

***Pest Prevention Assistant III
Essential Task Ratings Results***

Task #	Task Statement
1	Communicate in a professional and effective manner with others to establish and maintain effective working relationships in all situations using tact and interpersonal skills continuously.
2	Establish and maintain cooperative working relationships with those contacted during the course of work utilizing interpersonal communication skills, professional knowledge, and experience continuously.
3	Plan daily work assignments and schedules of a medium to large staff (seasonal employees and other lower level staff) engaged in field, laboratory or staff support duties on exclusion, detection, control and/or eradication projects, based on program and staffing needs and/or for emergency projects using effective communication skills.
4	Assist field staff in solving technical problems such as equipment breakdowns, trap deployments, etc., using effective communication skills, training, knowledge, manuals, facility operational procedures, laws, rules, and regulations as required by law.
5	Apply and/or monitor the mixing of insecticides, herbicides, bactericides, or fungicides and proper assembly of equipment to control and/or eradicate invasive pests and diseases and/or their hosts using the appropriate treatment and equipment method includes proper mixing, loading, storage, and application of pesticides, storage and proper use of Personal Protective Equipment to promote and provide a safe work environment utilizing Safety Data Sheets, Injury Illness Prevention Program, manuals, facility operational procedures, applicable laws, rules, and regulations as required by the California Code of Regulations and the Food and Agricultural Code.
6	Direct staff in the application of pesticide and survey work for detection, eradication and control of exotic pests.
7	Organize staff assignments, equipment and supplies, forms and labels to stay in compliance with program policies, pesticide use laws and regulations.
8	Prepare accurate, detailed and complete technical reports (daily activity summaries, pest detection reports, auto logs, toxic exposure records, production status on biological control agents, Sterile Recapture reports, and time and attendance reports, etc., associated with detection, control and eradication, treatment/trapping, larval production, biological control activities, and staff support duties or other situations in the work place using correct English grammar and spelling.

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9	Perform quality control inspections on detection trapping and pesticide application techniques, insect identification, quality of host plants and insects, mass rearing, and information contained in reports to ensure that work is performed at an acceptable level as per operational protocols and associated guides and manuals.
10	Train seasonal employees in vehicle, equipment, personal safety, field monitoring, parasitoid and plant production, and insect rearing techniques and protocols, baiting/application procedures, and ground bait application, to assist in all aspects of detection and treatment, rearing and monitoring activities including instruction on department policies using training courses, various manuals, hands-on training, meetings etc. as directed by management.
11	Train program staff in the use of computerized mapping techniques using Global Information System (GIS) data bases, hand held Global Positioning System (GPS) units and Mobile Mappers to map and identify survey and treatment areas, trap locations and insect find sites.
12	Create cotton maps for Pink Bollworm program mapping, trapping, and plow down functions using computer software programs as needed.
13	Evaluate, implement and maintain new computer software and hardware to fulfill program functions including the use of laptop computers and hand held GPS units for in-field mapping and sterile insect recapture reports.
14	Assist management with creating informational presentations and instructive tours to inform and educate staff, growers, ranch/farm managers and workers, federal, state and county agricultural agencies, etc., as needed.
15	Convert GIS data and upload into and from flight data recorder systems being used in sterile release aircraft and verifying flight zones are covered daily and preparing data files for upcoming aerial releases.
17	Maintain, compile, and update GIS datasets, base maps on counties where cotton is grown, sterile moth recovery, and native moths trapped on a daily basis or as needed.
18	Perform the more difficult field, laboratory or staff support duties on exclusion, detection, control and/or eradication projects including complex computer related duties.
19	Monitor release sites to obtain data for analyzing the effectiveness of the release of biological control agents and the pest population density.
20	Instruct staff in the activities implemented during the mass production of biological control agents in order to optimize the production system in the laboratory.

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21	Practice and enforce the safety and security of persons, property, and equipment of the facility, laboratory, or in the field to ensure a safe and secure environment in accordance with Departmental policies.
22	Attend mandatory administrative training on subjects such as defensive driving, sexual harassment prevention, workplace violence prevention, heat illness prevention, etc., per Departmental policies.
23	Operate standard office equipment such as computers, printers, copiers, fax machines, calculators, telephones, and other new technical equipment etc., maintain inventory and accountability of equipment and supplies.
24	Perform and/or oversee mass rearing of biological control agents and Mediterranean fruit flies (Medfly), such as colony purity maintenance, colony eggging, larvae collection, egg seeding, fluorescent dyeing and packing pupae, diet preparation, pupae sifting and diet disposal, collection and storage, for the control and/or eradication of new introductions of pest infestations.
25	Place, service, monitor, and collect various exotic insect detection traps includes sampling of host eggs to determine presence of a population and submit insect samples to the Plant Pest Diagnostic Center for identification.
26	Maintain, clean, and store field equipment properly including tools and vehicles, keeping them in serviceable condition, maintain equipment inventories, and scheduling service and maintaining service records.
27	Design, develop and setup of rearing cages to provide an environment that mimics the natural habitat for the species being reared in order to achieve the maximum number of biological agents as well as maintaining the genetic purity of the strain.
28	Collect and store biological control agents until optimal release time has been established.
29	Provide technical assistance to senior staff on the production of the Glassy Winged Sharpshooter biological control agents in order to determine production priority and to improve production system that would maximize the production potential, this includes compiling the results of the quality control tests, interpretation of data, set up laboratory and field experiments, and record observations.
30	Collect and maintain the recovery data from release sites in a timely and accurate manner in order to determine field performance of the biological control agents.
31	Act as back up, in the absence of supervision, to lead staff in the daily production process, detection and treatment activities or other situations in the workplace by providing information, instruction both verbal and written and/or guidance in the performance of job related tasks.

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32	Disseminate information, changes/improvements, etc., to seasonal and lower level staff to ensure the effective and consistent operation of the program by using effective verbal and written communication skills, weekly meetings, etc.
35	Prepare pupae for incubation by following the proper procedures by verifying proper irradiation, removing and distributing pupae onto Towers and transporting the Towers to eclosion rooms and placing diet material onto Tower lids, positioning Towers for incubation.
36	Document on eclosion towers using dry erase markers origin of pupae, number of tower, date pupae was prepared and planned release date.
37	Preparing incubation and release trailers for reuse by restocking incubation equipment and supplies includes removing all air circulators, humidifiers, dehumidifiers, thermographs, Hobo data loggers after each trailer is emptied and prepared for reuse.
38	Assist senior staff and supervisor with implementation of scientific and administrative procedures to maintain a safe and high-performance work environment at various facilities.
41	Provide supervisor with feedback and technical input on subordinate staff to assist with performance appraisals.