

***Agricultural Biological Tech
Essential Task Ratings Results***

Task #	Task Statement
1	Prepare insect, seed, plant, soil samples, and other materials (e.g. slide mounts dissections, etc.) for microscopic analysis by entomologists, nematologists, plant pathologists, plant taxonomists, and seed botanists.
2	Communicate and cooperate in a professional and effective manner with supervisors, management, coworkers, and various state and county agencies, organizations, private citizens, and other clientele by utilizing tact and interpersonal communication skills to establish and maintain effective working relationships in all situations.
3	Record, review, update, and maintain complex diagnostic test data and records, environmental records, reports, etc., on laboratory worksheets, log books and/or electronic databases to ensure accuracy of diagnostic data.
4	Prepare neat, detailed and complete reports from data collection procedures and diagnostic tests performed using correct grammar and spelling.
5	Prepare chemical solutions, culture media, biological stains, microscopic slide mounts, and other media for use in diagnostic tests.
6	Prepare and maintain cultures of biological organisms including host plants, fungi, bacteria, target insects, and biological control agents by following proper protocols to ensure that they will be stored, prepared, and disposed of efficiently and effectively.
7	Assist in performing diagnostic test procedures for emergency projects by following mandated protocols using molecular tools (e.g., homogenizers and thermo cyclers, clone zones, and other various DNA extraction reagents and materials) to assist scientists in processing large volumes of samples.
8	Prepare samples for microbiological analysis and diagnosis using scalpels, forceps, sterile hoods, agar media, and Petri dishes for the purpose of identifying cultured pathogens.
9	Clean, sterilize, assemble, and set up laboratory apparatus, equipment, and facilities to maintain a sanitary work environment.
10	Grow and maintain plants in a greenhouse for plant disease diagnostics.

Task #	Task Statement
11	Order and maintain laboratory, greenhouse, plant production, collection supplies, tools, and chemicals as needed.
12	Prepare specimens coming into the laboratory for identification and processing by labeling and sorting all incoming specimens for distribution to scientists.
13	Prepare, label and package scientific plant specimens, cultures, DNA for accession, specimen exchange, and confirmation or collaboration with outside specialists under appropriate permits and conditions.
14	Perform literature research using world wide web, California State Library web portal, zoological record, and other databases to aid scientists in obtaining pertinent literature for ongoing projects.
15	Maintain literature resources to assist scientists in diagnostics of insect and other plant pests.
16	Maintain, update, and use Standard Operating Procedures and various other manuals and procedures including but not limited to Safety Data Sheets (SDS).
17	Operate standard office equipment such as copiers, computers, fax machines, calculators, telephones, and other technical equipment; maintains inventory and accountability of equipment and supplies.
18	Attend mandatory administrative training on subjects such as defensive driving, sexual harassment, workplace violence etc., as per department policies.
19	Respond effectively to telephone and electronic mail inquiries pertaining to specific samples submitted to the laboratory, including written notices of determinations, from management, coworkers, and various state and county agencies, organizations, private citizens, and other clientele using effective communication skills.
20	Assist scientists with identification of pathogens by pre-sorting and categorizing cultures into identifiable categories to expedite diagnoses.
21	Train employees in specialized techniques in laboratory or greenhouse settings as needed.

Task #	Task Statement
22	Assist in maintaining the California State Collection of Arthropods, California State Seed Herbarium, California State Herbarium, and California State Frozen Tissue Collection for mounting and labeling specimens, curating and organizing collections, mailing loans for external scientists requesting specimen, preparing specimens for preservation and accessioning, and assisting visitors at the collection.
23	Photocopy and file identification slips for vouchering or distribution.