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

☒	**Current**
☐	**Proposed**

Classification / Working Title Plant Quarantine Supervisor I	**Employee Name**
Position Number 014-425-0409-001	**Supervisor Name / Classification** Nicholas Tomasello / Plant Quarantine Supervisor II
Division / Branch / Unit PHPPS / Border Protection Stations / Truckee BPS	**Effective Date**
Collective Bargaining Unit Identifier (CBID) S11	**Work Week Group (WWG)** 2
Tenure Permanent	**Timebase** Full-time
Physical CDFA Headquarters Location 12750 Interstate 80, Truckee, CA 96161	**Division / Program Hyperlink** 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 (PHPPS) is a division of the California Department of Food and Agriculture (CDFA). 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 direction of the Plant Quarantine Supervisor II (Station Manager), the Plant Quarantine Supervisor I (PQS I) serves as Shift Lead and is responsible for overseeing Plant Quarantine Inspectors (PQI), Agricultural Technicians, and Agricultural Aides on rotating shifts, maintaining operational consistency. The PQS I performs regulatory inspections on vehicles and commodities to prevent the introduction of unwanted pests into California and oversees contracted employees and non-State workers in the facility.

As a leader in State government, the incumbent is responsible for developing and inspiring their workforce and delivering great results for Californians and CDFA. The incumbent must set a clear vision to achieve productive results by developing plans to meet goals, leverage staff skills, and solve problems; build collaborative relationships and foster an inclusive environment for consensus-building and decision-making; coach, guide, train, instruct, and develop team members; empower staff through a sense of shared ownership and decision-making; create an open and transparent environment for the exchange of information; foster a team environment through the support and recognition of team members; promote customer service and accountability; motivate loyalty to the Department's mission and commitment to drive continuous improvement for better results. The incumbent must inspire personal credibility through authenticity, confidence, consistency, courage, decisiveness, generosity, honesty, integrity, and judgment.

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:

40%	**Oversee Shift Operations** • Oversee shift operations to ensure effective operations and to verify that all work is performed safely and accurately as prescribed by quarantine regulations, BPS operational guide, administrative manual, and other guides related to daily operations. • Manage and observe staff to ensure that proper safety and inspection techniques are employed and make immediate corrections if deficiencies are seen. • Monitor and correct data for statistical analysis to ensure completeness and accuracy using hard copies, databases, and computer software programs. • Monitor traffic movement to determine which vehicles need to be inspected and to control traffic flow in order to recognize potential signs of vehicle travel, using visual and auditory clues and through good verbal communication. • Respond to urgent and emergency situations with a reasonable conclusion and prepare incident, accident, injury, and narrative reports manually or by software for submission to appropriate headquarters staff. • Keep staff up to date on any procedural changes made by the Sacramento HQ office through the use of timely station memos, 72-hour notices, and verbal communication. This includes communicating with station staff about topics addressed during GoTo meetings and one-on-one interactions with the HQ office.
20%	**Training, Coaching, and Mentoring** • Provide feedback to employees regarding their job performance through the implementation of performance appraisals, meetings, and evaluations to encourage and assist staff to reach their career and promotional goals and subordinates staff in all aspects of plant quarantine work. • Assign new tasks to employees and prepare them for job advancement by giving access to operational procedures in order to develop skills to take on more responsibility. • Oversee employee plans and timetables for completing assignments effectively and efficiently by providing a resource for any tools or knowledge.

	• Provide training using lesson plans, training courses, various manuals, and hands-on training to ensure employees have the knowledge, skills, and abilities to fulfill contractual obligations with other programs and outside agencies. • Ensure staff complete all required training, either mandated at the Branch or Department level, by working with the Unit Training Coordinator to determine training needs.
15%	**Vehicle/Commercial Shipment Inspections** • 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. • 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. • 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. • 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. • 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. • 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. • 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. • 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. • 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. • Submit suspect pest species to CDFA's Plant Pest Diagnostics Lab for identification by collecting samples in alcohol vials or other containers and completing attached reports.

15%	**Cooperative Activities** The Border Protection Stations collaborates with outside agencies and other CDFA regulatory programs. Activities with these entities include: • 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. • 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). • Read and interpret bills of lading, permits, and certificates to determine the regulatory compliance of incoming livestock shipments. This requires knowledge of the Animal Policy in the Plant Quarantine Manual and the Border Station Operating Guide. • 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 on the movement of cottonseed products for feed to the Feed, Fertilizer, and Livestock Drugs Regulatory Services Branch via email or fax in a timely manner. • Examine and interpret the bills of lading inspections, actions, statistics, or reports. • 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 are 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. • Read and interpret bills of lading and certification to determine the admissibility of incoming cottonseed and cottonseed products to ensure they are within aflatoxin tolerances as outlined in the Border Station Operating Guide. • Gather data and disseminate informationfor incoming shipments of tobacco products. Scan and/or copy the bills of lading and complete the Tobacco Shipment Record to track the shipment. Gathered data is also scanned or faxed to the Sacramento Headquarters Office to be disseminated for the Department of Justice to follow up on necessary actions.
5%	**Public Relations/Communications** • 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. • Distribute printed informational materials such as brochures and fliers to the public and truck drivers for public awareness. • 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).

Non-Essential/Marginal Functions:	
5%	Other related duties as assigned.

Desirable Qualifications: Dependability and job commitment are critical to success in this classification. Supervisors must be able to effectively lead and motivate staff; delegate duties to subordinates; 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 work shifts including day, evening, and night. This job is performed outdoors in the private vehicle and truck inspection areas approximately 60% 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, variable climatic conditions such as rain, snow, wind, fumes, and odors. The noise level in the work environment is moderate. The wearing of a uniform and use of safety equipment is required. Incumbent must 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.

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