

Pest Prevention Assistant III
Knowledge, Skill, Ability, and Personal Characteristic Statements
Rating Results

| KSAPC # | Knowledge, Skill, Ability, and Personal Characteristic Statement |
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| K01 | Knowledge of pesticide regulations, safety techniques and requirements used in mixing and applying pesticides. |
| K02 | Knowledge of safety policies and regulations within the work environment including vehicle, equipment and personal safety in order to safely perform exclusion, detection, control and/or eradication activities. |
| K03 | Knowledge of various filing systems (e.g., alphabetical, chronological, subject-matter, numerical, etc.) that allow for swift and accurate retrieval of information and documents. |
| K04 | Knowledge of automated office equipment (e.g., photocopier, fax machine, personal computer, multi-line telephone systems, etc.) to perform routine office tasks. |
| K05 | Knowledge of methods, terminology, materials, equipment and tools used to perform exclusion, detection, control and/or eradication tasks. |
| K06 | Knowledge of a supervisor's responsibility for promoting equal opportunity in employee development and equal treatment in compliance with departmental policies. |
| K07 | Knowledge of the pests and their biology involved in current control and eradication projects within the State. |
| K08 | Knowledge of basic warehouse operations, including shipping and receiving, and inventory control. |
| K09 | Knowledge of computer use and software programs such as Word, Excel, and Geographic Information System (GIS) for creating reports, mapping and communicating. |
| K10 | Knowledge of Global Positioning System (GPS) technology. |
| K11 | Knowledge of the Incident Command System. |
| K12 | Knowledge of greenhouse operations and pest control in order to optimize the environmental condition of plant production and insect rearing. |
| S01 | Skill to organize and prioritize one's workload to meet established deadlines and ensure the most important tasks are completed. |
| S02 | Skill to orally communicate in a courteous, professional manner with a variety of individuals in order to exchange information and accept work assignments. |
| S03 | Active listening skills to give full attention to what other people are saying, take time to understand the points being made, ask appropriate questions etc. |

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| S04 | Skill to use word processing software programs to produce a variety of written documents. |
| S05 | Skill to function in a lead capacity to provide instruction, guidance and coordinate the work of others. |
| S06 | Skill to upload and convert data from recorders and various GPS devices to GIS systems to generate maps. |
| A01 | Ability to follow oral and written directions given by supervisors and managers to ensure work is completed per their instructions. |
| A02 | Ability to instruct and maintain discipline to field and/or laboratory staff related to exclusion, detection, control and/or eradication activities. |
| A03 | Ability to adapt to changing work demands and priorities. |
| A04 | Ability to act as a lead person by providing instructions and training in a professional and effective manner in order to train, resolve problems, and share information, etc. |
| A05 | Ability to work efficiently in order to complete assigned tasks within reasonable or specified time periods. |
| A06 | Ability to read and understand information and ideas presented in writing. |
| A07 | Ability to secure and maintain effective working relationships with other staff members, property owners, the public, local, state and federal government personnel, and various industry members as necessary to accomplish, exclusion, detection, control and/or eradication work. |
| A08 | Ability to analyze situations accurately and take appropriate action. |
| A09 | Ability to complete various forms and reports accurately and legibly to ensure proper documentation and reporting of activities. |
| A10 | Ability to do basic math such as addition, subtraction, multiplication, division, etc., to accurately perform calculations. |
| A11 | Ability to communicate effectively in English, orally and in writing, to transfer information, ideas, and direction in a clear, courteous, professional manner using appropriate tone, using correct vocabulary, and grammar with co-workers, management, federal, state, and county officials, etc., at a level required for successful job performance. |
| A12 | Ability to work productively as a member of a team in order to achieve work goals. |
| A13 | Ability to perform light to heavy physical work such as walking, standing, bending, twisting, kneeling, lifting, etc. |
| A14 | Ability to operate a personal computer in order to prepare written correspondence and documents, input data, etc. |
| A15 | Ability to operate and care for tools and equipment used to perform exclusion, detection, control and/or eradication activities in a safe manner. |

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| A16 | Ability to operate telephone, fax machines, calculators and copiers, Global Positioning System units, etc., in order to effectively perform support work. |
| A17 | Ability to travel on a statewide basis to perform various exclusion, detection, control or eradication work. |
| A18 | Ability to work a non-standard work schedule, working on holidays, weekends, and overtime in order to exclude, detection, control and/or eradicate exotic pests and their hosts. |
| A19 | Ability to safely handle various equipment and materials (forklift, pallet, pesticides, tractors, high pressure/hot water cleaners, etc.) throughout the course of day-to-day activities. |
| A20 | Ability to order supplies and equipment effectively for detection, control and/or eradication work. |
| A21 | Ability to work independently using sound judgment in handling daily activities with minimal to no supervision. |
| PC01 | Willing to have a valid driver license. |
| PC02 | Willing to travel on a statewide basis, often times with short notice. |
| PC03 | Willing to work a non-standard work schedule including holidays, weekends, and overtime. |
| PC04 | Willing to adhere to and enforce safety policies and provisions such as wearing protective clothing or gear, protective eye wear, gloves etc. |
| PC05 | Willing to work in a laboratory, greenhouse setting, and in modular trailers. |
| PC06 | Willing to work in adverse conditions such as excessive heat, humidity, rain, wind, fog, dust, pesticides, live insects, and other odors. |
| PC07 | Willing to work in agricultural and non-agricultural fields, warehouses, urban residential yards, remote locations, etc. to perform exclusion, detection, control and/or eradication work |