

**California Department of Food and Agriculture
Nursery, Seed and Cotton Program
Agricultural Technician I (Seasonal)
Duty Statement**

I. Program/Position Identification:

As part of the Pest Exclusion Branch, the Nursery, Seed, and Cotton Program (NS&C) is responsible for the enforcement of laws and regulations that ensure the quality and orderly marketing of nursery, seed, and cotton plant products. The mission of the program is to prevent the introduction and spread of agricultural pests and diseases in nursery and seed products, thereby protecting California's environment, agricultural systems, and consumers against economic losses. The program coordinates statewide regulatory and inspection activities with county agricultural commissioners. In addition, the program maintains registration and certification services which provide the agricultural industry with clean planting stock.

Under the supervision of the Senior Environmental Scientist (Supervisory) with guidance from the Senior Plant Pathologist or lead Environmental Scientist, the Agricultural Technician I (Seasonal) is responsible for processing plant samples, strawberry indexing/testing, grafting plant samples and assisting in conducting ELISA testing.

Classification:	Agricultural Technician I
Working Title:	Agricultural Technician I - Lab/Greenhouse
License or Other Requirements:	Valid CA Driver's License
Position Number:	018-408-0034-996
Division/Branch:	Plant Health and Pest Prevention/Pest Exclusion Branch/ Nursery, Seed and Cotton
Location:	3294 Meadowview Road, Sacramento, CA 95832
Date Prepared:	July 2024
Work Hours/Shift:	5:00 AM-3:00 PM/Various

II. Essential and Non-Essential Job Functions

A. Essential Functions:

Function #1: Various Greenhouse Operations – 40%

- Graft plant samples to indicator plants to test for virus diseases and assist lead Environmental Scientist in identifying diseased greenhouse plants and processing them.
- Maintain plant identification and quality control by sorting participants' plants into trays for testing, labeling with block number, plant number and date, and comparing plants that arrive for testing against paperwork to ensure correct identity and ownership.
- Conduct general greenhouse operations, and in the absence of the Environmental Scientist, independently maintain operations which includes watering and fertilizing plants and general maintenance of equipment.

Function #2: Processing Plant Materials in Laboratory – 40%

- Prepare samples for testing by cutting plant sample tissue with razor blades or scalpels into small pieces.
- Grind the small tissue pieces in a ball-mill grinder/homogenizer with buffer.
- Transfer ground plant extracts into cube tubes (2 ml tubes) with pipettes.
- Deliver loaded cubes in proper arrangement to Serological Laboratory for ELISA testing using a State vehicle.
- Maintain the identity of plants throughout testing process.

Function #3: General Maintenance of Laboratory – 15%

- Sanitize equipment and workstation before and after hand.
- Wash and dry equipment accordingly.
- Preparation of sample bags with labels for field collection.

B. Non-Essential Functions:

Function #1: Other Duties as Assigned – 5%

- Other duties as required to complete processing and testing of plant samples in a timely manner.
- Unload ice chest sample delivery to lab or refrigeration.
- Travel to pick up testing samples in the field using a State vehicle.
- Perform other job-related duties as requested by supervisor.

III. Work Environment

The duties of this position are performed indoors approximately 100% of the time. The employee's workstation is located inside the laboratory building and is equipped with standard lab equipment. The noise level in the work environment is high when the steel-ball tissue homogenizer is in use.

Employee's Statement:

(Initial applicable statements)

_____ 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

Supervisor Signature

Print Name

Print Name

CC: Employee
Official Personnel File
Supervisor's Drop File

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.