

**California Department of Food and Agriculture
Pest Detection/Emergency Projects Branch
Agricultural Technician I (Seasonal)
Duty Statement for JB/SM and Japanese Beetle High Risk program**

I. Program/Position Identification

The Pest Detection/Emergency Projects (PD/EP) Branch is responsible for the early detection and prompt eradication of serious exotic agricultural pests. The Branch accomplishes its mission by conducting a statewide trapping program, staffed by county and state inspectors, for exotic insect pests; by implementing special surveys for significant agricultural pests and plant diseases for which traps are not available; and by providing emergency eradication services using the best available technology. The primary objective of the emergency project component is to quickly and efficiently eradicate incipient infestations of serious agricultural pests, thereby preventing permanent establishment and subsequent spread in California.

Under the supervision of the Senior Environmental Scientist (Supervisory) or the Agriculture Program Supervisor I, the incumbent performs field work related to pest detection and emergency response, follows an established work routine to deploy and service a variety of insect traps, and surveys designated areas for host trees and trap sites. The Agricultural Technician I (Seasonal) will work on entomological or plant pest field and laboratory work.

Classification: Agricultural Technician I (Seasonal)
Working Title: Agricultural Inspector
License or Other Requirement: California Drivers License
Position Number: 014-677-0034-982
Division/Branch/DAA: PHPPS, Pest Detection/Emergency Projects
Location: Spring Valley (San Diego County)
Date Prepared: March 8, 2024
Work Hours/Shift: Various

II. Essential and Non-Essential Job Functions

A. Essential Functions:

Function #1: Trap/Survey and Eradication Activities **40%**

- Safely operate and maintain a State vehicle to travel to designated work areas locally and throughout the State.

- Follow established protocols for visual survey, pesticide use, eradication and detection/ delimitation trapping.
- Service various insect traps, perform visual surveys and insect sweeps, visually inspect for target pest damage on local plant hosts, and conduct eradication treatments (mixing and application of spray materials).
- Collect, process, and package suspect plant and insect samples that are removed from foliage using various insect/plant collection tools and inspected for target pests.
- Ability to read maps to navigate and draw maps to show exact geographic locations using Global Positioning System (GPS) technology to show the coordinates, longitude and latitude.
- Complete a Pest Damage Record (PDR) for samples and packaging of samples for submission to the Plant Pest Diagnostics Center for identification.

Function #2: Documentation of Work Completed

25%

- Keep daily reports of work completed in the route trap books and electronically, i.e. number of traps serviced, properties treated, acreage surveyed, samples collected and other topics as needed.

Function #3: Collection and Submission of Target Pests

20%

- Screen wet and dry traps for target pests (plant and insect).
- Examine content of traps visually, which may contain hundreds of plant samples, insects and debris to make preliminary identifications of specimens, which resemble target pests.
- Once a suspect target pest is preliminarily identified, action is taken, which may include, phone contact and/or return of the suspect target pest to the field office for official identification.
- Carefully documents address, host type, and location of sample on property or field by drawing a map and/or using a GPS unit and on a PDR.
- Carefully handle suspect sample at all times to prevent damage that would make identification of the suspect more difficult.
- Remove sample, placed in appropriate sampling container, and returned to base at the appropriate time designated by the supervisor.

Function #4: Public Relations

5%

- Initiate contact with property owner or representative in a professional manner, to conduct visual survey, place traps, or apply pesticides. Develop a cordial relationship with property owner or representative to enable continued use of the property for current and future surveys or trap placements.
- Briefly answer questions about survey, and detection and eradication programs, referring questions asked regarding gardening, tree diseases, etc. to the proper agency.

Function #5: Vehicle and Tool Maintenance

5%

- Transport vehicles to service facility when requested by supervisor.
- Perform daily vehicle safety and fluid level checks.
- Clean vehicle interior and truck bed of insects, lures, and other debris.
- Clean, repair, and store all survey equipment daily.
- Notify supervisor when equipment needs repair or replacement.

B. Non-Essential Functions:

Function #1 - Miscellaneous duties

5%

- Perform other job-related duties as requested by supervisor.

III. Work Environment

The duties of this position are primarily conducted outdoors. The incumbent works in extremes of weather and temperature. Changes in lighting such as alternating bright sunlight and dark shade are encountered. Noise levels constantly vary. Terrain encountered varies from smooth and stable to irregular and unstable. Incumbent may experience regular exposure to dust, pollen and moisture. Some trap types use a specific chemical insect lure; some of these lures may contain small amounts of pesticide. Incumbent will be provided CDFA uniforms and personal protective equipment when using pesticides. The work area can be urban or rural. The technician may drive, exit, and re-enter the work vehicle numerous times during the workday.

The incumbent will be required to drive and must have a valid Class C, or equivalent driver's license and 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.) Safely operate and maintain state vehicle to travel to designated work areas. The incumbent in this position must be able to establish and maintain effective working relationships with those contacted during the course of work; work well under pressure; and work independently and in cooperation with other staff members in completing assigned duties and meeting required deadlines.

The position requires a background check to be cleared prior to being hired. Some of the work will be conducted at airport facilities, inside and around aircraft. The incumbent will be exposed to warm temperatures and loud noise. They may also work alone inside aircraft for extended periods of time. Employee may work various shifts (pre-dawn and after 6:00 pm), weekends, overtime, and possibly a split shift.

May be required to travel by state or rental vehicle to perform field active or other public transportation systems to various locations throughout the state. Incumbent must be legally able to rent a car.

IV. Employee's Statement

(Initial applicable statement)

____ I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation¹ and how it applies to essential functions. **I can perform the duties of this job without Reasonable Accommodation.**

OR

____ I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation¹ and how it applies to essential functions. **I will need Reasonable Accommodation to perform one or more of the essential functions described in this duty statement.**

Employee Signature² Date

Supervisor Signature Date

Print Name

Print Name

¹ A reasonable accommodation is an adjustment or modification to a job or workplace that allows qualified employees or prospective employees to perform the essential functions of the job successfully.

² Duties of this position are subject to change and may be revised as needed or required. If/when duties change you will be provided a revised duty statement to sign.

NAME: _____

Current Proposed

**California Department of Food and Agriculture
Pest Detection/Emergency Projects Branch
Agricultural Technician II (Seasonal)
Duty Statement for JB/SM and JB High Risk Program**

I. Program/Position Identification:

The Pest Detection/Emergency Projects Branch (PD/EP) is responsible for the early detection and prompt eradication of serious exotic agricultural pests. The Branch accomplishes its mission by conducting a statewide trapping program, staffed by county and state inspectors, for exotic insect pests; by implementing special surveys for significant agricultural pests and plant diseases for which traps are not available; and by providing emergency eradication services using the best available technology. The primary objective of the emergency project component is to quickly and efficiently eradicate incipient infestations of serious agricultural pests, thereby preventing permanent establishment and subsequent spread in California.

Under the general supervision of the Senior Environmental Scientist (Supervisory) or the Agriculture Program Supervisor I, the incumbent performs field work related to pest detection and emergency response, follows an established work routine to deploy and service a variety of insect traps, and surveys designated areas for host trees and trap sites. The Agricultural Technician I (Seasonal) will work on entomological or plant pest field and laboratory work.

Classification:	Agricultural Technician II (Seasonal)
Working Title:	Agricultural Technician II (Seasonal)
Position Number:	014-677-0033-982
License or Other Requirement:	California Drivers License
Division/Branch:	PHPPS, Pest Detection/Emergency Projects
Location:	Spring Valley (San Diego Co)
Date Prepared:	March 8, 2024
Work Hours/Shift:	Various

II. Essential and Non-Essential Job Functions

A. Essential Functions

Function #1 Trapping/Survey and Eradication Activities 20%

- Follows established protocols for survey, eradication, or trapping.
- May service traps, perform insect sweeps, visually inspect for target pest damage on local plant hosts or conduct eradication treatments (mixing and application of spray materials).

- Remove suspect plant and insect samples from foliage or various insect collection tools and checked for target pests.
- Follows maps to these locations.
- Draws maps to show exact geographic locations.
- Uses GPS technology to site register samples and packages samples separately to maintain sample and site integrity.

Function #2 Lead Person Activities

15%

- Acts as a lead person for personnel in the Agricultural Aide/Agricultural Technician I classifications and/or other assigned cooperators.
- Assembles crews, conducts training involving field related activities, personal and equipment safety precautions and schedules daily assignments for survey, eradication and detection.
- Survey samples collecting for analysis, inspection of fruit trees for presence of viral diseases, fungal pathogens and insect pests.
- Applies and mixes pesticides, cleaning and preparing pesticide equipment, pesticide safety training and proper treatment protocols.
- Supports crews by refilling treatment equipment and repair of equipment.
- Deploys and inspects various exotic insect pest traps, has required knowledge of biology and host material for each type of exotic pests.
- Implements rapid response protocols for new pest finds.
- Ensures all pesticide labels, MSDS's, maps, hospital information, accident identification forms and other documentation are in each vehicle and office site.
- Ensures field samples are submitted via the electronic Pest Detection Report and site registered via GPS technology.
- Maintains a written database – written or electronic. This database contains survey sites, trap placements and servicing and properties treated. Information is compiled for daily reports, which includes miles traveled, traps placed, serviced and removed, suspect insects found, samples collected, and properties treated or surveyed. This information is summarized and transferred to a weekly report that is submitted to the Senior Environmental Scientist.
- Ensures maps, data tables and any necessary information are generated from daily reports.
- Ensures assignments are reviewed for completeness and accuracy; field inspections are conducted for quality and quantity of work performed; time and attendance of assigned staff are monitored, and all pertinent personnel matters are reported to the appropriate supervision level.
- Steps in as a crewmember when necessary

Function #3 Training Activities

15%

- Serves as exotic pest detection and eradication assistant.
- Assists in field demonstrations and on-the-job instruction in current pest detection methods and techniques.

- Assists in group or formal training in exotic pest recognition and standardized trapping techniques, which includes the preparation and submission of periodic in-house quality control reports.

Function #4 Collection and Submission of Target Pests 10%

- Screens wet and dry traps for target pests (plant and insect). Examines contents of traps, which may contain hundreds of plant samples, insects and debris to make preliminary identifications of specimens, which resemble target pests.
- Once a suspect target pest is preliminarily identified, prescribed action is taken, which may include phone contact and/or return of the suspect target pest to the field office for official identification.
- Technician carefully documents address, host type, and location of sample on property or field by drawing a map and/or using a GPS unit and on a Pest and Damage Record (PDR). Suspect sample is handled carefully at all times to prevent damage that would make identification of the suspect more difficult. Sample is removed, placed in appropriate sampling container and returned to base at the appropriate time designated by the supervisor.

Function #5 Quality Control Inspection 10%

- Safely operate and maintain state vehicle to travel to designated work areas locally and throughout the State.
- Travel to various locations throughout the State operating a state vehicle safely and responsibly in order to Inspects routes, inspection and treatment activities to assure that work is performed at an acceptable level.
- Perform the more complex quality control inspections on production system for biological control agents, traps in the field, pesticide application techniques, and pest identification skills.

Function #6 Documentation of Work Completed 10%

- Keeps daily reports of work completed, i.e. number of traps serviced, properties treated, acreage surveyed, and samples collected.
- Review and correct DTS of the assigned crews as needed.
- Administrative work as needed.

Function #7 Interaction with the Public 10%

- Interacts with public in a professional manner.
- Makes initial contact with property owner to conduct visual survey, place traps or apply pesticides. Develops a cordial relationship with property owner to enable continued use of the property for current and future surveys or trap placements.
- Briefly answers questions about survey, detection and eradication program, referring questions asked regarding gardening, tree diseases, etc. to the proper agency.

Function #8 Vehicle and Tool Maintenance 5%

- Assists with transportation of vehicles to service facility.
- Performs daily vehicle safety and fluid level checks.
- Cleans vehicle interior and truck bed of insects, lures and other debris.
- Cleans, repairs and stores all survey equipment daily.
- Notifies Environmental, Scientist or Senior Environmental Scientist when equipment is in need of repair or replacement.

B. Non-Essential Job Functions:

Function #1 - Miscellaneous duties

5%

- Perform other job-related duties as requested by supervisor.

III. Working Conditions

The duties of this position are primarily conducted outdoors. The incumbent works in extremes of weather and temperature. Changes in lighting such as alternating bright sunlight and dark shade are encountered. Noise levels constantly vary. Terrain encountered varies from smooth and stable to irregular and unstable. Incumbent may experience regular exposure to dust, pollen and moisture. Some trap types use a specific chemical insect lure; some of these lures may contain small amounts of pesticide. The work area can be urban or rural. The technician may drive, exit and re-enter the work vehicle numerous times during the workday. The technician acts under the general direction of the Senior Environmental Scientist or equivalent, but the Senior Environmental Scientist may not always be on site in the field.

The incumbent will be required to drive and must have a valid Class C, or equivalent driver's license and 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). Safely operate and maintain state vehicle to travel to designated work areas. The incumbent in this position must be able to establish and maintain effective working relationships with those contacted during the course of work; work well under pressure; and work independently and in cooperation with other staff members in completing assigned duties and meeting required deadlines.

The position requires a background check to be cleared prior to being hired. Some of the work will be conducted at airport facilities, inside and around aircraft. The incumbent will be exposed to warm temperatures and loud noise. They may also work alone inside aircraft for extended periods of time. The incumbent may need to climb a ladder or loading belt. Employee may work various shifts (pre-dawn and after 6:00 pm), weekends, overtime, and possibly a split shift.

May 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. Must be legally able to rent a car.

IV. Employee's Statement

(Initial applicable statement)

____ I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation¹ and how it applies to essential functions. **I can perform the duties of this job without Reasonable Accommodation.**

OR

____ I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation¹ and how it applies to essential functions. **I will need Reasonable Accommodation to perform one or more of the essential functions described in this duty statement.**

Employee Signature² Date

Supervisor Signature Date

Print Name

Print Name

¹ A reasonable accommodation is an adjustment or modification to a job or workplace that allows qualified employees or prospective employees to perform the essential functions of the job successfully.

² Duties of this position are subject to change and may be revised as needed or required. If/when duties change you will be provided a revised duty statement to sign.

NAME: _____

Current Proposed

**California Department of Food and Agriculture
Pest Detection/Emergency Projects Branch
Agricultural Technician III (Seasonal)
Duty Statement for JB/SM and Japanese Beetle High Risk Program**

I. Program/Position Identification:

The Pest Detection/Emergency Projects Branch is responsible for the early detection and prompt eradication of serious exotic agricultural pests. The Branch accomplishes its mission by conducting a statewide trapping program, staffed by county and state inspectors, for exotic insect pests; by implementing special surveys for significant agricultural pests and plant diseases for which traps are not available; and by providing emergency eradications services using the best available technology.

Under the direction of the Senior Environmental Scientist (Supervisory) or the Agriculture Program Supervisor I, the Agricultural Technician III leads, plans, organizes and directs the work of a small crew of seasonal employees. The incumbent is well experienced and has developed the expertise necessary to independently perform the more difficult, varied and responsible duties of the required job. This is generally exhibited by wide and varied experience in the applicable field of entomological or plant pest work or directing the work of others in the applicable field assignments. Specific responsibilities include but are not limited to: following an established work routine to schedule surveys, deployment and servicing for a variety of insect traps, various aspects of pesticide applications, conducting visual survey of designated areas for host material, pest damage (such as Exotic Wood Borer, Cereal Leaf Beetle, etc.), documentation of work completed, field identification of suspect target insects, interaction with the public (notification for property and field surveys), and packaging and electronic data entry of suspect insects for submission to the identification lab.

Classification: Agricultural Technician III
Working Title: Agricultural Inspector
Position Number: 014-677-0032-982
Division/Branch: PHPPS, Pest Detection/Emergency Projects
Location: Spring Valley (San Diego Co)
Date Prepared: March 8, 2024
Work Hours/Shift: Various

II. Essential and Non-Essential Job Functions

A. Essential Functions

Function #1 Lead Person Activities 20%

- Acts as a lead person for personnel in the Agricultural Aide/Agricultural Technician I classifications and/or other assigned cooperators.
- Assembles crews, conducts training involving field related activities, personal and equipment safety precautions and schedules daily assignments for:
 1. Survey – sample collecting for analysis, inspection of fruit trees for presence of viral diseases, fungal pathogens and insect pests, visual inspection of cargo planes for insect pests.
 2. Eradication – application and mixing of pesticides, cleaning and preparing pesticide equipment, pesticide safety training and proper treatment protocols. Supports crews by refilling treatment equipment and repair of equipment.
 3. Detection – deployment and inspection of various exotic insect pest traps, has required knowledge of biology and host material for each type of exotic pest.
 4. Implements rapid response protocols for new pest finds.
- The Ag Tech III ensures that:
 1. All pesticide labels, MSDS's, maps, hospital information, accident identification forms and other documentation are in each vehicle and office site.
 2. Field samples are submitted via the electronic Pest Detection Report and site registered via GPS technology.
 3. A written database is maintained – written or electronic. This database contains survey sites, trap placements and servicing and properties treated. Information is compiled for daily reports, which includes miles traveled, traps placed, serviced and removed, suspect insects found, samples collected, and properties treated or surveyed. This information is summarized and transferred to a weekly report that is submitted to the Senior Environmental Scientist.
 4. Maps, data tables and any necessary information are generated from daily reports.
 5. Assignments are reviewed for completeness and accuracy; field inspections are conducted for quality and quantity of work performed; time and attendance of assigned staff are monitored, and all pertinent personnel matters are reported to the appropriate supervision level.
- Steps in as a crewmember when necessary

Function #2 Documentation of Work Completed

20%

- Keeps daily reports of work completed, i.e. number of traps serviced, properties treated, acreage surveyed, and samples collected.
- Review and correct DTS of the assigned crews as needed.
- Administrative work as needed.

Function #3 Training Activities

15%

- Serves as exotic pest detection and eradication assistant.
- Assists in field demonstrations and on-the-job instruction in current pest detection methods and techniques.

- Under the direction, assists in group or formal training in exotic pest recognition and standardized trapping techniques, which includes the preparation and submission of periodic in-house quality control reports.

Function #4 Trapping/Survey and Eradication Activities

15%

- When driving is required, employee must have a good driving record and a valid Class C, or equivalent driver's license. Safely operate and maintain state vehicle to travel to designated work areas. Follows established protocols for survey, eradication or trapping. May service traps, visually inspect for target pests on cargo planes, visually inspect for target pest damage on local plant hosts or conduct eradication treatments (mixing and application of spray materials). Suspect plant and insect samples are removed from foliage or various insect collection tools and checked for target pests. Follows maps to these locations. When performing field activities, draws maps to show exact geographic locations. Uses GPS technology to site register samples and packages samples separately to maintain sample and site integrity.

Function #5 Quality Control Inspection

10%

- Travel to various locations throughout the State operating a state vehicle safely and responsibly in order to Inspects routes and treatment activities to assure that work is performed at an acceptable level.
- Perform the more complex quality control inspections on production system for biological control agents, traps in the field, pesticide application techniques, and pest identification skills.

Function #6 Collection and Submission of Target Pests

10%

- Screens wet and dry traps for target pests (plant and insect). Examines contents of traps, which may contain hundreds of plant samples, insects and debris to make preliminary identifications of specimens, which resemble target pests.
- Once a suspect target pest is preliminarily identified, prescribed action is taken, which may include phone contact and/or return of the suspect target pest to the field office for official identification.
- Technician carefully documents address, host type, and location of sample on property or field by drawing a map and/or using a GPS unit and on a Pest and Damage Record (PDR). Suspect sample is handled carefully at all times to prevent damage that would make identification of the suspect more difficult. Sample is removed, placed in appropriate sampling container and returned to base at the appropriate time designated by the supervisor.

Function #7 Interaction with the Public

5%

- Interacts with public in a professional manner.
- Makes initial contact with property owner to conduct visual survey, place traps or apply pesticides. Develops a cordial relationship with property owner to enable continued use of the property for current and future surveys or trap placements.

- Briefly answers questions about survey, detection and eradication program, referring questions asked regarding gardening, tree diseases, etc. to the proper agency.

B. Non-Essential Job Functions:

Function #1 Vehicle and Tool Maintenance

5%

- Assists with transportation of vehicles to service facility. Performs daily vehicle safety and fluid level checks. Cleans vehicle interior and truck bed of insects, lures and other debris.
- Cleans, repairs and stores all survey equipment daily. Notifies Environmental, Scientist or Senior Environmental Scientist when equipment is in need of repair or replacement.

III. Working Conditions

The duties of this position are primarily conducted outdoors. The incumbent works in extremes of weather and temperature. Changes in lighting such as alternating bright sunlight and dark shade are encountered. Noise levels constantly vary. Terrain encountered varies from smooth and stable to irregular and unstable. Incumbent may experience regular exposure to dust, pollen and moisture. Some trap types use a specific chemical insect lure; some of these lures may contain small amounts of pesticide. The work area can be urban or rural. The technician may drive, exit and re-enter the work vehicle numerous times during the workday. The technician acts under the general direction of the Senior Environmental Scientist or equivalent, but the Senior Environmental Scientist may not always be on site in the field.

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 must maintain a driving record in good standing to operate a state motor vehicle safely and responsibly. Must be able to apply pesticides, work well under extreme time constraints, exercise good judgement, determine priorities, make appropriate well-thought-out decisions, allocate resources to achieve maximum results, maintain focus under conditions of duress, and provide accurate assessment of rapidly changing situations (e.g., Multiple exotic pest detections requiring multiple operations).

The incumbent in this position must be able to establish and maintain effective working relationships with those contacted during work; work well under pressure; work independently and in cooperation with other staff members in completing assigned work and meeting required deadlines.

The position requires a background check to be cleared prior to being hired. Some of the work will be conducted at airport facilities, inside and around aircrafts. The incumbent will be exposed to warm temperatures and loud noise. They may also work alone inside aircraft for extended periods of time. The incumbent may need to climb a ladder or loading belt. Employee may work various shifts (pre-dawn and after 6:00 pm), weekends, overtime, and possibly a split shift.

