

**California Department of Food and Agriculture
Animal Health and Food Safety Services
Animal Health Branch
Duty Statement**

Agricultural Technician III

I. Program/Position Identification

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 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.

One of the responsibilities of the Animal Health Branch is the early detection and prompt eradication of serious animal diseases in California. This is accomplished through the operation of statewide emergency disease eradication projects/programs, such as the current avian health mitigation program (CAHEN: California Avian Health and Education Network), and the mobilization of emergency response teams when necessary that are comprised of a mixture of professional, administrative, and technical staff. Virulent Newcastle disease is a highly contagious poultry disease, which is currently in its mitigation stage in parts of Southern California. Avian Influenza, another highly contagious poultry disease and a potential public health concern is part of the ongoing statewide Avian Health Program of AHB.

Under the direction of the Supervising Veterinarian (General), the Agricultural Technician III will perform a variety of office and field functions of average difficulty in support of the program. The incumbent will serve in a lead capacity to plan, organize, and direct the workload of a team of animal health specialists including Veterinarians, Livestock Inspectors, other Agricultural Technicians, and US Department of Agriculture Animal Health Technicians. The incumbent will be a program expert in at least one of several areas including, but not limited to, laboratory coordination; conduct of animal disease surveillance at Live Bird Markets, auctions, and feed stores; case management for feed stores; monitoring and triaging the Sick Bird Hotline; administration of initial epidemiological questionnaires; initiation of disease investigations; and conducting and delivering outreach on animal diseases. The incumbent must have excellent written and oral communication skills, be able to keep records, prepare reports and complete forms, and maintain databases as required.

Employee:	Vacant
Classification:	Agricultural Technician III
Position Number:	014-110-0032-982
Division:	Animal Health and Food Safety Services
Branch:	Animal Health Branch
Location:	Southern California
Date Prepared:	December 8, 2020
Work Hours/Shift:	40 hours/week, includes weekend shifts

II. Essential and Non-Essential Job Functions

A. Essential Functions:

Function #1 – Outreach, Education and Training – 40%

- Establish and maintain contact with poultry and bird producers and backyard flock owners, feed stores, Live Bird Markets, and auctions
- Organize and plan outreach and education activities in multiple counties throughout southern California;
- Contact California feed stores, swap meets, auctions, bird markets to provide outreach materials regarding poultry diseases, such as virulent Newcastle disease (vND) and Avian Influenza (AI);
- Contact bird groups and backyard flock owners in the area to further communicate message of poultry diseases;
- Train producers, retail store owners, and backyard flock owners in the practice of proper biosecurity protocols;
- Organize and disseminate biosecurity training tools to industry stakeholders;
- Gather data related to each poultry owner, included locations, number of birds, type of birds, and interaction with surrounding producers and enter in database.
- Contact and work with other local government agencies and animal shelters;
- Handle calls from the public on the sick bird hotline and follow up with poultry owners regarding their cases.

Function # 2 – Active and Passive surveillance for vND and AI - 30%

- Lead surveillance teams for the Avian Health Program as directed by the Supervising Veterinarian;
- Organize and plan disease surveillance activities in one or more counties;
- Lead crew in disease surveillance activities in one or more counties;
- Direct disease outbreak response activities in one or more counties.
- Maintain the Sick Bird Hotline and take calls from the public, providing assistance to them and initiating Animal Disease Investigations;
- Coordinate with the California Animal health and Food Safety laboratory for submitting, shipping and processing surveillance samples.

Function #3 – Provide oversight to other Agricultural Technicians – 10%

- Ensure that programs and functions in the field are being executed properly and according to science-based principles and regulations;
- Develop and maintain the knowledge and expertise to serve as a resource for issues related to programs and functions;
- Plan and organize the work assignments of the agricultural technicians;
- Develop schedules and assignments for agricultural technicians in coordination with the Supervising Veterinarian;
- Answer routine calls from assigned Agriculture Technicians about policies and procedures

- Report any unusual occurrences and/or difficult situations to the Incident Management Team

Function # 4: Respond to Disasters and Emergencies Impacting Animal Health and Animal Care and Welfare - 10%

- Participate in emergency preparedness events, such as training, exercises, seminars, workshops, and procedures development;
- Respond to outbreaks of emergency animal disease; maintain the capability to fill a leadership role in the Incident Command System (ICS);
- Plan, organize, and coordinate animal health emergency management activities including organization of resources and coordination of actions during local and statewide disasters or emergencies
- As available, attain and maintain ICS position credentialing through in person and online training courses;
- Respond to natural disasters affecting animals in the State and provide statewide oversight of animal care using the standardized emergency management system on all issues relevant to their welfare, rescue, transportation, sheltering and veterinary care;
- Provide staff support during emergencies to a field-level Incident Command Post(s), the Department Operation Center, State Operation Center, Regional Emergency Operation Center(s) and/or County Emergency Operation Center(s).

Function #5 – General AHB livestock activities – 5%

- Assist Ontario district AHB staff with various other livestock related activities and responsibilities.

III. Non-Essential Functions:

Function #6 – Miscellaneous Duties

5%

- Perform other job-related duties as requested by supervisor

IV. Work Environment

The duties of this position are conducted both indoors and outdoors and may occasionally require work under difficult conditions.

Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy.

Indoor activities may include:

- Working in poultry facilities at various locations
- Operating a computer with various software programs including e-mail and word processing
- Entering information in a computer database
- Operating an office or cellular phone, fax, calculator, and copier

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- Operating various filing drawers and bins
- Processing paperwork and samples

Outdoor activities may include:

- Inspecting poultry at farms, ranches, and other facilities
- Obtaining samples from poultry at farms, ranches, and other facilities
- Frequent travel, by State vehicle or other modes of transportation, to various locations in-state, out-of-state, or out-of-country for assignments, exercises or meetings

The incumbent may encounter:

- Confrontational, unfriendly or irate individuals
- Quickly moving heavy gates and heavy machinery
- Extremes in duty environmental conditions to include variations in temperature, wind, elevated noise levels, and various unpleasant odors

This position involves regular close contact with:

- Animals of various sizes and temperament
- Knives, needles and other sharp instruments
- Potentially hazardous materials and chemicals

IV. Employee 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.