☒ Bilingual: Pass a State written and/or verbal proficiency exam <u>in Spanish</u>	☐ 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.	
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Essential Functions:	
35%	Lead Person Activities • Act as a lead person for personnel in the Agricultural Aide/Agricultural Technician classifications and/or other equally assigned cooperators. • Assemble work crews, conduct training involving field related activities, personal and equipment safety precautions, and schedule daily assignments for: I. Survey - sample collecting for analysis, inspection of fruit trees for presence of viral diseases, fungal pathogens and insect pests. II. Eradication - application and mixing of pesticides, cleaning and preparing pesticide equipment, pesticide safety training and proper treatment protocols. Supports crews by refilling treatment equipment and repair of equipment. III. Detection - deployment and inspection of various exotic insect pest traps, has required knowledge of biology and host material for each type of exotic pests. IV. Response - implements rapid response protocols for new pest finds. • Ensure all pesticide labels, Materials Safety Data Sheets, maps, hospital information, accident identification forms, and other documentation are in each vehicle and office site. • Submit field samples via the electronic Pest Detection Report (PDR) and site registered via Global Positioning System (GPS) technology. • Maintain a written and/or electronic database utilizing a computer and/or iPad. This database contains survey sites, trap placements, and the service records of properties treated. • Compile information for daily reports, which includes miles traveled, traps placed, service activities d and removed, suspect insects found, samples collected, and properties treated or surveyed. Maps, data tables, and any necessary information are generated from daily reports. • Summarize information and transfer it to a weekly report that needs to be submitted to the designated lead. • Review Daily Trapping Summaries (DTS), survey and treatment logs for completeness and accuracy; field inspections are conducted for quality and quantity of work performed; time and attendance of assigned staff are monitored, and all pertinent personnel matters are reported to the appropriate supervision level.
25%	Trapping/Survey and Eradication Activities • Follow established protocols for visual survey, pesticide use, eradication, and detection/delimitation trapping. • Service various insect traps, perform visual surveys and insect sweeps, visually inspect for target pest damage on local plant hosts and conduct eradication treatments (mixing and application of spray materials). • Collect, process, and package suspect plant and insect samples that are removed from foliage using various insect/plant collection tools and inspected for target pests. • Read maps to navigate to multiple locations when performing field activities. • Draw maps to show exact geographic locations by using GPS to show the coordinates i.e., longitude and latitude. • Complete a Pest Damage Record (PDR) for samples and packaging of samples for submission to the CDFA Plant Pest Diagnostics Center for identification when necessary. • Keep daily reports of work completed in the Route Trap Book and electronically in CalTrap utilizing an iPad, i.e., number of traps serviced, properties treated, acreage surveyed, and

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	samples collected. • Clean vehicle interior and truck bed of insects, lures and other debris daily. • Clean, repair and store all survey, trapping and treatment equipment daily. • Notify supervisor when equipment needs repair or replacement by submitting the Equipment Maintenance Request form. • Perform and document vehicle safety and fluid level checks on the weekly Vehicle Inspection Report.
10%	Training Activities • Assist with the exotic pest detection and eradication process. • Assist in field and on-the-job training demonstrations for current pest detection methods and techniques. • Assist in group or formal training of the Exotic Pest Recognition and Standardized Trapping Techniques, which includes the preparation and submission of periodic in-house quality control reports.
10%	Spanish Translator/Activities • Facilitate the writing, editing, and preparation of correspondence. Brochures, pamphlets, reports, and other information materials into Spanish when necessary. • Serve as the subject matter expert to communicate fluently with the public or other staff in Spanish to ensure clear and concise information is understood. • Effectively answer and respond to phone calls and various forms of communication in Spanish. • Represent the Department in meetings with various groups and/or State agencies.
5%	Quality Control Inspection • Travel to various locations throughout the state operating a State vehicle safely and responsibly in order to inspect routes and treatment activities to ensure that work is performed at an acceptable level and submit a Quality Control Inspection report to the Pest Prevention Assistant 111 (lead) for review. • Perform the most complex quality control inspections of the production system for biological control agents, traps in the field, pesticide application techniques, and pest identification skills.
5%	Collection and Submission of Target Pests • Screen wet and dry traps for target pests (plant and insect). • Examine the contents of traps, which may contain hundreds of plant samples, insects, and debris to make preliminary identifications of specimens, which resemble target pests. • Once a suspect target pest is preliminarily identified, prescribe an action to be taken, which may include phone contact and/or return of the suspect target pest to the field office for official identification. • Accurately document the address, host type, and the sample location of the property or field by drawing a map and/or using a GPS unit and on a PDR. • Remove suspect samples using the Insect Trapping and/or Supplemental Guidelines Handling Techniques when transporting samples to prevent damage that would compromise the identity and place them in the appropriate sampling container then return them to the office at the appropriate time designated by the supervisor.
5%	Interaction with the Public • Initiate contact with the property owner or representative to obtain verbal or written permission (if required) to conduct a visual survey, place traps or apply pesticides. Document property owner's address, host information and any necessary instructions on the trap cards, survey logs or treatment logs.

	• Develop a cordial relationship with the property owner or representative to enable continued use of the property for current and future surveys or trap placements. • Briefly answer questions about the survey, detection, and eradication program, referring questions asked regarding gardening, tree diseases, etc. to the proper agency.
Non-Essential/Marginal Functions:	
5%	• Perform other job-related duties
Required Qualifications: The position requires a valid California Driver's License (CDL). You must answer the questions addressing your CDL on your application. Ensure you provide your CDL number, class, expiration date, and any endorsements and /or restrictions. This is a bilingual-Spanish position, The incumbent must be able to pass a bilingual-Spanish fluency examination and utilize bilingual skills at least ten percent (10%) of the time while performing the duties of the position.	
Desirable Qualifications: • Proficient in verbal and written communications and employ active listening skills. • Manage multiple assignments with limited direct supervision. • Ability to interpret and apply laws, rules, regulations, policies, etc. • Detail oriented with strong organizational skills. • Work independently and cohesively in a team environment. • Excellent/predictable attendance. • Excellent time management and organizational skills. • Ability to multi-task and meet strict deadlines with changing priorities. • Willingness to work extended and irregular hours.	
Work Environment and Equipment Used: The supervisor may not always be on site in the field. 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. Some trap types use a specific chemical insect lure; some of these lures may contain small amounts of pesticide. Incumbent will be provided CDFA uniforms and personal protective equipment when using pesticides. The work area can be urban or rural. The incumbent will be required to drive, exit, and re-enter the work vehicle numerous times during the workday. The incumbent must possess a valid California driver's license and maintain a good driving record as documented by the Department of Motor Vehicles to operate a State motor vehicle safely and responsibly. A safe driving record is one free from convictions in the past two years for repeated moving violations, or a single serious violation, such as drunk driving or reckless driving. The incumbent must also be able to apply pesticides, work well under extreme time constraints, exercise good judgment, determine priorities, make appropriate well-thought-out decisions, allocate staff, and provide resources to achieve maximum results, maintain focus under conditions of duress, and provide an accurate assessment of rapidly changing situations (ex. multiple exotic pest detections requiring multiple operations). The incumbent must be able to establish and maintain effective working relationships with those contacted during the course of	

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work, cooperate with other staff members in completing assigned work, communicate effectively verbally and in writing, and meet required deadlines.

Incumbent may be required to travel by State or rental vehicle to perform field active or other public transportation systems to various locations throughout the state. Must be legally able to rent a car. The incumbent may work various shifts (pre-dawn and after 6:00 p.m.), weekends, overtime, and possibly a split shift.

The position may require a background check to be cleared prior to being hired. Some of the work will be conducted at airport facilities, inside and around aircraft. The incumbent can be exposed to warm temperatures and loud noise. They may also work alone inside aircraft for extended periods of time.

Physical/Mental Abilities:

- Ability to lift or carry files and boxes up to 25 lbs.
- Ability to sit or stand for long periods of time.
- Ability to read, understand, and follow direction.
- Exercise independent judgement and problem solving

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
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Supervisor Statement:

I have discussed the duties outlined in the duty statement and provided a copy to the employee.

Supervisor Name (Print)	Signature	Date
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CC: Employee
Official Personnel File
Supervisor's Drop File