

Senior Plant Taxonomist
Essential Task Rating Results

Task #	Task Statement
1	Provide accurate and timely identification of plant specimens of all life stages includes both native and foreign in origin which may be actual or potential pests of California agriculture.
2	Identify digital images of specimens and report results.
3	Provide expert scientific consultation to internal and external clients such as state, federal and county personnel, as well as industry stakeholders.
4	Study various groups of plants contributing to the discovery and description of new species and development of identification tools to species.
5	Participate in collaborative research projects on native and invasive species with international, state, federal and local agencies.
6	Prepare research proposal and grant applications to obtain funding from external agencies including the National Science Foundation and the United States Department of Agriculture.
7	Maintain photographic collection of plants in digital format and/or hard copy format used for all botanical tasks.
8	Maintain collection of pertinent botanical literature used for all botanical tasks.
9	Maintain professional contacts with scientific colleagues throughout the world.
10	Keep abreast of scientific publications in relation to pest plants of concern for California agriculture and the environment.
12	Accumulation of knowledge about plant systematics and diversity including potential or actual threats to California agriculture.
13	Publish research results in peer-reviewed scientific journals.
14	Provide peer review for manuscripts submitted to scientific journals by other scientists.
15	Participate in various professional meetings and societies including involvement in committees and working groups in areas of expertise.
16	Develop and give training sessions, using a variety of media and in different settings, recognition of plants to State, County and University field personnel and workshops on identification of plants for larger networks.
18	Collaborate with local county agricultural commissioners in areas relating to pest plant behavior and identification.
19	Coordinate with other scientists in the laboratory especially involving emergency projects and pest databases.
22	Collaborate with scientists from international, federal, state, or local institutions to solve complex pest related taxonomic.
24	Develop or participate in the development of more accurate interactive identification keys for groups of plants.

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25	Conduct field work to build the resource base of pest plants specimens of both native and foreign origin, housed in the California State Herbarium, which serves as the primary resource for making identifications of pest plants.
26	Compile and maintain data on the distribution and status of rated pest plants using a variety of suitable spreadsheets and/or databases.
27	Develop and maintain properly classified reference collections of botanical and horticulture literature including the botanical library.
28	Prepare reports on plant specimens for court cases and acts as a technical witness in areas of expertise.
29	Develop new diagnostics as required for new and emerging pest plants of potential threat to California agriculture and the environment.
30	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.
31	Operate standard office equipment such as copiers, computers, fax machines, calculators, telephones, and other technical equipment; maintains inventory and accountability of equipment and supplies.
32	Attend mandatory administrative training on subjects such as defensive driving, sexual harassment, workplace violence etc., as per department policies.
33	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 test data.
34	Prepare neat, detailed and complete reports from data collection procedures and diagnostic tests performed using correct grammar and spelling.
35	Maintain, update, and use Standard Operating Procedures and various other manuals and procedures including but not limited to Safety Data Sheets (SDS).
36	Curate and manage the California State Herbarium for internal use in identification and research, and for research purposes by the national and international scientific community including; making and tracking specimen loans, and specimen exchange programs.
37	Assists veterinarians in cases of livestock poisoning by supplying information as to the toxic constituents of plants that have lead to the poisoning of livestock.
38	Retrieve electronic data from various sources (e.g., computer networks, mainframe, email) to store in a secure database or data warehouse.
39	Write letters, memos, e-mails, and other correspondence using word processing and other software for the purpose of communicating and disseminating information.

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40	Provide written information to supervisors, co-workers, and subordinates by e-mail, written directions, or notes to communicate information about projects or to address departmental needs.