

**County of Humboldt Job Specification**  
**AGRICULTURAL AIDE**  
**Classification 0668**  
**FLSA: Non-Exempt**



**DEFINITION**

Under supervision, performs trapping activities for insects not known to occur in California and other pest prevention activities in accordance with guidelines provided by the State of California; and does other related work as required. Incumbents are expected to become technically proficient in the field of Pest Detection. Works with the public to obtain permission to place insect traps; places, maintains, inspects and moves these traps in accordance with guidelines provided by the California Department of Food and Agriculture; keeps records of activities; follows safety procedures.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision and direction from the assigned supervisory or management personnel. As experience is gained, incumbents are expected to work more independently and receive supervision when needed for unusual and non-routine tasks. Exercises no direct supervision over staff, however may provide support to staff on specific projects.

**CLASS CHARACTERISTICS**

This is an entry level classification with the Agricultural Commissioner. This classification is responsible for the county's insect detection trapping program. This involves the placement and servicing of traps for invasive insects that may be accidentally brought into the county through commerce or travel. This classification is also responsible for creating and following site maps, as well as completing daily and monthly trapping reports.

*Agricultural Aide:* Initially, work is supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As an incumbent gains experience, they are expected to conduct fieldwork independently.

**EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignment of different positions.*

- Completes and files daily and monthly trapping activity reports.
- Locates and identifies existing trap sites.
- Finds appropriate new sites if traps need to be moved.
- Placement of detection traps for different insect pest species.
- Checks traps for presence of target species.
- Draws maps of trap locations.
- May assist permanent staff in other agricultural activities such as pest identification, collecting plant samples, and weed abatement.

*The requirements listed below are representative of the knowledge and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

## **QUALIFICATIONS**

### **Knowledge of:**

- General entomology, botany, biology, or agricultural science.
- Native and ornamental tree species for trap placement on proper plant hosts.

### **Ability to:**

- Navigate highways and back roads in the county.
- Complete routes in a timely manner with minimal supervision.
- Create accurate maps.
- Keep accurate and meticulous daily records.
- Establish and maintain public relations and communicate with landowners.
- Learn and recognize various exotic insects and other pests.
- Identify and recognize plant species that are hosts for these pests.
- Work independently.
- Use a computer.
- Work with baits and lures, some of which contain pesticides.
- Work outdoors.

### **Minimum Qualifications:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Graduation from high school or possession of a G.E.D. certificate.

See requirements for licenses and certifications below.

**and**

*Agricultural Aide:* Must have two (2) years of professional or volunteer experience conducting independent fieldwork in entomology, botany, biology, or agricultural science or related field, OR equivalent to an associate's degree in entomology, botany, biology, agricultural science, or another field closely related to the assignment.

### **Licenses and Certifications:**

- Designated positions require the possession of a valid US driver's license upon date of application. Designated positions must obtain California driver's license following hire date per California DMV regulations.

### **PHYSICAL DEMANDS**

When assigned to an office environment:

- Mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites (use only for driving positions); primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 10 pounds.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

When assigned to field inspection:

- Mobility to work in changing site conditions; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, and to operate a motor vehicle and visit various County sites.
- Vision to inspect site conditions and work in progress.
- Fieldwork requiring frequent walking in operational areas with exposure to hazardous materials in some site locations.

### **ENVIRONMENTAL CONDITIONS**

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Also includes field work with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, chemicals, stinging insects, poisonous plants, and exposure to airborne particles such as dust and vehicle emissions.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **ADDITIONAL REQUIREMENTS**

- Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).