



AGRICULTURAL PEST CONTROL SUPERVISOR

Exam Code: 3FA01

Department: California Department of Food & Agriculture

Exam Type: Departmental/Open

Opening Date: 02/10/23

Final Filing Date: 03/03/23

Locations: Statewide

CLASSIFICATION DETAILS

Agricultural Pest Control Supervisor: \$4,748 - \$6,517 per month.

View [the class specifications](#) for Agricultural Pest Control Supervisor

APPLICATION INSTRUCTIONS

Final Filing Date: 03/03/23

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination. Once you have taken this examination, you make not retake it for **twelve (12) months**.

How to Apply:

Emailed application packages are preferred. Submit your completed Examination / Employment Application (STD. 678) via email at exams@cdfa.ca.gov. Please include Exam Code: **3FA01** in the subject line of your email. Emailed applications must be received no later than 11:59 pm Pacific Time on the final filing date.

You may also submit your completed Examination / Employment Application (STD. 678) by mail, parcel delivery, courier service, or in person to:

California Department of Food and Agriculture
Examination Unit, Attention: Josh Glenn
Exam Code: **3FA01**
1220 N Street, Room 242
Sacramento, CA 95814

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS are not considered Postmark dates for the purpose of determining timely filing of applications.

APPLICATION INSTRUCTIONS, continued

All application packages must be received by the **Final Filing Date: Friday, March 03, 2023**. Mailed application packages must be **POSTMARKED** no later than the Final Filing Date. Application packages personally delivered or received via interoffice mail must be received by 5:00 p.m. on the final filing date. Any applications received after the final filing date will not be accepted for any reason. Also note:

- The Examination / Employment Application (STD. 678) is available through your [CalCareer account](#).
- The STD. 678 must include “to” and “from” dates (month/day/year) and hours worked. STD. 678s received without this information may be rejected.
- Resumes **will not be accepted** in lieu of a completed STD. 678.
- Your signature on your STD. 678 indicates that you have read, understood, and possess the basic qualifications required.

DO NOT SUBMIT EXAMINATION / EMPLOYMENT APPLICATIONS (STD. 678) OR SUPPLEMENTAL APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Either I

One year of experience in the California state service performing the duties of an Agricultural Pest Control Specialist, Range B.

Or II

Experience: Four years of field experience performing agricultural pest control duties, at least one year of which shall have been as a supervisor.

(Completion of one year of college work with courses in agriculture or one of the life sciences may be substituted for one year of the required nonsupervisory experience.)

NOTE: SUBMISSION OF TRANSCRIPTS FROM AN ACCREDITED U.S. COLLEGE OR UNIVERSITY IS REQUIRED TO VERIFY THE EDUCATION REQUIREMENT. APPLICANTS WITH FOREIGN DEGREES MAY BE ASKED TO PROVIDE AN OFFICIAL FOREIGN TRANSCRIPT EVALUATION WHICH INDICATES COURSE WORK IS EQUIVALENT TO A DEGREE FROM AN ACCREDITED U.S. COLLEGE OR UNIVERSITY. FAILURE TO ATTACH TRANSCRIPTS MAY RESULT IN A DELAY OF YOUR APPROVAL TO COMPETE IN THE EXAMINATION.

Special Personal Characteristics: Willingness to travel and work irregular hours.

POSITION DESCRIPTION

Agricultural Pest Control Supervisor

Participates in, carries out and supervises planned procedures in the field survey, control and eradication of plant pests; when in charge of an area (multicounty or multidistrict) or program activity, manages all field aspects, including planning, training, and coordinating the work of State and county personnel; operates or supervises the operation of equipment; establishes and maintains effective relationships with homeowners, growers, city and county officials, growers, landowners and other governmental agencies; evaluates field conditions affecting the safety or efficacy of program actions; keeps records and prepares reports; acts as aerial strip supervisor; and performs flight duties, such as aerial mapping, insect release or observation in aerial pesticide application.

This is the project supervisor level. Under direction, performs as a supervisor in full charge of all phases of an established area (multicounty or multidistrict) or intermediate project; manages all field aspects, including planning, training, coordinating and supervising work of State and county personnel; within prescribed limits, draws conclusions and takes independent action or makes independent recommendations from technical data.

EXAMINATION SCOPE

This examination consists of the following components:

Supplemental Application – Weighted 100% of the final score.

EXAMINATION INTERVIEWS WILL NOT BE HELD. This examination will consist of a Supplemental Application weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70.00% on the Supplemental Application.

The Supplemental Application is designed to elicit a range of specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the minimum qualifications will have their Supplemental Application rated and successful candidates will be placed on an eligible list. Supplemental Application's will be emailed to applicants after the Final File Date.

SUBMISSION OF THE SUPPLEMENTAL APPLICATION IS MANDATORY. Candidates who do not submit a completed Supplemental Application will be eliminated from this examination.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative to job demands, each applicant's:

KNOWLEDGE OF:

1. Current methods, terminology, materials, and equipment used in the survey, control, or eradication of agricultural pests
2. Pesticide regulations, safety techniques, and requirements
3. Applicable sections of the Food and Agriculture Code
4. The pests involved in current control and eradication project within the State
5. Principles of effective supervision and management
6. Equal Employment Opportunity Program objectives
7. A supervisor's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives

ABILITY TO:

1. Communicate effectively
2. Service and maintain pest control equipment
3. Make or direct emergency repairs to equipment in the field
4. Lead field crews and maintain discipline
5. Keep time records
6. Prepare field operation reports
7. Carry out oral and written instructions
8. Make minute visual observations
9. Learn and carry out varied tasks in biological fieldwork
10. Work effectively with county, Federal and industry personnel
11. Maintain cooperative relations with those contacted in the work
12. Supervise and coordinate field operations carried out over a large geographic area (county or multicounty) and identify organizational and operational resource needs
13. Exercise leadership
14. Prepare budget estimates
15. Act independently
16. Work with a minimum of supervision
17. Effectively contribute to the department's equal employment opportunity objectives

EDUCATION AND EXPERIENCE

If conditions warrant, this examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from the class specification. For this reason, it is especially important each candidate take special care in accurately and completely filling out the application. List all education and experience relevant to this classification, even if that experience goes beyond the ten-year limit printed on the application. Supplementary information will be accepted.

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Agricultural Pest Control Supervisor** classification will be established for the **California Department of Food and Agriculture (CDFA)**. The eligible list will be abolished **12** months after it is established **unless** the needs of the service and conditions of the list warrant a change in this period.

Veterans' Preference **will be** granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever, any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (CalHR 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits **will not** be added to the final score of this examination, because it does not meet the requirements to qualify for Career Credits.

EXAMINATION INFORMATION

The final filing date for this examination is **Friday, March 03, 2023**. It is anticipated the examination will be completed sometime in **April or May 2023**.

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

CONTACT INFORMATION

If you have questions concerning this examination bulletin, please contact:

California Department of Food and Agriculture
Examination Unit, Attention: Josh Glenn

Exam Code: **3FA01**

1220 N Street, Room 242

Sacramento, CA 95814

Phone: (916) 639-9917

joshua.glenn@cdfa.ca.gov

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Food and Agriculture Examinations Unit at (916) 654-0790 three (3) weeks after the final filing date if he/she has not received his/her notice.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Food and Agriculture reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and applicants will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. If an offer of employment is made, a medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: ① sub-divisional promotional, ② departmental promotional, ③ multi-departmental promotional, ④ service-wide promotional, ⑤ departmental open, ⑥ open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one (1) to four (4) years unless otherwise stated on this bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference re on the Veterans' Preference for Examinations (CalHR 1093) application, which is available at <https://calcareers.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx> and the Department of Veterans Affairs.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.