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

☐	**Current**
☒	**Proposed**

Classification / Working Title Agricultural Technician II / Analytical Chemistry Technician	**Employee Name**
Position Number 014-777-0033-982	**Supervisor Name / Classification** Teresa Bowers /EPM I
Division / Branch / Unit ISD/CAC	**Effective Date**
Collective Bargaining Unit Identifier (CBID) R01	**Work Week Group (WWG)** 2
Tenure Non-Tenured	**Time base** Intermittent
Reporting Location ***(Employee's Headquarters Address)*** 3292 Meadowview Rd, Sacramento, Ca 95832	**Division / Program Hyperlink** https://www.cdfa.ca.gov/is/cac/

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 Center for Analytical Chemistry (CAC) provides analytical expertise in environmental, food, and fertilizer safety, and in issues concerning crop protection, farm worker safety, data gathering activities, and emergency response. The Center is comprised of two main programs: Environmental Safety and Food Safety. The Environmental Safety laboratories (ESL) provide vital analytical support to the California Department of Pesticide Regulation (DPR) and California Environmental Protection Agency (CalEPA) by performing soil, water, and air analyses mandated by various environmental laws; monitoring pesticide exposure of field workers; and by performing regulatory testing of pesticides for label compliance. ESL also assists the Feed, Fertilizer, and Livestock Drugs Regulatory Services branch (FFLDRS) through the provision of label compliance testing of commercial fertilizers. The Food Safety laboratories (FSL) support DPR, US Department of Agriculture (USDA), and US Environmental Protection Agency (US-EPA) in their legislative tasks as well as the California County Agricultural Commissioners in their enforcement activities by conducting chemical analyses on environmental and food samples to monitor for and collect data on hazardous agrochemicals such as pesticides and their metabolites. The independent Quality Assurance (QA) section provides support to the CAC in the implementation and management of International Standards Organization (ISO) 17025 accreditation program, quality assurance of its testing activities, method reviews and validation and compliance audits.

Position Identification:

Under general supervision of the Senior Environmental Scientist (Supervisor), the incumbent will receive and prepare agricultural samples, perform sample extraction and chemical analysis using validated methods; maintain records and prepare reports; assist in validation and modification of methods. Agricultural Technician II will, as needed, serve as a lead over sample throughput for analysis and special projects, as assigned by the section supervisor.

Special Requirements:

☐ Conflict of Interest Filer (Form 700)

☒ California Driver's License

☐ Medical Clearance

☐ License / Certificate Required	☐ Travel Required over 10% - Employer Pull Notice (EPN) Required
☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____	☐ Field Work: ____%
☐ 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%	**Sample Preparation** • Prepare samples for chemical analysis in at least two sections of the laboratory. This includes, but is not limited to, grinding, weighing, digesting, titrating, and extracting samples. • Following a variety of established laboratory standard operating procedures, perform sample cleanup on food, fertilizer and environmental samples using liquid-liquid, solid phase, and quick, easy, cheap, effective, rugged, and safe extractions (QuEChERS), as well as gravimetric methodologies. • Prepare and maintain equipment and chemical reagents needed for analysis.
25%	**Housekeeping, Safety and Inventory** • Clean equipment and glassware used in the sample extraction area. • Keep the sample preparatory area in good working order. This includes emptying solvent waste, washing glassware, and changing gas tanks. • Maintain supply inventories for essential laboratory materials, collaborate with business team to order more supplies, as needed. • Perform regular safety checks of equipment such as fire extinguishers, eye wash stations, and chemical safety showers to ensure compliance with OSHA standards. • Monitor hazardous waste and report non-conformances to section supervisors. • Monitor temperature-controlled devices to verify compliance with ISO 17025 standards.
25%	**Sample Custody and Management** • Assist Agricultural Biological Technicians and Environmental Scientists with logging in and labelling samples according to documented protocols. • Assist the section supervisors by creating laboratory work and extraction schedules to organize throughput in a centralized location such as MS Teams or SharePoint. • Assist and lead staff in the receiving room to ensure client samples and supplies are received according to established protocols. • Distribute samples to appropriate storage areas, i.e. freezers, refrigerators or storage shelves. • Maintain logs of sample extraction and refrigerator traffic. • Under the direction of the section supervisor, dispose of samples following analysis and per contractual agreement. • Drive to various local businesses to purchase dry ice and other materials for sample processing.
5%	**Laboratory Support** • Assist Environmental Scientists in various parts of the chemical analysis, including preparing sequence tables, loading samples onto instruments, generating data and preparing reports. • Assist in a variety of clerical and data entry tasks. • Assist Environmental Scientists in validating analytical methods.
Non-Essential/Marginal Functions:	

5%	• Other related duties as assigned

Desirable Qualifications:

- Communicate effectively both orally and in writing.
- Possess strong interpersonal skills.
- Experience working in a dynamic team environment
- Chemistry background

Work Environment and Equipment Used: The duties of this job are performed indoors most of the time. The employee's workplace is the CAC. All equipment needed for completing the required tasks will be provided. The buildings have an air-conditioning/heating system. The employee may be exposed to fumes, gases, or odors in certain work areas.

Physical/Mental Abilities:
This position requires extending periods of standing, frequent lifting to 25 lbs., bending, squatting, twisting, and occasional lifting with assistance to 50 pounds.

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