

DEPARTMENT: Personnel By: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: Policy Item: Yes ( ) No (X)

Resolution revising the class specification of Agricultural Field Assistant (Extra-help only position). The requirements for the Agricultural Field Assistant are being revised as it is not necessary for seasonal help to possess the vertebrate pest control certification and/or qualified applicator's certificate. These certifications were required for the application of a substance that was previously used for the control of ground squirrels. The revised class spec better fits the pest detection program by removing the references to vertebrate pest control.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board has approved similar requests in the past per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- Approve this action as proposed.
- Revise the class spec as the Board desires and approve.

**COSTS:** ( ) Not Applicable

A. Budgeted current FY \$ \_\_\_\_\_

B. Total anticipated costs \$ \_\_\_\_\_

C. Required additional funding \$ \_\_\_\_\_

D. Internal transfers \$ \_\_\_\_\_

**SOURCE:** ( ) 4/5ths Vote Required

A. Unanticipated revenues \$ \_\_\_\_\_

B. Reserve for contingencies \$ \_\_\_\_\_

C. Source description: \_\_\_\_\_

Balance in Reserve for Contingencies, if approved: \$ \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**  
List the attachments and number the pages consecutively:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CLERK'S USE ONLY:**

Res. No.: 00-313 Ord. No. \_\_\_\_\_

Vote - Ayes: 4 Noes: \_\_\_\_\_

Absent: None Abstained: \_\_\_\_\_

Approved: None ( ) Denied

( ) Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: \_\_\_\_\_

ATTEST: MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California

By: \_\_\_\_\_  
Deputy

**ADMINISTRATIVE OFFICER'S RECOMMENDATION:**  
This item on agenda as:

Recommended

Not Recommended

For Policy Determination

Submitted with Comment

Returned for Further Action

Comment: \_\_\_\_\_

A.O. Initials: [Signature]

**MARIPOSA COUNTY****JOB TITLE:** Agricultural Field Assistant**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To assist in conducting pest detection and insect trapping programs as directed. Employees in this classification receive general supervision within a framework of well-defined policies and procedures. This job class exercises responsibility for the placement, care of, and reports for all insect traps and performs related work as required.

**SUPERVISOR:** Deputy Commissioner/Sealer**TYPICAL DUTIES**

- Deploy, service, rotate, and remove insect traps
- Maintain accurate records on insect traps including location maps and service dates
- Inputs information and generates computer reports
- Maintains inventory of trapping supplies and equipment
- Responds to inquiries from the public regarding pest detection program
- Assists California Department of Food and Agriculture personnel in special surveys
- Performs other related duties similar to the above in scope and function as required

**EMPLOYMENT STANDARDS****Knowledge of:**

- the operation and use of pest detection insect trapping equipment
- the use of a compass and know directions for map orientation

**MARIPOSA: Agricultural Field Assistant**

**Ability to:**

- identify specific pests to be trapped
- identify host plants
- conduct pest detection activities on uneven surfaces under various environmental conditions
- communicate effectively in both oral and written forms
- understand and follow oral and written instructions
- keep and maintain accurate records
- prepare accurate maps marking trap locations
- establish and maintain effective work relationships with those contacted in the performance of required duties
- work independently with minimal supervision
- operate a personal computer and other office equipment

**Minimum Qualifications:**

High school graduation or GED, possession of a California driver's license, and ability to drive a standard transmission vehicle.

Creation Date: 4/88  
Revision date: 9/00 (B/S 00-313)