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

☒	**Current**
☐	**Proposed**

Classification / Working Title Environmental Scientist	**Employee Name**
Position Number 014-694-0762-003	**Supervisor Name / Classification** VACANT / Senior Environmental Scientist (Supervisory)
Division / Branch / Unit PHPPS/PDEP/San Jose	**Effective Date**
Collective Bargaining Unit Identifier (CBID) R10	**Work Week Group (WWG)** 2
Tenure Permanent	**Time-based** Full Time
Physical CDFA Headquarters Location 1890 Dobbin Dr., San Jose, CA 95133	**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 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, and 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.

Position Identification:
Under the close supervision of the Senior Environmental Scientist (Supervisory), the Environmental Scientist performs a range of duties including lead responsibilities over seasonal and permanent staff performing eradication, detection trapping and survey activities, statewide research, detection trapping quality control, post quarantine inspections, outreach and logistics, and writing reports for agricultural programs for PD/EP. This involves interaction with federal, State, county, private agencies, and other stakeholder groups.

Special Requirements:

☐ Conflict of Interest Filer (Form 700)

☒ Medical Clearance

☐ License / Certificate Required

☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____

☒ California Driver's License

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

☒ Field Work: 75 %

☐ 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:

40%	**Detection and Survey Activities** • Operate a state vehicle safely and responsibly to execute program activities. • Perform a broad range of research and assessment activities statewide (in urban, rural, and agricultural areas) concerning present and future environmental, environmental health and natural resource management issues related to protecting the State's agricultural industry, natural resources, and public health from invasive species. • Conduct pest detection programs and special detection surveys for regional or statewide programs to ensure that the State's agriculture and natural resources remain free of exotic and invasive pests. • Plan and conduct group or formal training in exotic and invasive pest recognition for county, State and federal personnel. • Perform and document quality control inspections on insect and plant pathogen surveys. • Provide technical advice and expertise to county staff, industry, other State regulatory officials, and the public on pest detection and emergency project enforcement policies and procedures. • Conduct field demonstrations and on-the-job training for detection and survey methods and techniques, taking into consideration pest risk, climactic conditions, the probability of pest establishment, and impacts on environmental habitats. • Inspect State and county pest detection programs to ensure they adhere to the Insect Trapping Guide and other approved survey guidelines, are biologically sound, and validate contract compliance. • Analyze and evaluate recorded observations from inspection of State and county pest detection programs. • Evaluate available data collected from research and implementation activities on the effects of pest detection, eradication and control on human health, vegetation, wildlife, water supplies, land, and other aspects of the environment. Apply data to assist in the development of solutions to problems found to protect the State's natural resources and agricultural industry from any negative effects that may arise with detection, eradication and control methods. • Create and submit formal reports regarding the quality control inspection of pest survey programs. • Conduct annual and emergency surveys for invasive plant pests and diseases as prescribed by State and Federal contracts. • Perform examination of field research and survey samples using scientific equipment such as microscopes and dye cards and collect samples for lab analysis. • Procure equipment and materials for program activities. • Apply current scientific methods and principles in identification, research, and solution in the areas of pest detection, eradication and control, environmental monitoring, point source pollution prevention, natural resources protection, agronomy, and land and water use.

20%	**Eradication Activities** • Evaluate integrated pest management principles to determine the best eradication strategies to include impacts on human health, the environment, and beneficial organisms. • Implement exotic and invasive insect and plant disease eradication measures according to established action plans. The following are included in this task: personnel hiring, treatment training, supply procurement, treatment crew organization and assignments, daily record keeping of new detections, treatment scheduling, report completion for recordkeeping and management evaluation, result interpretation and evaluation, and local site and project map creation.
20%	**Environmental Analysis Activities** • Coordinate with regulatory agencies in developing and implementing environmental monitoring methodologies for various eradication projects. • Distribute and review county detection contracts. Act as the primary liaison between the counties and PD/EP on contract and detection issues. • Obtain required samples (water, soil, plant, fruit, air, etc.) for analysis. • Interpret laboratory results and make changes to treatment practices. • Perform research activities to evaluate efficacy and environmental impact of pest detection and eradication projects. Document project progress, complete required weekly and monthly reports and submit documentation to the Program Manager and Division Director as well as to appropriate county, State, and federal agencies. • Enter research and survey data into databases. • Analyze and evaluate available data from research and implementation activities on the effects of invasive pest eradication on human health, vegetation, fish, wildlife, water supplies, land, and other aspects of the environment. • Evaluate funding and equipment needs to maintain effective and efficient projects. Report findings and makes recommendations to the program manager as needed. • Ensure policies and procedures regarding federal and State environmental and environmental health-related requirements such as the California Environmental Quality Act, the Clean Air Act, threatened and endangered species, etc. are followed. • Keep abreast of current knowledge of scientific and technical research developments for projects by reading scientific manuals and articles and attending seminars, conferences, and training sessions.
5%	**Federal Inspection Activities** • Function as a representative for the USDA-PPQ federal Post-Entry Quarantine Program by inspecting imported plants for quarantined or significant plant pests and diseases, reducing the risk of invasive species entering California and/or the United States. Inspections last for a minimum of two years before final authority is given on disposition of the plants. • Facilitate the transport of high-priority suspects to CDFA's Plant Pest Diagnostics Center. • Write recommendations approving or denying importation of plants that may impact the natural environment. • Provide technical assistance and field diagnosis expertise to county, State, and federal personnel on phytosanitary seed certification, and in nursery or other

	inspections, as required by federal and State regulations to allow shipment or dispersal.
5%	**Logistic Activities** • Evaluate funding and equipment needs to maintain effective and efficient projects. Report findings and makes recommendations to the program manager as needed. • Procure equipment and materials for program activities. • Perform examination of field research and survey samples using scientific equipment such as microscopes and dye cards and collects samples for lab analysis. • Coordinate the end-of-season collection of unused lures. • Enter research and survey data into databases. • Document program activities with photograph.
5%	**Outreach** • Organize public meetings in advance of pesticide applications in urban neighborhoods. Activities include locating a venue, inviting local elected officials to the meeting, preparing meeting documents, and coordinating with regulatory agencies to confirm that a representative is present at the meeting. • Gather, evaluate, and prepare outreach materials for the public, the Division's annual report, presentations at universities and other government agencies, and brochures for public meetings, agricultural-related fairs, and other venues. • Participate in hearings and field investigations as a staff resource for environmental matters and prepare reports for correspondence as needed. • Conduct oral presentations to governmental organizations, scientific associations, industry, and the public.
Non-Essential/Marginal Functions:	
5%	Other related duties as assigned.

Work Environment and Equipment Used:
The work settings vary. The settings could be permanent buildings or trailers leased or owned by the state or cooperating agencies or other locations. The employee may work in isolated locations and may work alone for extended periods. The duties of this position are primarily conducted outdoors and may be exposed to extreme temperatures and weather, uneven terrain, and various noise levels. 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, photocopiers, and fax machines. Computer software used may include Microsoft Word, Excel, Outlook, PowerPoint, Access and Publisher.

The incumbent must be able to apply pesticides, haul loads of fruit and/or removed trees, perform survey work, and work well under extreme time constraints, exercise good judgment, determine priorities, make appropriate well-thought out decisions, allocate staff and resources to achieve maximum results, maintain focus under conditions of duress, and provide accurate assessment of rapidly changing situations (ex: multiple exotic pest detections requiring multiple operations).

The incumbent will be required to drive, exit and re-enter the work vehicle numerous times during the workday, must possess a valid CA drivers' license and maintain a good standing driving record to operate a state motor vehicle safely and responsibly, be able to apply pesticides. The incumbent must be able to establish and maintain effective working relationships with those contacted during the course of work,

cooperate with other staff members and leads in completing assigned work, communicate effectively verbally and in writing, with other agencies and the public, and be able to meet required deadlines.

The incumbent will 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. May work various shifts (pre-dawn and after 6:00 pm), weekends, overtime, and possibly a split shift.

The incumbent may also be required to travel on short notice that requires several continuous nights in length or work extended hours and days at any given time in the month including weekends, overtime, and holidays.

Travel is essential and the incumbent will travel to locations throughout the state to attend meetings or training related to pest detection, survey, and treatment activities and to assist other offices with detection and treatment efforts are required.

The incumbent must have a valid California driver's license and have a safe driving record as documented by the Department of Motor Vehicles. (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).

Physical/Mental Abilities:
When working in the field, the employee may encounter extremes in temperature and humidity, variable terrain (smooth to irregular and unstable), and aquatic or riparian situations. The employee may work with varied vehicles and equipment such as global positioning system units, pesticide spray equipment, trailers, pumps of various kinds, and ATVs. Activities may require the mixing, loading and application of pesticides, driving for several hours, lifting (25 or more pounds not more than 50 pounds), bending, reaching and climbing, and moving equipment. Noise level for work is variable.

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