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 III	**Employee Name**
Position Number 014-111-0032-996	**Supervisor Name / Classification** Lee Harrison/ Agriculture Program Supervisor
Division / Branch / Unit AHFSS/Animal Health Branch	**Effective Date**
Collective Bargaining Unit Identifier (CBID) R01	**Work Week Group (WWG)** 2
Tenure Non-Tenured (Seasonal)	**Timebase** Intermittent
Physical CDFA Headquarters Location 1220 N St Sacramento, CA 95814	**Division / Program Hyperlink** AHFSS/ https://www.cdfa.ca.gov/AHFSS/animal_health/

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:
As part of the California Department of Food and Agriculture (CDFA) and the Animal Health and Food Safety Services (AHFSS) Division, the Animal Health Branch (AHB) functions as California's organized, professional veterinary medical unit to protect public health, animal agriculture, and the economy from catastrophic animal diseases, natural disasters that impact animals, and other related health and agricultural problems. AHB addresses livestock diseases and issues that require statewide coordinated resources; implements programs that protect public health and animal agriculture; and ensures the availability, affordability, and wholesomeness of food.

The purpose of the Equine Medication Monitoring Program (EMMP) is to deter the misuse of performance and behavior altering drugs and medications in horses competing at public horse shows and presented for sale at public horse auctions. This is accomplished by education, establishing a visible presence at these events, and the sampling of horses for prohibited drugs and medications.

Position Identification:
Under the direction of the Agriculture Program Supervisor for the EMMP, the Agricultural Technician III independently performs the most complex, varied, and responsible duties in a field setting concerned with equine testing, sampling, and collection activities at registered equine events; coordinates with event personnel and exhibitors; collects and verifies data; ensures compliance with program requirements; and serves as a resource on EMMP programs and functions. Incumbents must provide effective communication both orally and in writing with program supervisors, laboratory, and the public. Incumbents must be able to establish and maintain effective working relationships with equine exhibitors and event managers, make appropriate decisions, follow oral and written directions on assignments, work independently to complete assignments, work well under pressure, and meet required deadlines.

Special Requirements:

☐ Conflict of Interest Filer (Form 700)

☒ California Driver's License

☐ 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.	☒ Travel Required over 10% - Employer Pull Notice (EPN) Required ☒ Field Work: 50% ☐ Other (Specify): _____

Essential Functions:

50%	**Equine Testing, Sampling, and Collection** • Attend various public horse shows or sales as assigned by the EMMP headquarters in order to conduct random sampling of horses at these events. • Work independently to ensure that programs and functions in the field are being executed properly and according to science-based principles and regulations. • Contact event manager of the registered equine event to confirm location and time for planned attendance. • Communicate effectively with event staff, officials, and exhibitors to secure necessary data. • Develop and maintain the knowledge and expertise to serve as a program expert for issues related to programs and functions. • Travel using personal vehicle to assigned registered equine event location at designated time to perform testing. • Communicate professionally with event manager upon arrival at the equine event to provide selection and collection procedure information. • Independently select and identify the horse(s) for sample collection, according to program-defined selection protocols found in the EMMP field manual. • Independently obtain urine samples from selected horses using appropriate collection device for drug and medication analysis. • Independently, assess and release selected horses that pose a safety risk and horses from which samples are not obtained in the designated time back to the owners. • Assist less experienced Agricultural Technicians with the collection of urine samples from appropriately selected horses. • Work closely with the veterinarians when collecting blood samples from horses for drug and medication analysis, as needed. • Apply bar code label to the samples and the corresponding legal Record of Sample Collection document. • Ensure an adequate testing supply inventory is on hand for assigned events; request additional supplies in a timely manner to ensure supply availability for all assigned events. • Maintain chain of custody of legal documents on file are secured for the program. • Report any unusual occurrences and/or difficult situations to the EMMP Veterinarian, or Program Supervisor by the next business day.
25%	**Storage and Submission of Samples** • Maintain and ensure proper chain of custody of samples by using a supplied lockable cooler while at the event.

	• Freeze urine samples and refrigerate blood samples until the time they are packaged and shipped to laboratory to preserve sample integrity. • Package and secure samples in lockable cooler to ensure safe shipment of samples to laboratory within 2 weeks of collection. • Using designated writing tools complete inventory records of samples required for laboratory submission. • Label and mail samples within two (2) weeks of urine or blood collection to the laboratory for analysis.
20%	**Process EMMP Documentation** • Using designated writing tools to document record of sample collection related to the horse that was selected for sampling. • Notate date and witness initials on the bar code label. Apply the barcode label to the respective sample containers once sample has been collected. • Accurately document all unusual occurrences associated with the collection of blood or urine. • Complete and review for accuracy the required EMMP program paperwork (including record of sample collection, work report, and event related documents) before departure from the event. • Complete, sign, and submit travel expense claim(s) to EMMP Sacramento by the fifth(5th) of each month. • Complete, sign and submit time sheets for days 1-15 to the EMMP Sacramento by the 20th of each month and for days 16-30 by the 5th of each month. • Use designated mailing services to ship the necessary paperwork to the EMMP headquarters as directed. • Analyze, provide comments, or respond to letters, and inquiries that may affect the EMMP.

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

Work Environment and Equipment Used:
The incumbent must follow CDFA, Division, and Branch employee health and safety policies. Comply with standards of behavior provided in the EMMP tester field manual.

Frequent travel, using a personal vehicle, is required for horse events on weekends and some weekdays. Overnight travel and travel to remote locations may be required.

Job duties are performed outdoors in field, stable, or arena settings which will require:

- Outdoor work in inclement weather, such as sun, rain, and varying temperatures.
- Prolonged periods of standing, bending, and walking long distances over rough or uneven terrain.
- Collecting urine or assisting with the collection of blood samples

Wear designated EMMP attire during attendance at assigned events to maintain professional appearance.

Travel (including nights, weekends, and holidays) for extended periods may be required for meetings and events as well as during an emergency response. Travel on short notice may be required upon activation for emergency response. During emergency response periods, duties may require working long shifts at hours

other than the normal work hours. The incumbent must follow CDFA, Division, and Branch employee health and safety policies.

Due to the testing aspect of this position, the incumbent is expected to be able to personally operate a vehicle whether personal, rental or government. Additionally, most of the response locations such as farms, premises, and saleyards are not accessible by public transport or rideshare.

Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy. Any employee who is teleworking must adhere to all telework policies and procedures.

Physical/Mental Abilities:
Collection usually requires entering an enclosed barn stall or horse trailer with the horse. Employees are required to work in very close proximity to the horse, an inherent risk of injury exists due to the unknown temperament of the horse.

It is imperative that the employee be physically coordinated, agile, alert, and exercise consistent good judgment while working near horses.

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**	**Date7/30/26**

CC: Employee
Official Personnel File
Supervisor's Drop File