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

☒	**Current**
☐	**Proposed**

Classification / Working Title Agricultural Technician I (Seasonal)	**Employee Name**
Position Number 014-471-0034-982	**Supervisor Name / Classification** Christopher Ogawa / Agriculture Program Supervisor I
Division / Branch / Unit PHPPS / IPCB / Hydrilla Eradication Program	**Effective Date**
Collective Bargaining Unit Identifier (CBID) R01	**Work Week Group (WWG)** 2
Tenure Temporary	**Time base** Intermittent
Physical CDFA Headquarters Location 2895 N Larkin Suite A, Fresno, CA 93727	**Division / Program Hyperlink** https://www.cdfa.ca.gov/plant/ipc/

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 Integrated Pest Control Branch (IPCB) are the detection and control or eradication of exotic and invasive pests that threaten California's agricultural and natural resources. This is accomplished through a number of general, federal, and industry funded Programs. These programs include Cotton Pest Control Program, Cotton Seed Bug Program, Silverleaf Whitefly Monitoring Program, Beet Curly Top Virus Program, Broomrape Program, Navel Orangeworm Program, Hydrilla Eradication Program, Vertebrate Pest Control Research Program, Pink Hibiscus Mealybug Program, Terrestrial & Aquatic Weed Grant and County Weed Program, Statewide Weed Management Areas, Biological Control Program, Apiary Protection, Bee Brand, and County Beekeeper Registration Program.

Position Identification:
Under the supervision of the Agriculture Program Supervisor I, the Agricultural Technician I performs duties of average difficulty regarding the survey of hydrilla and other noxious aquatic weeds.

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: 85%

☒ Other (Specify): Ability to swim

Essential Functions:	
40%	**Survey and Monitoring Activities:** • Conduct aquatic pest surveys in various water bodies throughout California, using navigation skills and ability to maintain composure. • Conduct visual surveys along primary roads and other high-hazard areas for noxious weed introductions. • Repeatedly throw and retrieve survey equipment, requiring strength, balance, and water safety awareness. • Swim, as necessary, to recover equipment or return to the watercraft in case of accidental entry into the water. • Use sampling equipment to collect aquatic and terrestrial weed samples for submission to the CDFA Plant Pest Diagnostic Center. • Plan and organize surveys and maintain records of survey activities and results in computer databases. • Operate various types of vehicles, tools and equipment for conducting aquatic surveys. • Map infestations visually and electronically using Global Positioning System/ Geographic Information System technology. • Maintain ability to swim while wearing protective gear and life vests that may take several seconds to inflate or require manual inflation. • Assist the lead program staff with data collection for survey and monitoring activities for submission to the Senior Environmental Scientist (Supervisory) and the Division's Annual Report.
35%	**Water Monitoring Activities:** • Collect water samples from deep or moving bodies of water, requiring safe entry and exit from watercraft and swimming capability if needed. • Store collected samples in appropriate containers. • Track samples by entering data into databases/spreadsheets (Access or Excel). • Mail water samples to environmental safety laboratories for analysis. • Receive analytical results and update databases/spreadsheets accordingly. • Provide water sampling data to program lead for submission to the Senior Environmental Scientist for reports and the Division's Annual Report.

10%	**Treatment Activities:** • Mix, load, and apply herbicides, reading and following herbicide/pesticide label directions; perform maintenance of all equipment used for weed control. • Assist in applying herbicides and perform eradication tasks primarily from boats or kayaks, requiring stability and readiness to swim in emergencies. • Operate various equipment for weed control related to herbicide application.
10%	**Reporting Activities** • Prepare and submit daily activity logs, survey reports, auto logs, to program lead and headquarters administration staff for recordkeeping • Assist in the preparation of reports and slide presentations for the program lead staff for training and/or meetings, as necessary.

Non-Essential/Marginal Functions:

5%	Other related duties as assigned.

Work Environment and Equipment Used:

The duties of this position primarily occur outdoors. The workload requires traveling to remote and/or populated areas within the State of California via State government assigned truck. When working in the field, the incumbent works independently or alongside a group of seasonal employees of the Program. Incumbent works with varied and unfamiliar vehicles such as ATV's, large pickup trucks, trailers and equipment, including airboats, kayaks, heavy grappling hooks, and pumps of various kinds. Often, activities may require driving for several hours, lifting objects, and moving equipment of various weights. The incumbent may encounter extremes in temperature, humidity, variable terrain (smooth to irregular and unstable), and aquatic or riparian situations. Incumbent is required to enter or swim in bodies of water (lakes, canals, ponds and other waterways) that vary in temperature, length, width, and depth. Incumbent may also be required to navigate variable lengths of distance over unpredictable terrain. There is regular exposure to dust, pollen, and moisture. Exposure to herbicides is common. Various sitting, bending, stooping, standing, and reaching motions may be required on an irregular basis. Noise level for work is variable. Incumbents may work extended hours and days at any given time in the month including holidays. Incumbent may also be required to travel on short notice that requires full days or over few to several nights in length.

The remaining workload will be in permanent buildings or trailers leased or owned by the State or cooperating agencies or other locations. The setting is standard with a phone, computer, keyboard, desks, tables, chairs, fax machine, copier, stapler, printers, calculators, and writing instruments. Computer software used may include MS Word, Excel, PowerPoint, Access, and Publisher as well as other databases/software created especially for a given research task.

Physical/Mental Abilities:

Physical strength, ability to swim and agility are necessary to fulfill the requirements of the assigned work.

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) Raj Randhawa	**Signature**	**Date**

CC: Employee
Official Personnel File
Supervisor's Drop File