

**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 work in the AHB Ontario district in any of the respective counties including Los Angeles, San Bernardino, Riverside, Orange, San Diego, Ventura, Imperial, Kern. The incumbent will serve as a program expert/lead in one of the following areas: Outreach and Education, surveillance, managing the sick bird hot line and epidemiology investigations, or laboratory coordination. As a program expert, the incumbent will independently perform a full range of field and office support duties including, but not limited to, laboratory coordination; conduct and deliver outreach and education on animal diseases to various groups; lead crew of seasonal staff when conducting 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. Various team members provide leadership and training to other team members for specific functions and events regardless of classification. Additionally, the incumbent will serve as a team member in one or more of the other areas. 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. The incumbent must have an in-depth knowledge of animal diseases, work effectively with various levels of staff, and work well under pressure.

Classification: Agricultural Technician III

Position Number: 014-110-0032-982

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<b>Employee:</b>	<b>Vacant</b>
<b>Classification:</b>	<b>Agricultural Technician III</b>
<b>Position Number:</b>	<b>014-110-0032-982</b>
<b>Division:</b>	<b>Animal Health and Food Safety Services</b>
<b>Branch:</b>	<b>Animal Health Branch</b>
<b>Location:</b>	<b>Ontario District</b>
<b>Date Prepared:</b>	<b>February 2, 2023</b>
<b>Work Hours/Shift:</b>	<b>Various hours/week, includes weekend shifts</b>

## II. Essential and Non-Essential Job Functions

### A. Essential Functions:

#### **Function #1 – Outreach, Education, and Training 20%**

- To ensure avian stakeholders' awareness of biosecurity and other avian health principles, practices, and resources to prevent avian diseases from entering and spreading in the poultry population in Southern CA, the incumbent will:
  - 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 the counties included within the AHB Ontario District
  - Contact California feed stores, swap meets, auctions, bird markets to provide outreach materials (lifting and carrying boxes of materials as needed) 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 (including carrying boxes of materials) 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.

#### **Function # 2 – Active and Passive surveillance for Virulent Newcastle Disease and Avian Influenza 15%**

- Lead surveillance teams for the CAHEN as directed by the Supervising Veterinarian. Veterinarian general, United States Department of Agriculture (USDA) Animal Health Technician (AHT), or Livestock Inspector.
- In order to ensure avian health and early detection of avian diseases:
  - Plan, organize, and maintain disease surveillance activities in one or more counties of the AHB Ontario district

- Lead a crew in disease surveillance activities in one or more of the counties in the AHB Ontario district

**Function # 3 – Manage Sick Bird Hotline and Epidemiology Investigations 15%**

- Handle calls from the public on the sick bird hotline to properly triage urgent calls
- Conduct follow-up phone interviews with poultry owners regarding their sick birds to determine if field follow-up is required
- Provide assistance to veterinarians and livestock inspectors and initiate Animal Disease Investigations based on sick bird calls.
- Direct disease outbreak response activities in one or more AHB Ontario district counties to ensure early detection of Avian Influenza or Virulent Newcastle Disease and to facilitate a rapid response, containment, and eradication in the event of a positive detection

**Function # 4– Laboratory Coordination 15%**

- Coordinate with the California Animal Health and Food Safety laboratory for submitting, shipping and processing surveillance samples to ensure early detection of Avian Influenza or Virulent Newcastle Disease and to facilitate a rapid response in the event of a positive detection

**Function #5 – Provide oversight to other Agricultural Technicians 15%**

- 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 in coordination with the Supervising Veterinarian.
- Develop schedules and assignments for agricultural technicians in coordination with the Supervising Veterinarian.
- Answer routine calls from assigned Agricultural Technicians about policies and procedures to ensure correct and consistent information is provided.
- Report any unusual occurrences and/or difficult situations to the Incident Management Team to ensure proper handling of situations.

**Function # 6: 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 #7 – General AHB livestock activities**

**5%**

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

**III. Non-Essential Functions:**

**Function #1 – Miscellaneous Duties**

**5%**

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

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.

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
- 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

Depending on the task, the incumbent must be able to spend significant amounts of time:

- Moving, sitting, or bending
- Typing or working on a computer
- Reaching above, at, or below shoulder height
- Twisting at the waist
- Move neck freely in all directions.

The incumbent must be able to:

- Drive long distances (up to 8 hours) to reach destinations
- Carry up to twenty-five (25) pounds

**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.