

NAME: _____

Current Proposed

**California Department of Food and Agriculture
Pest Detection/Emergency Projects Branch
Agricultural Technician II (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 general supervision of the Senior Environmental Scientist (Supervisory), the incumbent will independently perform the more difficult 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 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 II (Seasonal)
Working Title:	Agricultural Technician II (Specialist)
License or Other Requirement:	California Driver's License
Position Number:	014-687-0033-982
Division/Branch/DAA:	PHPPS, Pest Detection/Emergency Projects
Location:	Lincoln Heights (Los Angeles County)
Date Prepared:	November 2024
Work Hours/Shift:	40 hours per week; Monday-Thursday, 0600-1630, with overtime work. Possibility of working Fridays and weekends.

II. Essential and Non-Essential Job Functions

A. Essential Functions:

Function #1: Detection and Treatment Activities

35%

- 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 spongy 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; ensure the Department complies with 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.
- Read maps to navigate to multiple locations when performing field activities and be able to draw maps to show exact geographic locations.

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 document address, host type and location of samples on property or field by drawing a map and/or using a GPS unit, on submission slip, and on a Pest and Damage Record (PDR).
- Use various digital technologies to record daily program activities for eradication, trapping and surveys.

Function #3: Collection and Submission of Target Pests

15%

- 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.
- 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.

Carefully document address, host type and lat/long location of sample(s) on submission slip and on a Pest and Damage Record (PDR).

Function #4: Public Relations

5%

- Interact with the public, the Agricultural Commissioner's office, the U.S. Department of Agriculture, private contractors/vendors, 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.
- Answer questions and respond to concerns about surveys, trapping, and eradication programs at public meetings/ phone banks.
- When interacting with residents, 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 Job 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 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 can be in urban areas, rural areas, airport facilities, inside and around aircrafts.

When working at the airports, typical work environment includes frequent walking between aircraft terminals, standing, squatting, crawling, and climbing ladders that are approximately 20 feet high. They will be exposed to warm temperatures and loud noise.

They may also work alone inside an aircraft for extended periods of time. Other factors in the work environment includes the presence of moving service vehicles, cargo containers, working around airport employees and their associated equipment. When working at the airport, you will be required to carry supplies such as a fanny pack containing vials to place insects, flashlight, batteries, safety vest, earplugs, tweezers, clipboard, sharpies and pencils, this equipment may weigh several pounds.

To be given access to the airport to inspect planes for Japanese beetle, the Federal Aviation Administration (FAA) requires verification of employment history and a criminal history background check. Individuals must be fingerprinted and pass a 10-year background check in order to be receive an airport badge.

The incumbent will be required to drive, exit and re-enter the work vehicle numerous times during the workday, must possess a valid driver's license and have a safe driving record as documented by the Department of Motor Vehicles. If employee is not a California resident but takes a job at this location or becomes a resident, they must get a California driver's license within 10 days of the job appointment.

The incumbent must be able to apply pesticides, haul loads of fruit and/or removed trees, perform survey work, and 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 various shifts (pre-dawn and after 6:00 pm), split shift, overtime, weekends, and holidays. Travel throughout the state to attend meetings or training related to pest detection, and treatment and to assist other offices with detection and treatment efforts. Incumbent may be required to travel by State/ rental vehicle, or other public transportation systems to various locations throughout the state.

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**

_____ 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 (Seasonal)
Working Title:	Agricultural Inspector
License Requirement:	California Driver's License
Position Number:	014-687-0034-982
Division/Branch/DAA:	PHPPS, Pest Detection/Emergency Projects
Location:	Lincoln Heights (Los Angeles County)
Date Prepared:	November 2024
Work Hours/Shift:	40 Hours per week; Monday-Thursday, 0600-1630, with overtime work. Possibility of working Fridays and weekends, statewide.

II. Essential and Non-Essential Job Functions

A. Essential Functions:

Function #1: Trapping/Survey and Eradication Activities **35%**

- Follow established protocols for visual survey, 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 activities (mixing and application of spray materials).
- Measure and mix pesticides, apply pesticides using backpack sprayers and sprayers attached to truck mounted spray tanks, clean and repair application equipment, and work with and oversee applications made by vendors.
- Remove diseased trees, double bag host material, and load/deliver plant material to approved landfills.
- 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.
- Learn any new target pest life cycle, trapping/ survey/ eradication protocols.
- Read maps to navigate to multiple locations when performing field activities.
- Must be able to draw maps to show exact geographic locations to show the coordinates, longitude and latitude.
- Complete a Pest Damage Record (PDR) for samples and packaging of samples for submission to the Plant Pest Diagnostics Center for Identification.

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

- 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 **15%**

- 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 sample 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).
- 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: Public Relations

5%

- Initiate contact with property owner or representative in a professional manner, 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 about survey, detection and eradication programs, referring questions asked regarding gardening, tree diseases, etc. to the proper agency.

Function #5: Equipment and Tool Maintenance

5%

- Transport vehicles to service facility.
- Perform daily vehicle safety and fluid level checks.
- Clean vehicle interior and truck bed of insects, lures and other debris.
- Clean, repair and store all survey/trapping/eradication equipment daily.
- Notify supervisor when equipment needs repair or replacement.

B. Non-Essential Job 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 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. The incumbent will drive, exit and re-enter the work vehicle numerous times during the workday.

The incumbent will be required to drive, exit and re-enter the work vehicle numerous times during the workday, must possess a valid California driver's license and maintain a good standing driving record to operate a state motor vehicle safely and responsibly, 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 (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 in completing assigned work, communicate effectively verbally and in writing, and meet required deadlines.

If employee is not a California resident but takes a job at this location or becomes a resident, they must get a California driver's license within 10 days of the job appointment.

Some of the work will be conducted at airport facilities, inside and around aircraft. The incumbent will be exposed to warm temperatures and loud noise. They may also work alone inside an aircraft for extended periods of time.

The incumbent may be required to travel by State or rental vehicle to perform field active or other public transportation systems to various locations throughout the state. Must be legally able to rent a car. May work various shifts (pre-dawn and after 6:00 pm), weekends, overtime, and possibly a split shift.

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**

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)
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 direction of the Senior Environmental Scientist (Supervisory), the incumbent will independently perform the most complex 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 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:	014-687-0032-982
Division/Branch/DAA:	PHPPS, Pest Detection/Emergency Projects
Location:	Lincoln Heights (Los Angeles County)
Date Prepared:	November 2024
Work Hours/Shift:	40 hours per week Monday-Thursday, 0600-1630, 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 the most complex 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, plant diseases, Japanese beetle, European grapevine moth, and spongy moth.
- Plan, organize and maintain daily trapping routes, visual surveys, or 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; ensure the Department complies with 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.
- Read maps to navigate to multiple locations when performing field activities. Must be able to draw maps to show exact geographic locations.

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 document 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 and Damage Record (PDR).
- Use various digital technologies to record daily program activities for eradication, trapping and surveys.

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 the public, the Agricultural Commissioner's office, the U.S. Department of Agriculture, private contractors/vendors, 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 respond to concerns about survey, detection and eradication programs at public meetings and when interacting with residents. 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.
- Coordinate with the University of California and other agencies with special research-based projects involving trapping and visual surveys of target pests.
- Lead special projects as needed, such as CAPS survey, European grapevine moth, Japanese beetle Airport Inspections.

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 can be in urban areas, rural areas, airport facilities, inside and around aircraft.

When working at the airports, the typical work environment includes frequent walking between aircraft terminals, standing, squatting, crawling, and climbing ladders that are approximately 20 feet high. They will be exposed to warm temperatures and loud noise. They may also work alone inside an aircraft for extended periods of time. Other factors in the work environment include the presence of moving service vehicles, cargo containers, working around airport employees and their associated equipment. When working at the airport, you will be required to carry supplies such as a fanny pack containing vials to place insects, flashlight, batteries, safety vest, earplugs, tweezers, clipboard, sharpies and pencils, this equipment may weigh several pounds.

To be given access to the airport to inspect planes for Japanese beetle, the Federal Aviation Administration (FAA) requires verification of employment history and a criminal history background check. Individuals must be fingerprinted and pass a 10-year background check in order to be receive an airport badge.

The incumbent will be required to drive, exit and re-enter the work vehicle numerous times during the workday, must possess a valid driver license and have a safe driving record as documented by the Department of Motor Vehicles. If incumbent is not a California resident but takes a job at this location or becomes a resident, they must get a California driver's license within 10 days of the job appointment.

The incumbent must be able to apply pesticides, haul loads of fruit and/or removed trees, perform survey work, and 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 various shifts (pre-dawn and after 6:00 pm), split shift, overtime, weekends, and holidays. Travel throughout the State to attend meetings or training related to pest detection and treatment and to assist other offices with detection and treatment efforts. Incumbent may be required to travel by State/ rental vehicle, or other public transportation systems to various locations throughout the state.

IV. Employee's Statement

(Initial applicable statement)

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OR

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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.