

**California Department of Food and Agriculture  
Animal Health and Food Safety Services  
Equine Medication Monitoring Program  
Agricultural Technician III  
Duty Statement**

**I. Program/Position Identification**

The Animal Health Branch is the State’s organized, professional veterinary medical unit that protects California’s public health, animal agriculture, and economy from catastrophic animal diseases and other health or agricultural problems. The Branch addresses diseases and other problems that require statewide coordinated resources, implements programs that protect California’s public health and animal agriculture, and ensures the availability, affordability, and wholesomeness of food.

The purpose of the Equine Medication Monitoring Program (EMMP) is to deter the misuse of performance and behavior altering drugs and medications in horses competing at public horse shows and presented for sale at public horse auctions. This is accomplished by education, establishing a visible presence at these events, and the sampling of horses for prohibited drugs and medications.

Under the supervision of the Agriculture Program Supervisor for the EMMP, the Agricultural Technician III will perform job related functions in a field setting. Incumbents must provide effective communications both orally and in writing with program supervisors, laboratory, and the public. Incumbents must be able to establish and maintain effective working relationships with equine exhibitors and event managers, make appropriate decisions, follow oral and written directions on assignments, work independently to complete assignments, work well under pressure, and meet required deadlines.

<b>Classification:</b>	<b>Agricultural Technician III (Seasonal)</b>
<b>Working Title:</b>	<b>EMMP Tester</b>
<b>License or Other Requirements:</b>	<b>Valid California Driver’s License</b>
<b>Position Number:</b>	<b>018-111-0032-996</b>
<b>Division/Branch/DAA:</b>	<b>AHFSS/Animal Health Branch</b>
<b>Location:</b>	<b>Sacramento County</b>
<b>Date Prepared:</b>	<b>April 11, 2024</b>
<b>Work Hours/Shift:</b>	<b>Various (Including weekends)</b>

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

**A. Essential Functions:**

**Function #1: Equine Testing, Sampling, and Collection- 50%**

- Attend various public horse shows or sales as assigned by the EMMP headquarters in order to conduct random sampling of horses at these events.
- Work independently to ensure that programs and functions in the field are being executed properly and according to science-based principles and regulations.
- Contact event manager of the registered equine event to confirm location and time for planned attendance.
- Communicate effectively with event staff, officials, and exhibitors to secure necessary data.
- Develop and maintain the knowledge and expertise to serve as a program expert for issues related to programs and functions.
- Travel using personal vehicle to assigned registered equine event location at designated time to perform testing.
- Communicate professionally with event manager upon arrival at the equine event to provide selection and collection procedure information.
- Independently select and identify the horse(s) for sample collection, according to program-defined selection protocols found in the EMMP field manual.
- Independently obtain urine sample from selected horse using appropriate collection device for drug and medication analysis.
- Independently assess and release selected horses that pose a safety risk and horses from which samples are not obtained in the designated time back to the owners.
- Aid less experienced Agricultural Technicians with the collection of urine samples from appropriately selected horse.
- Work closely with the veterinarians when collecting blood samples from horses for drug and medication analysis, as needed;
- Apply bar code label to the samples and the corresponding legal Record of Sample Collection document;
- Ensure an adequate testing supply inventory is on hand for assigned events;
- Maintain chain of custody of legal documents on file are secured for the program.
- Report any unusual occurrences and/or difficult situations to the EMMP Veterinarian, or Program Supervisor by the next business day.
- Send emails to the Equine Medication Monitoring Program Office in Sacramento within the Head Quarter (HQ) office to order supplies in a timely manner to ensure supply availability for all assigned events.

**Function #2: Storage and Submission of Samples – 25%**

- Maintain and ensure proper chain of custody of samples by using a supplied lockable cooler while at the event;

- Freeze urine samples and refrigerate blood samples until the time they are packaged and shipped to laboratory to preserve sample integrity;
- Package and secure samples in lockable cooler to ensure safe shipment of samples to laboratory within 2 weeks of collection.
- Using designated writing tools complete inventory record of samples required for laboratory submission.
- Label and mail samples within two (2) weeks of urine or blood collection to the laboratory for analysis.

**Function #3: EMMP Documents -**

**20%**

- Using designated writing tools to document record of sample collection related to the horse that was selected for sampling;
- Notate date and witness initials on the bar code label. Apply the barcode label to the respective sample containers once sample has been collected.
- Accurately document all unusual occurrences associated with the collection of blood or urine.
- Complete and review for accuracy the required EMMP program paperwork (including record of sample collection, work report, and event related documents) before departure from the event.
- Complete, sign, and submit travel expense claim(s) to EMMP Sacramento by the fifth(5<sup>th</sup>) of each month;
- Complete, sign and submit time sheets for days 1-15 to the EMMP Sacramento by the 20<sup>th</sup> of each month and for days 16-30(31) by the 5<sup>th</sup> of each month.
- Use designated mailing services to ship the necessary paperwork to the EMMP headquarters as directed.
- Analyze, provide comments for, or respond to letters, and inquiries that may affect the EMMP

**B. Non-Essential Functions:**

**Function #4: Miscellaneous duties –**

**5%**

- Perform other job-related duties as requested by supervisor.
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**III. Work Environment**

- The incumbent must follow CDFA, Division, and Branch employee health and safety policies.
- Comply with standards of behavior provided in the EMMP tester field manual.
- Job duties are performed outdoors in field, stable, or arena settings.

- Frequent travel, using a personal vehicle, is required to horse events on weekends and some weekdays. Overnight travel and travel to remote locations may be required.
- Position may require work outdoors in inclement weather, such as sun, rain, and varying temperatures.
- Job duties may require prolonged periods of standing, bending, and walking long distances over rough or uneven terrain.
- Collecting urine or assisting with the collection of blood samples usually requires entering an enclosed barn stall or horse trailer with the horse. Employee is required to work in very close proximity to the horse, an inherent risk of injury exists due to the unknown temperament of the horse. It is imperative that the employee 1) be physically coordinated, agile, and alert and 2) exercise consistent good judgment while working near horses.
- Wear designated EMMP attire during attendance at assigned events to maintain professional appearance.
- Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy.

#### IV. Employee's 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.**

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

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

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

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

\_\_\_\_\_  
<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.