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

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| ☒ | **Current** |
| ☐ | **Proposed** |

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| **Classification / Working Title**<br>Plant Quarantine Inspector | **Employee Name** |
| **Position Number**<br>014-433-0615-005 | **Supervisor Name / Classification**<br>William Thompson / Plant Quarantine Supervisor I |
| **Division / Branch / Unit**<br>PHPPS / Border Protection Stations / Topaz BPS | **Effective Date** |
| **Collective Bargaining Unit Identifier (CBID)**<br>R11 | **Work Week Group (WWG)**<br>2 |
| **Tenure**<br>Permanent | **Timebase**<br>Full-time |
| **Physical CDFA Headquarters Location**<br>120117 US Highway 395, Topaz, CA 96133 | **Division / Program Hyperlink**<br>https://www.cdfa.ca.gov/plant/PE/ExteriorExclusion/borders.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:**
Plant Health and Pest Prevention Services is a division of the California Department of Food and Agriculture. The employees of this division work to prevent the entry and spread of harmful pests in California. The Border Protection Stations Branch is considered the first line of defense. Their mission is to keep invasive exotic pests out of the state and to monitor pathways preventing or limiting the spread of pests within the state. To accomplish this mission, the branch has two roles: quarantine regulatory compliance and enforcement and service to the agriculture industry and the public.

The Border Protection Stations Branch operates 16 border protection stations. Inspectors at these facilities check vehicles and commodities entering California from other states for agricultural pests and quarantine compliance. Collectively, these stations are one of the State's primary defenses in protecting against exotic pest infestations.

**Position Identification:**
Under the close supervision of the Plant Quarantine Supervisor I, with guidance from the Plant Quarantine Supervisor II, the Plant Quarantine Inspector performs regulatory inspections on vehicles and commodities to prevent the introduction of unwanted pests into California. Seasoned inspectors are expected to be able to work independently with minimal supervision and may be required to act as shift leader.

**Special Requirements:**

☐ Conflict of Interest Filer (Form 700)

☐ 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.

☐ California Driver's License

☐ Travel Required over 10% - Employer Pull Notice (EPN) Required

☐ Field Work: ____%

☐ Other (Specify): _____

| **Essential Functions:** | |
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| 50% | **Vehicle/Commercial Shipment Inspections**<br><br>• Inspect vehicles (i.e. automobiles, watercraft, self-moving, etc.) to determine if plant material (i.e., fruits, vegetables, plants, etc.) is present and to check the admissibility of plant material based on quarantine compliance and freedom from pests. This requires verbal communication and physical activities such as opening and removing containers, climbing, stooping, and bending around and within vehicles.<br>• Read and interpret shipping manifests, quarantine certificates, bills of lading, and other industry-related documents to determine the contents and admissibility of commercial shipments and to make sound decisions relating to the release or rejection of shipments. This requires the use of printed and electronic manuals and lists to compare commodities and origins.<br>• Determine the admissibility of all shipments of plant material to protect the State's agricultural and natural resources by using printed and electronic reference materials such as quarantine manuals, BPS operation guide, and Border Station memos to make sound decisions relating to the release or rejection of shipments.<br>• Copy or scan shipping documents, certificates, and other related paperwork, using photocopiers and scanners, concerning the regulation of movement of commodities to monitor pest pathways into the state.<br>• Monitor traffic movement to determine which vehicles need to be inspected and to control traffic flow in order to recognize potential signs of high-risk vehicle travel, using visual and auditory clues and through good verbal communication.<br>• Prioritize and direct vehicle inspections based on pest risk and traffic flow to minimize traffic back-ups for the purpose of public safety and comfort.<br>• Search for and remove pests (i.e., gypsy moth, zebra mussel, etc.), attached or roaming, within or on vehicles by using "creepers" to inspect the underside of vehicles, ladders to climb into or onto vehicles, power-washers, and hand tools, removing pests to prevent pest infestations and mitigate pest risk of vehicles and commodities from entering the state.<br>• Enter electronic and handwritten data to gather information regarding traffic flow, pest samples, and rejected or quarantined commercial shipments into databases for statistical analysis and to assist the Branch in evaluating trends. This task requires use and comprehension of computers, spreadsheets, and databases.<br>• Disseminate information to advise and inform interested parties including the public, headquarters office, agricultural commissioners, and other agencies via fax, e-mail, and postal systems.<br>• Maintain a profound understanding of any applicable laws and/or regulations as it relates to border protection. Promote and adhere to all laws governing the CDFA Border Protection Stations processes to ensure compliance. |
| 30% | **Cooperative Activities**<br><br>The Border Protection Stations Branch collaborates with outside agencies and other CDFA regulatory programs. Activities with these entities include:<br><br>• Examine and photocopy shipping manifests (bills of lading, short-form manifests) and forward the necessary data to the California Department of Tax and Fee Administration (CDTFA) Revenue and Taxation unit. The inspector must be able to review the bill of lading and make sound decisions on the level of probability of use tax liability of incoming shipments. |

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| | • Examine the Imported Material Report (IMR) for incoming shipments of used beverage containers (UBC) for accuracy, legibility, and legitimacy, and inspect the shipment noting material types, approximate weight, vehicle description, vehicle license, unit numbers, description of occupants, and any other pertinent information for the California Department of Resources Recycling and Recovery (CalRecycle).<br>• Create the Proof of Inspection (POI) verifying the contents of UBC shipments into the State. Scan the IMR and POI and disseminate information to interested parties including the headquarters office and CalRecycle, noting any irregularities in the shipment.<br>• Read and interpret bills of lading, permits, and certificates to determine the admissibility of incoming livestock shipments. This requires knowledge of the Animal Policy in the Plant Quarantine Manual.<br>• Gather and input data in the Border Station Livestock database concerning the movement of livestock shipments into and through California. Gathered data may also be scanned, faxed, and mailed copies for the Animal Health Branch to follow up on necessary inspections, actions, statistics, or reports.<br>• Read and interpret bills of lading to determine the admissibility of incoming whole market and liquid egg (containerized egg whites, “Egg Beaters”, etc.) shipments. This requires knowledge of the CA regulations for certified egg shipments as outlined in the Border Station Operating Guide.<br>• Gather and input data in the Border Station Egg Report database concerning the movement of egg shipments meeting regulation standards into the State. Record shipments that do not meet regulations or is listed on the Egg BOLO list provided by the Egg Safety Quality Management Branch and notify required parties via email to follow up on necessary actions. |
| 10% | **Commodity Inspection/Pest Sample Submission**<br><br>• Inspect commodities for pest insects, diseases, weeds, and nematodes to capture pest pathways by using visual aids such as hand lenses, microscopes, and dissecting tools (ex. knives and tweezers).<br>• Record digital images using devices such as digital/ video cameras and microscopes to document events occurring at the facility including accidents, quarantine incidents, and pest finds for legal and quarantine responsibilities.<br>• Submit suspect pest species to CDFA’s Plant Pest Diagnostics Lab for identification by collecting samples in alcohol vials or other containers and completing printed and electronic reports.<br>• Decontaminate and remove host material to prevent pest infested material from entering the state. This includes operating equipment such as high-pressure washers and wearing safety gear.<br>• Recognize pests for risk analysis by comparing intercepted pests with collected or printed specimens or electronic reference materials.<br>• Dispose of contaminated materials to prevent local pest infestations using hand tools and aids for moving heavy material and by grinding, burning, or bagging. This requires the use of wheelbarrows, hand trucks, and incinerators. |
| 5% | **Public Relations/Communications**<br><br>• Communicate verbally and in writing (via e-mail, memos, and phone inquiries) with the public and government agencies regarding the purpose of regulating potential pest risk material, the purpose of inspections, and the solutions to quarantine issues. |

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| | • Distribute printed informational materials such as brochures and fliers to the public and truck drivers for public awareness.<br>• Solicit public cooperation through interactions with one-on-one discussions, meetings, and events. This includes the use of visual aids and computer software operations (ex. PowerPoint).<br>• Maintain a professional demeanor to provide the public with a positive impression of the Department and solicit cooperative assistance by being well groomed and using proper body language. |

**Non-Essential/Marginal Functions:**

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| 5% | Other related duties as assigned. |

**Desirable Qualifications:**
Dependability and job commitment are critical to success in this classification. Inspectors must be able understand and follow directions; communicate effectively (verbally and in writing) in English; follow prescribed safety practices; and work cooperatively with other employees, other agencies, and the public.

**Work Environment and Equipment Used**:
Employees in this classification are routinely assigned to work weekends and holidays, and rotating shifts including day, evening, and night. This job is performed outdoors, in the private vehicle and truck inspection areas approximately 90% of the time. The remaining time is spent in an office environment. When working outdoors, the employee may be exposed to high-low temperature changes and variable climatic conditions such as rain, fog, dust, fumes, gases, and odors. The noise level in the work environment is moderate. The wearing of a uniform and use of safety equipment is required.

**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