

***Plant Quarantine Inspector  
Essential Task Rating Results***

Task #	Task Statement
1	Inspects commercial shipments entering California via commercial vehicles for agricultural pests and quarantine compliance by verbally questioning truck drivers, interpreting bills of lading and certificates, visually inspects commodities, physically climbs into trailers, opening containers to inspect for pests or verify contents.
2	Inspects shipments of nursery stock, fruits, vegetables, or other plant material for the presence of invasive pest species by inspecting material surfaces, cutting samples with a knife, crushing fruit, and taking soil samples.
3	Inspects private vehicles (automobiles, recreational vehicles, buses, watercraft, and self movers) entering California for agricultural pests and quarantine compliance by verbally questioning drivers, physically checking trunks, ice chests, vehicle chassis, boat hulls and other areas or containers within the vehicle.
4	Interpret and apply laws, rules and regulations, policies and procedures to ensure consistency and compliance to specific situations utilizing printed and electronic reference materials such as quarantine manuals, program operation guide, and Border Station memos.
5	Collects and makes preliminary identification of rejected pests found and submits suspect pest species to CDFA's Plant Pest Diagnostics lab for identification by collecting samples in alcohol vials or other containers and completing printed and electronic reports.
6	Completes forms from data collected associated with regulatory inspection activities including rejection notices, warning hold notices, pest damage reports, etc. by entering data into a computer system.
7	Prepares detailed written reports (daily traffic logs, incident reports, citation investigation reports, etc.) from data collected associated with regulatory inspection activities or other situations in the workplace to document significant or unusual events.
8	Gathers data from shipments entering the State for other CDFA programs, State agencies and agricultural commissioners by entering data into computer software or scanned, faxed, and mailed copies to follow up on necessary inspections, actions, statistics, or reports.
9	Collaborate with other agencies in the enforcement of commodities to prevent their entry into California to comply with quarantine regulations.
10	Acts as shift leader to staff to provide training, information, instruction both verbally and in writing, and guidance in the performance of job related tasks to make station operate effectively and efficiently using various resources as needed.
11	Communicate with traveling public and establish a professional working relationship with the traveling public, truck drivers and others contacted during the course of the day by communicating in a clear and concise manner the purpose of inspections; soliciting their cooperation during an inspection; answer questions and educate the public regarding program mission, quarantines, concerns and complaints of disgruntled parties, etc.

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12	Follow verbal and written directions provided by management, shift leader, or recorded by as state law or departmental policy.
13	Disposes of rejected pests or infested material for quarantine compliance by grinding, burning, dumping or contacting appropriate government agency.
14	Operate standard office equipment such as copiers, facsimile machines, computers, calculator, telephone, etc.; maintains inventory and accountability of equipment and supplies to ensure the station operates effectively and efficiently on a daily basis.
15	Operate tools and machinery used for inspection activities including digital cameras and microscopes; ensures all tools and machinery is serviceable; maintains accountability of tools and machinery; monitors safe work habits and conditions; enforces and practices safety precautions.
16	Perform minor maintenance of the structures and surrounding grounds including restrooms, storerooms, offices, inspection booths by painting, minor building repair, use of power equipment to cut lawns or weeds; monitors safe work habits and conditions; enforces and practices safety precautions.
17	Clean and maintain restrooms, storerooms, offices, inspection booths and lanes etc. includes picking up and emptying trash, washing windows, mopping, sweeping, etc. as directed by Station Manager, Shift Supervisor, or Shift Leader.
18	Communicate with traveling public and establish a professional working relationship with the traveling public, truck drivers and others contacted during the course of the day by communicating in a clear and concise manner the purpose of inspections; soliciting their cooperation during an inspection; answer questions and educate the public regarding program mission, quarantines, concerns and complaints of disgruntled parties, etc.