

NAME: \_\_\_\_\_

Current    Proposed

**California Department of Food and Agriculture  
Pest Detection/Emergency Projects Branch  
Agricultural Technician I (Seasonal)  
Duty Statement**

**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 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 Agricultural Pest Control Supervisor or the Senior Environmental Scientist (Supervisory), the incumbent will perform assignments of average difficulty and routine seasonal entomological or plant pest field and laboratory work.

**Classification:** Agricultural Technician I (Seasonal)  
**Working Title:** Agricultural Technician I  
**License or Other Requirement:** California Drivers License  
**Position Number:** 014-694-0034-982  
**Division/Branch/DAA:** PHPPS, Pest Detection/Emergency Projects  
**Location:** San Jose (Santa Clara County)  
**Date Prepared:** April 12, 2024  
**Work Hours/Shift:** 40 hours per week  
Monday-Thursday, 0700-1730, with overtime work possible on Fridays and weekends.

**II. Essential and Non-Essential Job Functions**

**A. Essential Functions:**

**Function #1: Trap/Survey and Eradication Activities** **45%**

- Follow established protocols for visual survey, 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.
- Must be able to 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**

**20%**

- 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**

**10%**

- 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.
- Incumbent 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 #4: Public Relations**

**10%**

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

**Function #5: Vehicle and Tool Maintenance**

**10%**

- Transport vehicles to service facility. 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. The work area can be urban or rural. The incumbent may drive, exit and re-enter the work vehicle numerous times during the workday.

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; work independently and in cooperation with other staff members in completing assigned work communicate effectively verbally and in writing, and meet required deadlines.

The incumbent must 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).

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 an aircraft for extended periods of time.

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, work well under extreme time constraints, exercise good judgement, 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).

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

**IV. Employee's Statement**

(Initial applicable statement)

\_\_\_\_ I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation<sup>1</sup> 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 Accommodation<sup>1</sup> 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 Signature<sup>2</sup>                      Date

\_\_\_\_\_  
Supervisor Signature                      Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

<sup>1</sup> 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.

<sup>2</sup> 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/Non-Lead)  
Duty Statement**

**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 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 general supervision of the Agriculture Pest Control Supervisor, the incumbent will independently perform the more difficult, varied, and responsible duties of field or laboratory support duties, for various fruit fly delimitation programs, maintain fruit fly trapping routes, coordinate the application of pesticides, maintain pesticide inventory and vehicle fleet, oversee pesticide applications performed by outside vendors, perform fruit removal and tree removal, communicate with the public at educational public meetings, coordinate with other agencies, and perform various insect/disease surveys for targeted pests for the emergency eradication. These activities include working independently and in cooperation with other staff, overseeing treatment activities, preparing written reports, performing quality control inspections for treatment-survey-trapping programs, training new employees, and acting as the back-up trapper/applicator. The incumbent must be able to establish working relationships with those contacted during work and work well under pressure while completing assigned work and meeting required deadlines.

<b>Classification:</b>	<b>Agricultural Technician II (Seasonal)</b>
<b>Working Title:</b>	<b>Agricultural Technician II</b>
<b>License or Other Requirement:</b>	<b>California Driver License</b>
<b>Position Number:</b>	<b>014-694-0033-982</b>
<b>Division/Branch/DAA:</b>	<b>PHPPS, Pest Detection/Emergency Projects</b>
<b>Location:</b>	<b>San Jose (Santa Clara County)</b>
<b>Date Prepared:</b>	<b>April 12, 2024</b>
<b>Work Hours/Shift:</b>	<b>40 hours per week Monday-Thursday, 0700-1730, with overtime work possible on Fridays and weekends.</b>

## II. Essential and Non-Essential Job Functions

### A. Essential Functions:

#### **Function #1: Detection and Treatment Activities** **45%**

- Perform more difficult full range of field or staff support duties, to deploy traps, perform visual surveys, or apply control measures for target pests such as, but not limited to various fruit flies, Japanese beetle, and gypsy moth.
- Plan, organize, and monitor the daily operations of a trapping, visual survey, or treatment program and outside vendors to ensure compliance with Department policies and procedures, and State laws, rules, and regulations; enforce and implement new procedures or processes with seasonal employees, when necessary.
- Assemble equipment and mix chemicals using the appropriate protocols; assure that the Department is in compliance of all pesticide rules and regulations.
- Work with field staff in solving technical problems such as equipment breakdowns and trap deployment, using effective communication skills, knowledge, manuals, and/or facility operational procedures.
- Communicate effectively and in a professional manner with homeowners and/or the general public in order to perform assigned duties. Establish and maintain cooperative working relationships in all situations using tact and interpersonal skills at all times.
- Prepare and complete accurate and detailed technical reports (daily, weekly, and/or as required) as associated with detection and treatment activities, or other related activities.

#### **Function #2: Documentation of Work Completed** **15%**

- Prepare and complete accurate and detailed technical reports (daily, weekly, and/or as required) as associated with detection trapping, survey, and treatment activities, or other related activities.
- Carefully documents address, host type and location of samples on property or field by drawing a map and/or using a GPS unit and on a Pest and Damage Record (PDR).

#### **Function #3: Training** **15%**

- Train seasonal employees on proper host identification, drawing property diagrams, correct trap placement, baiting and application procedures, the biological aspects of the target pest.
- Train seasonal employees on ground bait application using the solo backpack sprayer, truck mounted ground treatment equipment, soil drench application using the Hudson sprayer, and the use of a pressure gun and other equipment as needed.

**Function #4: Trapping, Surveyor, Fruit/Tree Removal, and Applicator 10%**

- Act as back-up trapper, surveyor, pesticide applicator, and lead fruit/ tree removal when an emergency project becomes necessary or when a crew member is absent. Service traps, apply pesticides, conduct fruit/tree removal, perform visual surveys, document work completed, identify targeted insects, interact with the public, and submit suspect insects.

**Function #5: Office Work and Documentation 10%**

- Document hours worked and provide to supervisor or lead at the end of each day.
- Submit daily work summaries to supervisor or lead at the end of each day or when requested for reporting purposes.
- Relay information from supervisor or lead to other employees at the office.
- Ensure all formal original documents are complete and have signatures.
- Ensure all time sheets, sign-in sheets, exposure records, and other official documents are sent to supervisor or lead in a timely manner.

**B. Non-Essential Functions:**

**Function #1: Miscellaneous duties 5%**

- Perform other job-related duties as requested by supervisor.
- Coordinate with University of California and other agencies with special research-based projects involving trapping and visual surveys of target pests.
- Lead special projects as needed, such as red imported fire ant survey, mealy bug survey, and Citrus Commodities Survey.

**III. Work Environment**

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, answering machines, photocopiers, and fax machines.

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

The incumbent may be required to work overtime, weekends, and holidays. Travel to various locations throughout the State to attend meetings or trainings related to pest detection, and treatment and to assist other offices with detection and treatment efforts.

#### IV. Employee's Statement

(Initial applicable statement)

\_\_\_\_\_ I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation<sup>1</sup> and how it applies to essential functions. **I can perform the duties of this job without Reasonable Accommodation.**

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\_\_\_\_\_  
Employee Signature<sup>2</sup>                      Date

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Supervisor Signature                      Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
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<sup>1</sup> 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.

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## II. Essential and Non-Essential Job Functions

### A. Essential Functions:

#### **Function #1: Insect trapping, surveyor, Fruit removal, and applicator 45%**

- Direct and lead a small crew of seasonal employees on proper host identification, drawing property diagrams, biological aspects of the pests etc. Operates a State vehicle to travel to designated trapping area to service traps and survey for hosts. Follows map provided in route book to trap locations. When deploying traps, maps must be drawn to show exact trap locations. Traps are removed from trees, checked for target insects, baited if necessary, dated, and prepared for return to the host tree. Traps are then placed in their original positions, adjusted for better placement, or removed entirely to be relocated at another site. The trapper then returns to the trapping vehicle and proceeds to the next trap placement or servicing site.
- Act as a backup trapper, surveyor, pesticide applicator, and lead fruit/tree removal an emergency project becomes necessary or when a crew is absent.

#### **Function #2: Documentation of Work Completed 15%**

- Keeps accurate records of survey activities including: placements, servicing's and relocations of traps as required, areas surveyed, description of area/host condition. Compiles information daily on daily report form, which includes miles traveled, traps placed, serviced, removed, suspect insects found, and other relevant information.

#### **Function #3: Public Relations 15%**

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

#### **Function #4: Collection and Submission of Target Pests 10%**

- Screen wet and dry traps for target pests (plant and insect). Examine content 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.
- Incumbent 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: Vehicle and Tool Maintenance**

**10%**

- Transport vehicles to service facility. Performs daily vehicle safety and fluid level checks. Cleans 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 detection surveyor/trapper 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. There is regular exposure to dust, pollen, and moisture. Each trap type uses a specific chemical insect lure; some of these lures contain small amounts of pesticides. The work area can be urban or rural. The trapper must drive, exit, and re-enter the trapping vehicle numerous times during the work day. The trapper acts under the direction of the trapping supervisor, but the supervisor may not always be on site in the field.

The incumbent must 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). 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).

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Supervisor Signature                      Date

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