



BOARD OF TRUSTEES
PERSONNEL COMMITTEE MEETING
****MONDAY, FEBRUARY 27, 2023****
AGENDA
6:00 PM

THIS MEETING WILL BE HELD VIA TELECONFERENCE/ZOOM

To join the meeting please follow the instruction below:

Access via the following link:

<https://us06web.zoom.us/j/81854532997?pwd=R0lGL3ZJNmNjSEI2NzdVRjhFQk9tQT09>

Audio only: If you do not have internet access, you may join by phone by using the following information:

Dial by your location

- +1 346 248 7799 US (Houston)
- +1 720 707 2699 US (Denver)
- +1 253 215 8782 US (Tacoma)
- +1 312 626 6799 US (Chicago)
- +1 646 558 8656 US (New York)
- +1 301 715 8592 US (Washington DC)

Meeting ID: 818 5453 2997

Passcode: 015724

Find your local number: <https://us06web.zoom.us/u/kbqrhlw1Z2>

This meeting will be conducted by teleconferencing in accordance with Government Code Section 54953(e).

Members of the public may participate in the meeting via Zoom or may listen to the meeting telephonically. No physical location will be available from which members may observe the meeting and offer public comment. Public comments may be submitted in advance of the meeting by emailing Paula Macedo at pmacedo@contracostamosquito.com. Alternatively, members of the public may offer spoken comments when public comment is requested, either at the beginning of the meeting as to non-agenda items, or regarding and agenda item at the time the item is considered. Comments shall be limited to three minutes per person, unless different time limits are set by the Chairperson.

In compliance with the Americans with Disabilities Act, if you need a disability-related modification or accommodation to participate in this meeting, please contact Paula Macedo, General Manager, as early as possible, and at least 48 hours before the meeting at (925) 457-8464 or pmacedo@contracostamosquito.com.

Protecting Public Health Since 1927

BOARD OF TRUSTEES

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AGENDA

1. CALL TO ORDER

Roll Call
Pledge of Allegiance

2. AGENDA MANAGEMENT

3. PUBLIC INPUT ON NON-AGENDA ITEMS

This time is reserved for members of the public to address the committee relative to matters of the District NOT on the agenda. No action may be taken on non-agenda items unless authorized by law. Public comments may be submitted as specified above and will be limited to three minutes per person.

4. APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON NOVEMBER 17, 2022

5. JOB DESCRIPTION REVIEW

Titles: Vector Control Technician I, II, and Vector Control Inspector

CLOSED SESSION

6. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6

Agency Negotiators: Paula Macedo, General Manager, and Wade Finlinson, Chair of the Personnel Committee

Titles: Human Resources and Administration Manager and Financial Administrator

RETURN TO OPEN SESSION

REPORT FROM CLOSED SESSION

7. BOARD AND STAFF ANNOUNCEMENTS

8. ADJOURNMENT

I hereby certify that the District Board of Trustees Personnel Committee meeting agenda was posted 10 days before the noted meeting.

Natalie Martini, Administrative Analyst II

2/17/2023

Date

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

FEBRUARY 27, 2023 PERSONNEL COMMITTEE SPECIAL MEETING REPORT

1. No comment
2. **AGENDA MANAGEMENT** – Consider order of items.
3. **PUBLIC INPUT ON NON-AGENDA ITEMS**
4. **APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON NOVEMBER 17, 2022 (Pages 4-5)** – Minutes from Personnel Committee meeting held on November 17, 2022 were attached.
5. **JOB DESCRIPTION REVIEW OF VECTOR CONTROL TECHNICIAN I, II, AND VECTOR CONTROL INSPECTOR** – The Human Resources and Risk Manager has been tasked with revising all job descriptions. Most recently, the Board has approved the updated job descriptions for the Vector Control Planner, and before that, for the Operations Manager. In continuing the revisions, the next ones are the Vector Control Technician I, II, and Vector Control Inspector. The Human Resources and Risk Manager will provide information to the Board regarding the revisions, including proposing the combination of the Vector Control Technician I, II, and Vector Control Inspector job descriptions into one single job description. The previously approved job description for the Vector Control I position, with changes tracked in the document, was included, as well as a clean copy of the proposed job description. The previously approved job descriptions for VCT II and VCI were also included. *(Pages 6-19)*

CLOSED SESSION

6. **CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6**

Agency Negotiators: Paula Macedo, General Manager, and Wade Finlinson, Chair of the Personnel Committee

Titles: Human Resources & Administration Manager and Financial Administrator

RETURN TO OPEN SESSION

REPORT FROM CLOSED SESSION

- 7-8. **BOARD AND STAFF ANNOUNCEMENTS / ADJOURNMENT** – No comment

PERSONNEL COMMITTEE MEETING
MINUTES

A Personnel Committee meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Thursday, November 17, 2022, via teleconference.

TRUSTEES PRESENT Perry Carlston, Chair
 Warren Clayton
 Chris Cowen
 Randall Diamond
 Wade Finlinson
 Jim Murray
 Daniel Pellegrini

TRUSTEES ABSENT Richard Ainsley

OTHERS PRESENT Paula Macedo, General Manager
 Stacy Stark, Human Resources & Risk Manager

1. CALL TO ORDER

Personnel Committee Chair Carlston called the meeting to order at 6:01 p.m.
Roll Call: A roll call indicated that seven (7) Trustees were present and one (1) Trustee was absent
Pledge of Allegiance

2. AGENDA MANAGEMENT – Agenda was adopted by rule.

3. PUBLIC INPUT ON NON-AGENDA ITEMS – None

4. APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON MAY 23, 2022

** Motion was made by Trustee Pellegrini and seconded by Trustee Clayton to approve the minutes from the Personnel Committee meeting held on May 23, 2022. *Motion passed unanimously.*

5. EMPLOYEE HANDBOOK UPDATE - the committee discussed the updates to the District’s Employee Handbook and will be recommending it for approval at the next Board meeting.

6. JOB DESCRIPTION UPDATES

A. Administrative Analyst I – Human Resources and Risk Manager Stark presented the proposed changes to the committee. Stark stated this position was created by

the previous Administrative Services Manager, as a front desk position with some ability for basic accounting. With the vacancy in the Administrative Services Manager position, the Administrative Analyst I has been supervised by the General Manager. Stark added that the Administration department will undergo some changes in the near future, as they are working with a consultant to better define the roles for checks and balances, accounting, finances, and the flow for data entry and approvals. Staff recommended that the Administrative Analyst I position job description be modified to more accurately represent the duties of that position as a Customer Service Specialist and to be under the direct supervision of the Public Affairs Director. The committee asked clarifying questions and will be recommending the change for approval at the next Board meeting.

- B.** Vector Control Planner - Human Resources and Risk Manager Stark presented the proposed changes to the committee. This position was originally created in 2017 before the hire of the General Manager. The position is currently vacant due to the promotion of the Vector Control Planner into Program Supervisor. The Program Supervisors, the Human Resources and Risk Manager, and the General Manager evaluated the current and future needs of the Operations department and revised the Vector Control Planner position and salary scheduled. The committee discussed the changes and will be recommending the change for approval at the next Board meeting.

7. BOARD AND STAFF ANNOUNCEMENTS - None

8. ADJOURNMENT – 6:42 p.m.



CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT

155 Mason Circle
Concord, CA 94520
(925) 685-9301
fax (925) 685-0266
www.ccmvcd.dst.ca.us

Job Title: Vector Control Technician II

Salary Range:

Department: Operations

FLSA Employment Status: Non-exempt

ESSENTIAL FUNCTION

Under the supervision of a Programs Supervisor, performs inspections and control operations for mosquitoes and other vectors, provides assistance and support to Vector Control personnel, provides oversight of seasonal Vector Control Aides, and does related work and supportive services as required.

DISTINGUISHING CHARACTERISTICS

The Vector Control Inspector is responsible for tasks associated with Integrated Pest Management within the county related to mosquito and vector control. Responsibilities include the application of comprehensive vector control measures with major emphasis on activities designed to inspect for and/or progressively reduce the vector population within an assigned area, or to assist the public with related vector problems. The Vector Control Technician II differs from the Vector Control Technician I in that the VCT II is proficient and capable in accomplishing duties in three District vector programs.

PRIMARY DUTIES

Mosquito Program Operations: Conducts surveys of the assigned zone for mosquito breeding sources, such as ponds, creeks, catch basins, marshes, tree holes and irrigated pastures. Maintains records of flooding patterns and practices and other factors conducive to mosquito breeding and of significance to timing of control operations. Inspects sources for mosquito breeding and collects samples for identification of species, stage of larval development and notes other environmental factors such as drainage patterns, water related plants and biological control agents. Sprays areas for temporary control when there is not other practical means of preventing mosquitoes from developing into the adult stage. Re-inspects sprayed areas to evaluate effective kill; keeps records of work done; advises the public regarding mosquito problems and the need for mosquito control, and source reduction. Responds to service requests in an effort to eliminate or suppress mosquito-breeding sources. Places and retrieves mosquito traps in an effort to determine mosquito populations in designated areas. Tows ATVs or boats on trailers with trucks. The VCT II is responsible for scheduling assigned VCAs to assist with operations, in a productive and efficient manner.

Rat and Mice Program Operations: Responds to service requests for rodent prevention and control advice. Performs premises inspections, gives advice, and leaves literature. Conducts baiting and trapping operations as needed. Records data and keeps accurate and legible records of field activities. Is responsible for and coordinates the operations in the assigned zone. The VCT II is responsible for scheduling assigned VCAs to assist with operations, in a productive and efficient manner.

Rabies Reduction Program Operations: Performs skunk abatement by inspecting properties, giving advice about rabies, skunks, racoons, opossums, and other urban wildlife problems associated with vectors, delivering traps,

Job Title: Vector Control Technician II

Department: Operations

FLSA Employment Status: Non-exempt

PRIMARY DUTIES

servicing traps, and, picking up and disposing of animals. Records data as directed and keeps accurate, legible records. The VCT II is responsible for scheduling assigned VCAs to assist with operations, in a productive and efficient manner.

Yellow Jacket and Africanized Honey Bee Program Operations: Responds to yellow jacket and AHB service requests. Uses ladder to access and treat swarms or hives, utilizes specialized spray equipment and protective apparel. Follows District procedures for locating and treating nests. Records data as directed.

General Operations: Prepares and revises operational maps of zones and areas in the District, including properties, ponds, topographic characteristics, and other features relevant to mosquito and vector control operations. Records significant changes on maps and compiles data as directed on work done, types of service, and vector population history, and otherwise assists in collecting and compiling data. Utilizes service requests to evaluate inspection schedule. May be assigned on an as-needed basis to assist in mechanical maintenance, repairs and fabrications; may be assigned to assist in maintenance and repair of buildings and grounds. Maintains skunk traps, rat and mouse traps, rat bait stations, and other equipment used in vector control. Keeps supervisors informed of progress and problems, and requests assistance as required. Operates handheld radios to maintain contact with LVCI's, VCI's/VCT's and VCAs. Utilizes effective communication skills to inform and relate to the public about vector control and District policies and programs. Must present a professional appearance and have good public relation skills. Good problem solving and diagnostic skills are also advantages. Work with and coordinate with other District departments assisting in fulfilling the District's mission.

Pesticide and Equipment: Calibrates spray equipment and measures, mixes, and applies pesticides in accordance with the label and District guidelines. Safely applies pesticides to effectively treat ground nesting yellow jacket nests, rats and mice, and other vectors as instructed. Drives automotive equipment, ATVs, and operates hand and power spraying equipment; keeps spraying equipment in working order, performs simple maintenance and repairs.

Employee Development: Assists in the training of VCAs, in the field and classroom, and provides guidance, when necessary, over radios/telephones. Attends continuing education to maintain vector control certificates. Reads studies and literature pertaining to vector control, IPM and related topics.

Knowledge of the following is required to perform the essential function:

Basic knowledge of map reading to locate work assignments. Math skills to accurately determine treatment areas and dosage requirements.

Ability to do the following is required to perform the essential function:

Ability to perform physical labor in widely varying environmental conditions, such as, lifting animal traps, bending/kneeling to place bait in storm drains/sewers, carrying two gallon spray can, removing sewer/storm drain covers, and the ability to traverse various terrain (marshes, steep hills, and creek beds).
Ability to read labels and see mosquito larvae in a sampling device.

Job Title: Vector Control Technician II

Department: Operations

FLSA Employment Status: Non-exempt

QUALIFYING TRAINING AND EXPERIENCE

A combination of training and experience which demonstrates that a person has obtained the required knowledge and is able to perform the required work (with reasonable accommodation, if needed). Successful completion of a pre-employment physical examination will be required. A person with the following combined training and experience would typically qualify to compete in a selection process:

EDUCATION: Graduation from high school or equivalent.

EXPERIENCE: Experience equivalent to three seasons as a Vector Control Technician I.

REQUIRED LICENSES, CERTIFICATIONS, AND REGISTRATIONS

Must have a valid California State Class C driver's license, with a good driving record and be insurable with the VCJPA, using the accepted guidelines of the insurance provide.

Must obtain two (2) out of the three (3) Vector Control Technician certifications issued by the California State Department of Health Services in the areas of mosquito control, vertebrate vector control, or invertebrate vector control, as required, within two years of employment.

Specifications Approved by: Board of Trustees on

Employment Conditions:

Fair Labor Standards Act Overtime: Non-exempt, receives overtime compensation

Appointment and Removal Authority: General Manager.



CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT

155 Mason Circle
Concord, CA 94520
(925) 685-9301
fax (925) 685-0266

www.ContraCostaMosquito.com

Job Title: Vector Control Inspector

Salary Range:

Department: Operations

FLSA Employment Status: Non-exempt

ESSENTIAL FUNCTION

Under the supervision of a Programs Supervisor, performs inspections and control operations for mosquitoes and other vectors, provides assistance and support to Vector Control personnel, provides oversight of Vector Control Aides, and does related work and supportive services as required.

DISTINGUISHING CHARACTERISTICS

The Vector Control Inspector is responsible for tasks associated with Integrated Pest Management in an assigned zone. Primary responsibility is that of mosquito and vector control. Responsibilities include the application of comprehensive vector control measures with major emphasis on activities designed to inspect and/or progressively reduce the vector population within an assigned area, or to assist the public with related vector problems. The Vector Control Inspector differs from the Vector Control Technician II in that the VCI is proficient and capable in accomplishing duties in all District vector programs.

PRIMARY DUTIES

Mosquito Program Operations: Conducts surveys of the assigned zone for mosquito breeding sources, such as ponds, creeks, catch basins, marshes, tree holes and irrigated pastures. Maintains records of flooding patterns and practices and other factors conducive to mosquito breeding and of significance to timing of control operations. Inspects sources for mosquito breeding and collects samples for identification of species, stage of larval development and notes other environmental factors such as drainage patterns, water related plants and biological control agents. Sprays areas for temporary control when there is not other practical means of preventing mosquitoes from developing into the adult stage. Re-inspects sprayed areas to evaluate effective kill; keeps records of work done; advises the public regarding mosquito problems and the need for mosquito control, and source reduction. Responds to service requests in an effort to eliminate or suppress mosquito-breeding sources. Places and retrieves mosquito traps in an effort to determine mosquito populations in designated areas. Tows ATVs or boats on trailers with trucks. The VCI is responsible for scheduling assigned VCTs and VCAs to assist with operations, in a productive and efficient manner.

Rat and Mice Program Operations: Responds to service requests for rodent prevention and control advice. Performs premises inspections, gives advice, and leaves literature. Conducts baiting and trapping operations as needed. Records data and keeps accurate and legible records of field activities. Performs community education presentations to groups and uses effective public relations with government agencies to assist in rodent suppression and public education.

Job Title: Vector Control Inspector
Department: Operations
FLSA Employment Status: Non-exempt

PRIMARY DUTIES

Is responsible for and coordinates the operations in the assigned zone. The VCI is responsible for scheduling assigned VCTs and VCAs to assist with operations, in a productive and efficient manner.

Rabies Reduction Program Operations: Performs skunk abatement by inspecting properties, giving advice about rabies, skunks, racoons, opossums, and other urban wildlife problems associated with vectors, delivering traps, servicing traps, and, picking up and disposing of animals. Records data as directed and keeps accurate, legible records. The VCI is responsible for scheduling assigned VCTs and VCAs to assist with operations, in a productive and efficient manner.

Yellow Jacket and Africanized Honey Bee Program Operations: Responds to yellow jacket and AHB service requests. Uses ladder to access and treat swarms or hives, utilizes specialized spray equipment and protective apparel. Follows District procedures for locating and treating nests. Records data as directed.

General Operations: Prepares and revises operational maps of zones and areas in the District, including properties, ponds, topographic characteristics, and other features relevant to mosquito and vector control operations. Records significant changes on maps and compiles data as directed on work done, types of service, and vector population history, and otherwise assists in collecting and compiling data. Utilizes service requests to evaluate inspection schedule. May be assigned on an as-needed basis to assist in mechanical maintenance, repairs and fabrications; may be assigned to assist in maintenance and repair of buildings and grounds. Maintains skunk traps, rat and mouse traps, rat bait stations, and other equipment used in vector control. . Keeps supervisors informed of progress and problems, and requests assistance as required. Operates handheld radio to maintain contact with LVCI and VCTs and VCAs. Utilizes effective communication skills to inform and relate to the public about vector control and District policies and programs. Must present a professional appearance and have good public relation skills. Good problem solving and diagnostic skills are also advantages. Work with and coordinate with other District departments assisting in fulfilling the District's mission.

Pesticide and Equipment: Calibrates spray equipment and measures, mixes, and applies pesticides in accordance with the label and District guidelines. Safely applies pesticides to effectively treat ground nesting yellow jacket nests, rats and mice, and other vectors as instructed. Drives automotive equipment, ATVs, and operates hand and power spraying equipment; keeps spraying equipment in working order, performs simple maintenance and repairs

Employee Development: Assists in the training of VCAs, VCTs, in the field and classroom, and provides guidance, when necessary, over radios/telephones. Attends continuing education to maintain vector control certificates. Reads studies and literature pertaining to vector control, IPM and related topics

Knowledge and skills of the following is required to perform the essential functions:

A thorough knowledge of District services, vector biology and habitat, vector control techniques, application of pesticides, and safety precautions. Should have a thorough knowledge and experience in the operation of at least two types of vehicles, such as ATVs, 4x4 trucks, and boats. Must be able to do basic preventive vehicle and power equipment maintenance and repairs. Has working knowledge and experience in the field with all District application and treatment equipment. Has working knowledge of all District used pesticides. Must understand the Material Safety Data Sheets and pesticide labeling information as it pertains to each pesticide's

Job Title: Vector Control Inspector
Department: Operations
FLSA Employment Status: Non-exempt

PRIMARY DUTIES

appropriate application and handling procedures. Must be able to make field identification of common vector species and their habitat. Must exhibit a working knowledge of field and administrative functions and operations, including maintenance of working lists, maintenance of inspection cycles, and service request procedures.

Ability to do the following is required to perform the essential function

Physical Abilities: Successful completion of a pre-employment physical examination. Ability to perform physical labor in widely varying environmental conditions, such as lifting animal traps, bending/kneeling in order to bait tamper proof bait boxes, removing sewer and storm drain covers, and the ability to hike in various terrain to distribute live cage traps. Able to perform physical labor, such as brushing creeks and cutting ditches for source reductions, hiking through marshes and wading in creeks and ponds, while carrying spray or sampling equipment. Visual acuity to see mosquito larvae in a sampling dipper or various signs of rodent activity.

QUALIFYING TRAINING AND EXPERIENCE

A combination of training and experience which demonstrates that a person has obtained the required knowledge and is able to perform the required work (with reasonable accommodation, if needed). Successful completion of a pre-employment physical examination will be required. A person with the following combined training and experience would typically qualify to compete in a selection process:

EDUCATION: Graduation from high school or equivalent.

EXPERIENCE: Experience equivalent to three seasons as a Vector Control Technician II.

REQUIRED LICENSES, CERTIFICATIONS, AND REGISTRATIONS

Must have a valid California State Class C driver's license, with a good driving record and be insurable with the VCJPA, using the accepted guidelines of the insurance provider.

Must obtain three (3) out of the three (3) Vector Control Technician certifications issued by the California State Department of Health Services in the areas of mosquito control, vertebrate vector control, or invertebrate vector control, as required, within two years of employment.

Specifications Approved by: Board of Trustees on

Employment Conditions:

Fair Labor Standards Act Overtime: Non-exempt, receive overtime compensation
Appointment and Removal Authority: General Manager.

PROPOSED - TRACK CHANGES

Job Title: Vector Control Technician I, Vector Control Technician II, Vector Control Inspector

Department: Operations

FLSA Employment Status: Non-exempt



CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT

155 Mason Circle
Concord, CA 94520
(925) 685-9301
fax (925) 685-0266

www.ContraCostaMosquito.com

Job Title: Vector Control Technician I (VCTI) (steps 1-3) _____ **Salary Range (Monthly):**
~~\$5,955 – \$6,566~~ \$6,663.53 – 7313.46

Job Title: Vector Control Technician II (VCTII) (steps 4-6) _____ **Salary Range (Monthly):** \$7679.14 – 8466.25

Job Title: Vector Control Inspector (VCI) (step 7) _____ **Salary Range (Monthly):** \$8889.56

Department: Operations

FLSA Employment Status: Non-exempt

ESSENTIAL FUNCTIONS

Under the supervision of a Program Supervisor, performs inspections and control operations for ~~mosquitoes and other vectors~~ all vector programs, provides assistance and support to other Vector Control personnel, ~~provides oversight of Vector Control Aides (VCAs), and does related work and supportive services as required.~~ Essential functions include extensive driving throughout the county, traversing various terrains to conduct surveillance and inspections, the ability to transport and apply pesticides, effectively communicating with members of the public and other District personnel both verbally and in writing, the ability to efficiently plan and execute their daily workload with minimal supervision and exercise good judgement in assessing the appropriate treatments in various situations

DISTINGUISHING CHARACTERISTICS

The ~~Vector Control Technician I~~ VCTI/VCTII/VCI is responsible for tasks associated with Integrated Pest Management within the county related to mosquito and vector control. Responsibilities include the application of comprehensive vector control measures with major emphasis on activities designed to inspect for and/or progressively reduce the vector population within an assigned area, ~~or~~ and to assist the public with related vector problems. It is expected that all Vector Control personnel increase in skill and responsibility as they progress through the job titles/steps; tThe VCTI/VCTII/VCI ~~Vector Control Technician I~~ needs to be, with training, proficient and capable in accomplishing duties in all District vector programs.

PRIMARY DUTIES

The VCTI/VCTII/VCI is responsible for all vector control programs within their assigned zone including:
Mosquito Program Operations: Conducts surveys of the assigned zone for mosquito breeding sources, such as ponds, creeks, catch basins, marshes, tree holes and irrigated pastures. Maintains records of flooding patterns and practices, and other factors conducive to mosquito breeding and of significance to timing of control operations. Inspects sources for mosquito breeding and collects samples for identification of species and; stage of larval development, and notes other environmental factors such as drainage patterns, water related plants and

Job Title: Vector Control Technician I, Vector Control Technician II, Vector Control Inspector

Department: Operations

FLSA Employment Status: Non-exempt

biological control agents. Responds to service requests in an effort to identify and eliminate or suppress mosquito-breeding sources. Places and retrieves mosquito traps as needed in an effort to determine assess mosquito populations in designated areas. Advises the public regarding mosquito problems and the need for mosquito control, and source reduction. Sprays areas areas Applies treatments for temporary control when there is no other practical means of preventing mosquitoes from developing into the adult stage. Re-inspects sprayed treated areas to evaluate product and treatment efficacy effective kill; keeps records of work done; advises the public regarding mosquito problems and the need for mosquito control, and source reduction. Responds to service requests in an effort to eliminate or suppress mosquito-breeding sources. Places and retrieves mosquito traps in an effort to determine mosquito populations in designated areas. Safely tTows ATVs or boats on trailers with trucks. Records data as directed and keeps accurate, legible records. The VCT I is responsible for scheduling assigned VCAs to assist with operations, in a productive and efficient manner.

Rat and Mice Program Operations: Responds to service requests for rodent prevention and control advice. Performs premises inspections, gives advice, and leaves literature. Conducts surveillance, baiting and trapping operations as needed. Records data and keeps accurate and legible records of field activities. Is responsible for and coordinates the operations in the assigned zone.

Rabies Risk Reduction Program Operations: Performs skunk inspections at the request of the public, abatement by inspecting properties, giving advice about rabies, skunks, raccoons, opossums, and other urban wildlife problems associated with vectors, delivering traps, servicing traps, and, picking picks up and disposing disposes of animals skunks. Records data as directed and keeps accurate, legible records. The VCT I is responsible for scheduling assigned VCAs to assist with operations, in a productive and efficient manner. The VCTI/VCTII/VCI understands that there is a rabies risk and is advised to follow their physicians recommendations regarding the available rabies vaccine; either proof of vaccine or waiver may be required.

Yellowjacket and Africanized Honey Bee Program Operations: Responds to yellowjacket and AHB-bee service requests. Uses ladder to access and treat Treats swarms or hives, utilizes specialized spray-application equipment and dusters, and protective apparel. Follows District procedures for locating and treating nests. Records data as directed. Records data as directed and keeps accurate, legible records. The VCTI/VCTII/VCI understands that there is a bee sting risk and is advised to follow their physicians' recommendations if they are allergic to bee stings.

General Operations: Prepares and revises operational maps of zones and areas in the District, including properties, ponds, topographic characteristics, and other features relevant to mosquito and vector control operations. Records significant changes on maps and compiles data as directed on work done, types of service, and vector population history, and otherwise assists in collecting and compiling data. Utilizes service requests to evaluate inspection schedule. May be assigned on an as-needed basis to assist in mechanical maintenance, repairs and fabrications; may be assigned to assist in maintenance and repair of buildings and grounds. Maintains skunk traps, rat and mouse traps, rat bait stations, and other equipment used in vector control. Keeps supervisors informed of progress and problems, and requests assistance as required needed. Operates cell phones and other handheld radios devices to maintain contact with other employees. Is proficient with handheld devices and District provided software. Utilizes effective communication skills to inform and relate to the public about vector control and District policies and programs. Must present a professional appearance, wear the provided

Job Title: Vector Control Technician I, Vector Control Technician II, Vector Control Inspector

Department: Operations

FLSA Employment Status: Non-exempt

clean uniform neatly, and have good public relation skills. ~~Good~~ Possesses good problem solving and diagnostic skills ~~are also advantages~~. Actively works as a team member and communicates effectively. Works with and coordinates with other District departments assisting in fulfilling the District's mission. Reports on all activity in their assigned zone as requested.

Pesticide and Equipment: Calibrates spray equipment and safely measures, mixes, and applies pesticides in accordance with the label and District guidelines. Safely applies pesticides to effectively treat ground nesting yellowjacket nests, rats and mice, and other vectors as instructed. Drives automotive equipment, ATVs, and operates hand and power spraying equipment; keeps ~~spraying~~ equipment in working order, performs simple maintenance and repairs.

Employee Development: Assists in the training of VCAs, in the field and classroom, and provides guidance, when necessary, ~~over radios/telephones~~. Attends continuing education to maintain vector control certificates. Reads and studies literature pertaining to vector control, IPM and related topics.

Knowledge of the following is required to perform the essential function:

Basic knowledge of map reading to locate work assignments. Math skills to accurately determine treatment areas and dosage requirements.

Ability to do the following is required to perform the essential functions:

Ability to perform physical labor in widely varying environmental conditions, such as, routinely lifting 50-65 lbs. (animal traps, pesticides and equipment), bending/kneeling to place bait in storm drains/sewers, carrying two gallon spray can, removing sewer/storm drain covers, and the ability to traverse various terrain (marshes, steep hills, and creek beds). Ability to drive up to 85% of the workday. Ability to read labels and see mosquito larvae in a sampling device.

QUALIFYING TRAINING AND EXPERIENCE

A combination of training and experience which demonstrates that a person has obtained the required knowledge and is able to perform the required work (with reasonable accommodation, if needed). Successful completion of a pre-employment physical examination will be required. A person with the following combined training and experience would typically qualify to compete in a selection process:

EDUCATION: Graduation from high school or equivalent.

EXPERIENCE: Work experience involving manual labor, and the use of machinery performing skilled or semi-skilled operations. Must be able and willing to do heavy physical labor and withstand weather conditions associated with assigned areas.

REQUIRED LICENSES, CERTIFICATIONS, AND REGISTRATIONS

Must have a valid California driver's license, with a good driving record and be insurable with the District's Insurance Carrier, using the accepted guidelines of the insurance provider. Must obtain and maintain Vector Control Technician certifications issued by California Department of Public Health in Categories A, B, C and D

Job Title: Vector Control Technician I, [Vector Control Technician II](#), [Vector Control Inspector](#)

Department: Operations

FLSA Employment Status: Non-exempt

within two years of employment.

Employment Conditions:

Fair Labor Standards Act Overtime: Non-exempt, receives overtime compensation

Appointment and Removal Authority: General Manager.

Conditions of employment for all CCMVCD positions include successfully passing a Department of Justice LiveScan fingerprint check and completion of the Federal Employment Eligibility Verification Form I-9, as well as a pre-employment physical.

Per Chapter 8, Division 4 of Title 1 of the California State Government Code, public employees are declared to be "Disaster Service Workers." As such, District employees may be called upon to support the activities of the District during an emergency situation.

Applicants requesting reasonable accommodation during any phase of the examination process are instructed to contact the Administrative Services Manager at (925)771-6110.

A complete Employment Application must be submitted to be considered for this position.

PROPOSED - CLEAN COPY



**CONTRA COSTA MOSQUITO &
VECTOR CONTROL DISTRICT**

155 Mason Circle
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(925) 685-9301
fax (925) 685-0266

www.contracostamosquito.com

Job Title: Vector Control Technician I (VCT I) (Steps 1-3)

Salary Range Monthly: \$6633.53 – \$7313.46

Job Title: Vector Control Technician II (VCT II) (Steps 4-6)

Salary Range Monthly: \$7679.14 – \$8466.25

Job Title: Vector Control Inspector (VCI) (Step 7)

Salary Monthly: \$8889.56

Department: Operations

FLSA Employment Status: Non-Exempt

ESSENTIAL FUNCTIONS

Under the direct supervision of a Program Supervisor, performs inspections and control operations for all vector programs, provides assistance and support to other Vector Control personnel, and does related work and supportive services as required. Essential functions include extensive driving throughout the county, traversing various terrains to conduct surveillance and inspections, the ability to transport and apply pesticides, effectively communicating with members of the public and other District personnel both verbally and in writing, the ability to efficiently plan and execute their daily workload with minimal supervision and exercise good judgement in assessing the appropriate treatments in various situations.

DISTINGUISHING CHARACTERISTICS

The VCTI/VCTII/VCI is responsible for tasks associated with Integrated Pest Management within the county related to mosquito and vector control. Responsibilities include the application of comprehensive vector control measures with major emphasis on activities designed to inspect for and/or progressively reduce the vector population within an assigned area, and to assist the public with related vector problems. It is expected that all Vector Control personnel increase in skill and responsibility as they progress through the job titles/steps; the VCTI/VCTII/VCI needs to be, with training, proficient and capable in accomplishing duties in all District vector programs.

PRIMARY DUTIES

The VCTI/VCTII/VCI is responsible for all vector control programs within their assigned zone including:

Mosquito Operations: Conducts surveys of the assigned zone for mosquito breeding sources, such as ponds, creeks, catch basins, marshes, tree holes and irrigated pastures. Maintains records of flooding patterns and practices, and other factors conducive to mosquito breeding and of significance to timing of control operations. Inspects sources for mosquito breeding and collects samples for identification of species and stage of larval development, and notes other environmental factors such as drainage patterns, water related plants and biological control agents. Responds to service requests in an effort to identify and eliminate or suppress mosquito-breeding sources. Places and retrieves mosquito traps as needed in an effort to assess mosquito populations in designated areas. Advises the public regarding mosquito problems and the need for mosquito control, and source reduction. Applies treatments for temporary control when there is no other practical means of preventing mosquitoes from developing into the adult stage. Re-inspects treated areas to evaluate product and treatment efficacy; Safely tows ATVs or boats on trailers with trucks. Records data as directed and keeps accurate, legible records.

Rat and Mouse Operations: Responds to service requests for rodent prevention and control advice. Performs premises inspections, gives advice, and leaves literature. Conducts surveillance, baiting and trapping operations as needed. Records data and keeps accurate and legible records of field activities. Is responsible for and coordinates the operations in the assigned zone.

Rabies Risk Reduction Operations: Performs skunk inspections at the request of the public, giving advice about rabies, skunks, deliver traps, services traps, and, picks up and disposes of skunks. Records data as directed and keeps accurate, legible records. The VCTI/VCTII/VCI understands that there is a rabies risk and is advised to follow their physicians' recommendations regarding the available rabies vaccine; either proof of vaccine or waiver may be required.

Yellowjacket and Honey Bee Operations: Responds to yellowjacket and bee service requests. Treats swarms or hives, utilizes specialized application equipment and dusters, and protective apparel. Follows District procedures for locating and treating nests. Records data as directed and keeps accurate, legible records. The VCTI/VCTII/VCI understands that there is a bee sting risk and is advised to follow their physicians' recommendations if they are allergic to bee or wasp venom.

General Operations: Prepares and revises operational maps of zones and areas in the District, including properties, ponds, topographic characteristics, and other features relevant to mosquito and vector control operations. Records significant changes on maps and compiles data as directed on work done, types of service, and vector population history, and otherwise assists in collecting and compiling data. May be assigned on an as-needed basis to assist in

mechanical maintenance, repairs and fabrications; may be assigned to assist in maintenance and repair of buildings and grounds. Maintains skunk traps, rat and mouse traps, rat bait stations, and other equipment used in vector control. Keeps supervisors informed of progress and problems, and requests assistance as needed. Operates cell phones and other handheld devices to maintain contact with other employees. Is proficient with handheld devices and District provided software. Utilizes effective communication skills to inform and relate to the public about vector control and District policies and programs. Must present a professional appearance, wear the provided clean uniform neatly, and have good public relation skills. Possesses good problem solving and diagnostic skills. Actively works as a team member and communicates effectively. Works with and coordinates with other District departments assisting in fulfilling the District's mission. Reports on all activity in their assigned zone as requested.

Pesticide and Equipment: Calibrates spray equipment and safely measures, mixes, and applies pesticides in accordance with the label and District guidelines. Safely applies pesticides to effectively treat ground nesting yellowjacket nests, rats and mice, and other vectors as instructed. Drives automotive equipment, ATVs, and operates hand and power spraying equipment; keeps equipment in working order, performs simple maintenance and repairs.

Employee Development: Assists in the training of VCAs, in the field and classroom, and provides guidance, when necessary. Attends continuing education to maintain vector control certificates. Reads and studies literature pertaining to vector control, IPM and related topics.

Knowledge of the following is required to perform the essential function:

- Basic knowledge of map reading to locate work assignments. Math skills to accurately determine treatment areas and dosage requirements.

Ability to do the following is required to perform the essential functions:

- Ability to perform physical labor in widely varying environmental conditions, such as, routinely lifting 50-65 lbs.
- (animal traps, pesticides and equipment), bending/kneeling to place bait in storm drains/sewers, carrying two-gallon spray can, removing sewer/storm drain covers, and the ability to traverse various terrain (marshes, steep hills, and creek beds). Ability to drive up to 85% of the workday.
- Ability to read labels and see mosquito larvae in a sampling device.

QUALIFYING TRAINING AND EXPERIENCE

A combination of training and experience which demonstrates that a person has obtained the required knowledge and is able to perform the required work (with reasonable accommodation, if needed). Successful completion of a pre-employment physical examination will be required. A person with the following combined training and experience would typically qualify to compete in a selection process:

EDUCATION: Graduation from high school or equivalent.

EXPERIENCE: Work experience involving manual labor, and the use of machinery performing skilled or semi-skilled operations. Must be able and willing to do heavy physical labor and withstand weather conditions associated with assigned areas.

REQUIRED LICENSES, CERTIFICATIONS, AND REGISTRATIONS

Must have a valid California driver's license, with a good driving record and be insurable with the District's Insurance Carrier, using the accepted guidelines of the insurance provider. Must obtain and maintain Vector Control Technician certifications issued by California Department of Public Health in Categories A, B, C and D within two years of employment.

Employment Conditions:

Fair Labor Standards Act Overtime: Non-exempt, receives overtime compensation

Appointment and Removal Authority: General Manager

Conditions of employment for all CCMVCD positions include successfully passing a Department of Justice LiveScan fingerprint check and completion of the Federal Employment Eligibility Verification Form I-9, as well as a pre-employment physical.

Per Chapter 8, Division 4 of Title 1 of the California State Government Code, public employees are declared to be "Disaster Service Workers." As such, District employees may be called upon to support the activities of the District during an emergency situation.

Applicants requesting reasonable accommodation during any phase of the examination process are instructed to contact the Administrative Services Manager at (925)771-6110.

A complete Employment Application must be submitted to be considered for this position.

Board Approved: _____