

**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 the general supervision of the Senior Environmental Scientist (Supervisory), the incumbent will independently perform the more difficult full range of field and office 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. 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.

Classification: Agricultural Technician II (Seasonal/Non-Lead)
Working Title: Agricultural Technician II (Seasonal/Non-Lead)
License Requirement: California Driver's License
Position Number: 014-636-0033-982
Division/Branch: PHPPS, Pest Detection/Emergency Projects
Location: Lompoc (Santa Barbara County)
Work Hours/Shift: 40 hours per week, Monday- Thursday, 0700-1730,
possible overtime on Fridays and weekends.
Date Prepared: July 2024

II. Essential and Non-Essential Job Functions

A. Essential Functions

Function #1 Trapping/Survey and Eradication Activities 50%

- Deploy traps, perform visual surveys, and apply control measures for target pests such as but not limited to various fruit flies, plant diseases, Japanese beetle, European grapevine moth, and gypsy moth.
- Plan, organize and maintain daily trapping routes, visual surveys, and treatment programs.
- Monitor 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 complies of all pesticide rules and regulations.
- Work with field staff in solving technical problems such as equipment breakdowns trap deployment, using effective communication skills, knowledge, manuals, and/or facility operational procedures.
- Communicate effectively and in a professional manner with homeowners and the general public in order to perform assigned duties.
- Always establish and maintain cooperative working relationships in all situations using tact and interpersonal skills.
- Must read maps to navigate to multiple locations when performing field activities and be able to draw maps to show exact geographic locations. Uses GPS technology to site register sample and packages samples separately to maintain sample and site integrity.

Function #2 Documentation of Work Completed

25%

- Document hours worked on various programs 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.
- Perform vehicle inventory checks and submit accurate vehicle mileage logs.
- 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.

Function #3 Collection and Submission of Target Pests

10%

- Screen wet and dry traps for target pests (plant and insect). Examines contents of traps, which may contain hundreds of plant samples, insects and debris to make preliminary identifications of specimens, which resemble target pests.
- Communicate with the field office and/or return suspect target pest to the field office for official identification once a suspect target pest is preliminarily identified.
- Remove and collect samples, place in appropriate sample container and return to base at the appropriate time designated by the supervisor.
- 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.

Function #4 Interaction with the Public

5%

- Interact with public, Agricultural Commissioner's office, USDA, and staff from other agencies in a professional manner.
- Initiate contact with property owner or representative to conduct visual surveys, 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 and responds to concerns about survey, detection and eradication programs at public meetings and when interacting with residents, and refer questions asked regarding gardening, health concerns, insect and disease inquiries, etc. to the proper agencies.

Function #5 Vehicle and Tool Maintenance

5%

- Maintain and transport vehicles to service facility for service as needed. 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 trapping and survey equipment daily. Notify Senior Environmental Scientist when inventory/equipment is needed and when equipment is need of repair or replacement.

B. Non-Essential Job Functions:

Function #1 Miscellaneous Duties

5%

- Perform other job-related duties as required by supervisor.

III. Working Conditions

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. Employee acts under the general direction of the Senior Environmental Scientist, but the Senior Environmental Scientist may not always be on site in the field.

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 must maintain a driving record in good standing to operate a state motor vehicle safely and responsibly. Must be able to apply pesticides, work well under extreme time constraints, exercise good judgement, determine priorities, make appropriate well-thought out decisions, allocate resources to achieve maximum results, maintain focus

under conditions of duress, and provide accurate assessment of rapidly changing situations (e.g., Multiple exotic pest detections requiring multiple operations).

The incumbent in this position must be able to establish and maintain effective working relationships with those contacted during work; work well under pressure; work independently and in cooperation with other staff members in completing assigned work and meeting required deadlines.

Travel by state vehicle or other public transportation systems to various locations throughout the state may be required.

IV. 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

Date

Supervisor Signature

Date

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.

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 Senior Environmental Scientist (Supervisory), the incumbent will work on entomological or plant pest field, laboratory or office setting in entomological and plant disease related work assignments of average difficulty. The incumbent in this position must be able to establish and maintain effective working relationships with those contacted during work; work well under pressure; work independently and in cooperation with other staff members in completing assigned work and meeting required deadlines.

Classification: Agricultural Technician I
Working Title: Agricultural Technician I
License Requirement: California Driver's License
Position Number: 014-636-0034-982
Division/Branch: PHPPS, Pest Detection/Emergency Projects
Location: Lompoc (Santa Barbara County)
Work Hours/Shift: 40 hours per week
Monday- Thursday, 700-1730, possibly overtime on
Fridays and weekends
Date Prepared: July 2024

II. Essential and Non-Essential Job Functions

A. Essential Functions

Function #1 Trapping/Survey and Eradication Activities **50%**

- Safely operate and maintain vehicle daily for travel to designated work areas locally and throughout the State.

- Follow established protocols for visual surveys, 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).
- Inspect for, collect, process and package suspect plant and insect samples that are removed from plants and/or soil using various insect/plant collection tools.
- Read maps to navigate to multiple locations when performing field activities.
- Be able to draw maps to show exact geographical locations using GPS technology to site register samples and package samples separately to maintain sample and site integrity.
- Conduct all work activities in compliance with Department policies and procedures, and State laws, rules, and regulations.
- Implement and follow new procedures or processes as directed by supervisor.

Function #2 Documentation of Work Completed

25%

- 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.
- Communicate with the field office and/or return suspect target pest to the field office for official identification once a suspect target pest is preliminarily identified.
- Carefully document 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).
- Always handle suspect sample carefully 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 Interaction with the Public

5%

- Interact with public, Agricultural Commissioner's office, USDA, and staff from other agencies 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 answers questions about survey, detection and eradication programs when interacting with residents, and refer questions asked regarding gardening, health concerns, insect and disease inquiries, etc. to the proper agencies.

Function #5 Vehicle and Tool Maintenance

5%

- Maintain and transport vehicles to service facility for service as needed. 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 trapping and survey equipment daily. Notify Senior Environmental Scientist when inventory/equipment is needed and when equipment is need of repair or replacement.

B. Non-Essential Job Functions:

Function #1 Miscellaneous Duties

5%

- Perform other job-related duties as required by supervisor.

III. Working Conditions

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. Employee acts under the general direction of the Senior Environmental Scientist, but the Senior Environmental Scientist may not always be on site in the field.

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 must maintain a driving record in good standing to operate a state motor vehicle safely and responsibly. Must be able to apply pesticides, work well under extreme time constraints, exercise good judgement, determine priorities, make appropriate well-thought-out decisions, allocate resources to achieve maximum results, maintain focus under conditions of duress, and provide accurate assessment of rapidly changing situations (e.g., Multiple exotic pest detections requiring multiple operations).

The incumbent in this position must be able to establish and maintain effective working relationships with those contacted during work; work well under pressure; work

independently and in cooperation with other staff members in completing assigned work and meeting required deadlines.

Travel by state vehicle or other public transportation systems to various locations throughout the state may be required. *

IV. 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 Date

Supervisor Signature Date

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.

NAME: _____

Current Proposed

**California Department of Food and Agriculture
Pest Detection/Emergency Projects Branch
Agricultural Technician III (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 direction of the Senior Environmental Scientist (Supervisory), the incumbent will independently perform most complex full range of field and office 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 plane inspections for Japanese beetle, 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. 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 seasonal 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.

Classification:	Agricultural Technician III (Seasonal)
Working Title:	Agricultural Technician III (Non-Lead)
License or Other Requirement:	California Driver's License
Position Number:	014-636-0032-982
Division/Branch/DAA:	PHPPS, Pest Detection/Emergency Projects
Location:	Lompoc (Santa Barbara County)
Date Prepared:	July 2024
Work Hours/Shift:	40 hours per week Monday-Thursday, 700-17:30, with overtime work possible on Fridays and weekends

II. Essential and Non-Essential Job Functions

A. Essential Functions:

Function #1: Detection and Treatment Activities **35%**

- Perform most complex full range of field office support duties, deploy and service traps, perform visual surveys, or apply control measures for target pests such as but not limited to various fruit flies, Japanese beetle, European grapevine moth, and spongy moth.
- Plan, organize and maintain daily trapping routes, visual surveys, or treatment programs and monitor 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.
- Must be able to read maps to navigate to multiple locations when performing field activities. Must be able to draw maps to show exact geographic locations. Uses GPS technology to site register sample and packages samples separately to maintain sample and site integrity.

Function #2: Documentation of Work Completed **35%**

- 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 Submission Slip.

Function #3: Collection and Submission of Target Pests **10%**

- Screen wet and dry traps for target pests (plant and insect). Examine contents 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.
- Remove and collect samples, place in appropriate sample container and return to base at the appropriate time designated by the supervisor.

- 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.

Function #4: Interaction with the Public

10%

- Interact with public, Agricultural Commissioner's office, USDA, and staff from other agencies 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 answers questions and responds to concerns about survey, detection and eradication programs at public meetings and when interacting with residents, and refer questions asked regarding gardening, health concerns, insect and disease inquiries, etc. to the proper agencies.

Function #5: Office Work and Documentation

5%

- Document hours worked on various programs 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.
- Perform vehicle inventory checks and submit accurate vehicle mileage logs.
- 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.

III. Work Environment

The duties of this position are primarily conducted outdoors. The incumbent works in extreme weather and temperature conditions. 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 must have a valid driver's license and have a safe driving record as documented by the Department of Motor Vehicles. The incumbent must be able to apply pesticides, perform survey work, 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 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 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 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

**CC: Employee
Official Personnel File
Supervisor's Drop File**

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