STATE OF CALIFORNIA
DEPARTMENT OF FOOD AND AGRICULTURE
HUMAN RESOURCES BRANCH
DUTY STATEMENT
SO-92 (REV. 07/2026)

☒	**Current**
☐	**Proposed**

Classification / Working Title Pest Prevention Assistant I	**Employee Name**
Position Number 014-670-0490-005	**Supervisor Name / Classification** Aaron Frank/Agriculture Program Supervisor I
Division / Branch / Unit PHPPS/PDEP/Hawaii	**Effective Date**
Collective Bargaining Unit Identifier (CBID) R10	**Work Week Group (WWG)** 2
Tenure Permanent	**Timebase** Full-Time
Reporting Location ***(Employee's Headquarters Address)*** 41-650 Waikupanaha St. Waimanalo, HI 96795	**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 primary responsibilities of the Pest Detection/Emergency Projects Branch (PD/EP) are the early detection and prompt eradication of exotic and invasive pests that threaten California's agricultural and natural resources. These are accomplished through the operation of a statewide detection trapping program, special detection surveys, execution of pest eradication programs, maintenance of emergency projects response teams, and implementation of environmental monitoring practices. This is provided through a number of general, federal, and industry-funded programs. PD/EP 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, CALEPA). Functionally, Branch activities are divided into the following five components: Managerial, Pest Detection, Emergency Projects, Mediterranean Fruit Fly Preventative Release Program, and the Hawaii Fruit Fly Rearing Facility. The PD/EP branch operates out of field offices located within five geographical districts. Each district works under the general direction of the Sacramento headquarters staff. The primary purpose of the Hawaii Fruit Fly Rearing Facility (HFFRF) is to provide the Mediterranean Fruit Fly Preventative Release Program (PRP) with a continuous supply of high-quality, sterile Medflies. This is accomplished by operating and maintaining a state-of-the-art production facility.

Position Identification:

Under close supervision of the Agriculture Program Supervisor I (APS I), the Pest Prevention Assistant I is responsible for performing the more routine duties involved in the mass rearing of Mediterranean fruit flies. Incumbent must be able to establish and maintain effective working relationships with those contacted during the work week.

Special Requirements:

☐ Conflict of Interest Filer (Form 700)

☐ Medical Clearance

☐ License / Certificate Required

☐ California Driver's License

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

☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____	☒ Field Work: _5_ %
☐ 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.	☐ Other (Specify): _____

Essential Functions:	
40%	**Tray Cleaning and Disposal, Egg Seeding, Diet Preparation** • Down stack trays from collection cabinets and dispose of larval diet that is no longer useful into a composter for removal from the facility. Clean and sanitize the cabinets and trays once they are emptied. • Place and distribute the prepared diet evenly onto the trays and suspend the eggs over each tray. Place seeded trays into initiation dollies, cover with a screen cloth and place each dolly into an initiation room to assist in the development from egg to larvae. Clean and sanitize the seeding room after seeding is complete. • Mix dry food ingredients (50 lb. bags of materials) into a large mixer using proper techniques. Clean and sanitize mixer once diet is prepared and dispensed.
25%	**Larvae Collection and Pupae Sifting** • Collect larvae from collection pans filled with water. Wheel collection cabinets into positions as needed and clean periodically. Remove, clean, and dry screen covers. • Separate pupae from pupation media using a mechanical sifter to facilitate further production processes. Place pupae onto maturation trays and into maturation racks where they will develop internally. Clean trays and pupae boxes as needed. • Set up new collection pans by lifting seeded trays (40-50 lbs.) out of dolly bags and stacking them on to clean cabinets. Cover with clean collection screens. Wash and clean empty dolly bags.
20%	**Colony Egg Collection, Cage Stock, and Cage Wash** • Collect eggs from lanes filled with water into sieves to separate from water. Measure, calibrate and place eggs into bottles. Label and log egg collection data daily. Wash and sanitize egg bottles and collection lanes and equipment. • Stock new cages with pupae, food, and water for future collections. Make minor repairs to cages and screens. • Lift to remove cages from collection lanes (40 lbs.) and roll to wash area. Clean, wash, and sanitize all components in cages when egg collection cycle is completed.
10%	**Facility Cleaning and Maintenance** • Clean and maintain facility by washing, wiping, scrubbing, pressure washing, floors, walls, drains, equipment, yard, and all working areas inside and outside of facility • Weed, prune, and clear out fallen branches to maintain the two-acre palm tree plantation as it is an integral part of the wastewater treatment system.
Non-Essential/Marginal Functions:	
5%	Other related duties as assigned.

Desirable Qualifications:
The incumbent must be able to establish and maintain effective working relationships, work independently and in teams to complete assigned work, work well under pressure, make appropriate decisions and recommendations, and meet required deadlines.

Work Environment and Equipment Used:
The duties of this position are conducted indoors approximately 80 percent of the time and require the ability to lift 50 lb. pound bags of material. The specific settings where the incumbent may be required to work vary from room to room. Within the facility, there are various environmentally controlled production rooms and ambient outdoor temperature washrooms and corridors. Daily duties will require the ability to work in hot, high humidity and wet conditions.

The incumbent will be required to work weekends and holidays.

The production of flies produces a non-toxic, foul-smelling odor that permeates clothing and hair. The facility is located on the windward side of Oahu in a permanent dwelling leased by the State. The average daily maximum outside temperature is 82° F.

Physical/Mental Abilities:
- Ability to lift or carry up to 50lbs.
- Ability to stand for long periods of time.
- Ability to read, understand, and follow directions.
- 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**

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