

CONSOLIDATED MOSQUITO ABATEMENT DISTRICT

13151 E. Industrial Dr., Parlier, CA 93648

559-896-1085 | www.mosquitobuzz.net

Board of Trustees Special Meeting

Tuesday, February 18, 2025

1:00PM

AGENDA

1. Roll Call:

2. Public Comments:

This is an opportunity for public comment on non-agenda items. The President reserves the right to limit the duration of each speaker to five (5) minutes. It is customary for the Board not to answer any questions impromptu.

3. Announcements, Presentations, and Written Communications:

None

4. Items of General Consent:

The following items are routine in nature and may be approved by one blanket motion upon unanimous consent. The President or any member of the Board of Trustees may request an item be pulled from Items of General Consent for a separate discussion.

A. Approval of January Minutes

B. Approval of January Payroll

C. Approval of January Bills

D. Quarterly Investment Report

5. Board Committees and Appointments for 2025:

The President will establish Board committees and appoint members.

6. District Aerial Photography Services:

The Board will consider options for an aerial photographic survey of the District's urban/suburban areas for the unmaintained swimming pool program.

7. Employee Position Classifications and Wage Plan:

The addition of a position classification, updated job descriptions, and changes to the Basic Salary, Wage, and Related Benefits Plan will be presented for approval.

8. Travel Stipend for Vector Biologist Candidates:

The Board will discuss providing a travel stipend for Vector Biologist candidates to cover expenses related to traveling to the district for an in-person interview.

9. Meeting Reports:

Reports on District participation at authorized meetings will be given by those who attended.

10. Manager's Report:

This is an opportunity for the Manager to report on District activities.

11. Board General Discussion:

This is an opportunity for Board Members to ask questions for clarification, provide information to staff, request staff to report back on a matter or direct staff to place a matter on a subsequent agenda.

12. Adjournment:

**Minutes of a Meeting of the Board of Trustees of the
Consolidated Mosquito Abatement District
January 21, 2025**

A special meeting of the Board of Trustees of the Consolidated Mosquito Abatement District was held at the District Office, in Parlier at 1:00 PM on January 21, 2025.

1. Roll Call:

Trustees Present:

Tokuo Fukuda	Kingsburg	
Mary Anne Hill	County of Fresno	
Charles Lockhart	Orange Cove	
Michelle Lopez	Parlier	
Craig Mellon	Fowler	
Ward Scheitrum	Fresno	
Charles Smith	Selma	
Karen Steinhauer	Sanger	Arrived at 1:05 pm
Bruce Taylor	County of Fresno	

Trustees Absent:

Abe Isaak	Reedley
Jennifer Willems	Clovis

Others Present:

Jodi Holeman	District Manager
Karan Cox	Office Administrator

2. President Lockhart called the meeting to order at 1:02 PM:

- 3. Announcements, Presentations, and Written Communications:** Trustee Reappointments – Mary Anne Hill, 4-year reappointment by Fresno County, Michelle Lopez, 4-year reappointment by City of Parlier, Ward Scheitrum, 4-year reappointment by City of Fresno, Jennifer Willems, 2-year reappointment by City of Clovis.

- 4. Items of General Consent:** The following items are routine in nature and may be approved by one blanket motion upon unanimous consent. The President or any member of the Board of Trustees may request an item be pulled from Items of General Consent for a separate discussion.

- A. Approval of December Minutes**
- B. Approval of December Payroll**
- C. Approval of December Bills**

A motion was made by Trustee Fukuda, seconded by Trustee Lopez, and passed by unanimous vote to approve the items of General Consent.

5. **Election of Board Officers for 2025:** President Lockhart authorized District Manager Holeman to conduct the election of officers for 2025. Officers of the Board are President and Vice President/Secretary.

Trustee Fukuda nominated Trustee Lockhart for Board President by unanimous consent. With no further nominations made, Trustee Hill made a motion to close nominations and cast a unanimous ballot to elect Trustee Lockhart as Board President.

Trustee Scheitrum nominated Trustee Lopez for Board Vice-President/Secretary by unanimous consent. With no further nominations, Trustee Smith made a motion to close nominations and cast a unanimous ballot to elect Trustee Lopez as Board Vice-President/Secretary.
6. **Board of Trustees Committees for 2025:** President Lockhart will establish board committees and appoint members at the next meeting.
7. **Authorization of Individuals to Sign Checks:** A motion was made by Trustee Scheitrum, seconded by Trustee Lopez and passed by unanimous vote to authorize individuals to sign District checks.
8. **Statement of Economic Interest:** Each trustee received a Statement of Economic Interest Form 700 and is required to be completed and returned to the District Office by April 1, 2025.
9. **Trustee Attendance Record:** A record of trustee attendance at District meetings during 2024 was presented to the Board.
10. **Attorney-Client Agreement:** A motion was made by Trustee Taylor, seconded by Trustee Hill and passed by unanimous vote to approve an attorney-client agreement to secure legal services for the processing of an H-1B visa transfer.
11. **Manager's Report:** The Manager updated the Board on the ongoing construction of solar parking structures at the Clovis and Parlier facilities. Additionally, the Manager reported that Vector Biologist Deegan has resigned, and the District will begin interviews to hire a replacement as soon as possible.

12. **Board General Discussion:** Trustee Hill made a suggestion to honor recent long-term Trustees with a gift and requested an updated wallet contact card for all trustees.

13. **Adjournment:** The meeting ended at 2:26 PM. The next Board meeting will be held on Tuesday, February 18, 2025.

Attested
Member, Board of Trustees

**Consolidated Mosquito Abatement District
Payroll Expenses
January 2025**

Check #	Gross Pay	Net Pay	Payee	Description
31530	\$0.00	\$0.00	Amy Garcia	Full-Time Employee - voided
31531	\$3,743.96	\$2,499.29	Brittany Deegan	Full-Time Employee
31532	\$4,145.92	\$2,934.93	Chris Monis	Full-Time Employee
31533	\$4,145.92	\$1,761.48	Derek Hill	Full-Time Employee
31534	\$3,622.50	\$2,395.97	Devon Cornel	Full-Time Employee
31535	\$3,060.54	\$2,223.27	Donald McNiel	Full-Time Employee
31536	\$3,622.50	\$2,577.00	Gha Vang	Full-Time Employee
31537	\$6,041.67	\$3,892.69	Jodi Holeman	Full-Time Employee
31538	\$3,967.00	\$2,348.51	Jose Moreno	Full-Time Employee
31539	\$3,240.54	\$2,195.91	Jovana Benavides	Full-Time Employee
31540	\$4,282.75	\$2,980.82	Karan Cox	Full-Time Employee
31541	\$3,359.83	\$2,304.44	Katherine Brisco	Full-Time Employee
31542	\$4,901.38	\$3,054.66	Katherine Ramirez	Full-Time Employee
31580	\$3,280.21	\$2,238.15	Amy Garcia	Full-Time Employee
31581	\$2,106.00	\$1,561.94	Brittany Deegan	Full-Time Employee - Final
31586	\$3,280.21	\$2,238.13	Amy Garcia	Full-Time Employee
31587	\$4,145.92	\$2,935.63	Chris Monis	Full-Time Employee
31588	\$4,145.92	\$1,761.72	Derek Hill	Full-Time Employee
31589	\$3,622.50	\$2,395.99	Devon Cornel	Full-Time Employee
31590	\$3,060.54	\$2,223.26	Donald McNiel	Full-Time Employee
	\$0.00	\$0.00	Gha Vang	Full-Time Employee
31591	\$6,041.67	\$3,893.14	Jodi Holeman	Full-Time Employee
31592	\$3,967.00	\$2,900.78	Jose Moreno	Full-Time Employee
31593	\$3,240.54	\$2,195.90	Jovana Benavides	Full-Time Employee
31594	\$4,282.75	\$2,980.82	Karan Cox	Full-Time Employee
31595	\$3,359.83	\$2,304.44	Katherine Brisco	Full-Time Employee
31596	\$4,901.38	\$3,054.67	Katherine Ramirez	Full-Time Employee
Total	\$97,568.98	\$63,853.54		

**Consolidated Mosquito Abatement District
Payroll Expenses
January 2025**

Employee Deductions and Liabilities

Check #	Amount	Payee	Description
31543	\$2,069.82	EDD	State Income Tax
31545	\$9,601.05	CMAD	Federal, Social Security, Medicare
31546	\$3,725.16	CalPERS	Retirement - Employee portion
31547	\$1,650.00	Mission Square	457K Retirement
31548	\$200.00	Valley First Credit Union	Credit Union
31554	\$71.68	Aflac	Disability Insurance
31597	\$51.74	EDD	State Income Tax
31598	\$1,878.09	EDD	State Income Tax
31599	\$329.10	CMAD	Federal, Social Security, Medicare
31600	\$8,247.58	CMAD	Federal, Social Security, Medicare
31601	\$3,186.09	CalPERS	Retirement - Employee portion
31602	\$1,650.00	Mission Square	457K Retirement
31603	\$200.00	Valley First Credit Union	Credit Union
31615	\$600.00	Mission Square	457K Retirement
31616	\$163.22	CalPERS	Retirement - Employee portion
31617	\$91.91	Mutual of Omaha	Life Insurance - Employee portion
Total Deductions	\$33,715.44		
Total Net Pay	\$63,853.54		
Total Gross Pay	\$97,568.98		

**Consolidated Mosquito Abatement District
Maintenance and Operations Expenses
January 2025
BMO Checks**

Check #	Amount	Payee	Description
31544	\$322.40	EDD	Unemployment Insurance
31545	\$3,941.05	CMAD	Social Security & Medicare - District portion
31546	\$4,735.83	CalPERS	Retirement - District portion
31549	\$750.00	Don McNiel	HSA deductible 1st quarter
31550	\$750.00	Chris Monis	HSA deductible 1st quarter
31551	\$1,500.00	Jose Moreno	HSA deductible 1st quarter
31552	\$1,500.00	Gha Vang	HSA deductible 1st quarter
31553	\$8,250.00	First American Bank	HSA deductible 1st quarter
31555	\$1,033.99	AT&T	Telephone / Internet - Parlier facility
31556	\$3,152.30	City of Parlier	Water, sewer & disposal - Parlier facility
31557	\$15.23	PG&E	Electric charges - Selma facility
31558	\$92.68	PG&E	Gas & electric charges - Selma facility
31559	\$20.77	PG&E	Gas charges - Clovis facility
31560	\$455.90	PG&E	Electric charges - Clovis facility
31561	\$103.90	City of Sanger	Water, sewer & disposal - Sanger facility
31562	\$18,952.11	SDRMA	Health, dental & vision premium
31563	\$15.39	SoCal Gas	Gas charges - Westside facility
31564	\$917.06	SoCal Gas	Gas charges - Parlier facility
31565	\$2,403.48	Verizon Connect	Vehicle GPS tracking & cameras
31566	\$1,073.97	Tokuo Fukuda	Travel expenses - MVCAC Annual Conference
31567	\$1,073.97	Mary Anne Hill	Travel expenses - MVCAC Annual Conference
31568	\$1,073.97	Abraham Isaak	Travel expenses - MVCAC Annual Conference
31569	\$1,073.97	Michelle Lopez	Travel expenses - MVCAC Annual Conference
31570	\$1,073.97	Charles Smith	Travel expenses - MVCAC Annual Conference
31571	\$1,444.97	Karen Steinhauer	Travel expenses - MVCAC Annual Conference
31572	\$1,451.97	Bruce Taylor	Travel expenses - MVCAC Annual Conference
31573	\$258.00	Jodi Holeman	Travel expenses - MVCAC Annual Conference
31574	\$258.00	Katherine Brisco	Travel expenses - MVCAC Annual Conference
31575	\$258.00	Devon Cornel	Travel expenses - MVCAC Annual Conference
31576	\$258.00	Derek Hill	Travel expenses - MVCAC Annual Conference
31577	\$296.00	Chris Monis	Travel expenses - MVCAC Annual Conference
31578	\$610.00	Michelle Lopez	Airfare reimbursement - AMCA Annual meeting
31579	\$544.86	Ward Scheitrum	Airfare reimbursement - AMCA Annual meeting
31582	\$76,320.00	Westech Systems, LLC	Solar project progress payment - Clovis facility
31583	\$77,982.85	Westech Systems, LLC	Solar project progress payment - Parlier facility
31584	\$100.72	Jodi Holeman	Travel expenses - ESA Annual Conference
31585	\$9,685.00	Law Ofc of Andrew Jin	Legal & other fees
31599	\$161.10	CMAD	Social Security & Medicare - District portion
31600	\$3,376.58	CMAD	Social Security & Medicare - District portion
31601	\$4,073.50	CalPERS	Retirement - District portion

**Consolidated Mosquito Abatement District
Maintenance and Operations Expenses
January 2025**

Check #	Amount	Payee	Description
31604	\$40.69	AT&T	800 Number
31605	\$663.63	AT&T	Telephone / internet - Clovis facility
31606	\$50.25	California Water Service	water - Selma facility
31607	\$130.00	CalPERS	Social Security Administration - annual fee
31608	\$43.95	DoorKing, Inc.	Monthly gate service
31609	\$342.94	Matson Alarm Co	Alarm systems - various District facilities
31610	\$19.50	PG&E	Gas & electric charges - Sanger facility
31611	\$2,114.05	PG&E	Electric charges - Parlier facility
31612	\$442.88	PG&E	Electric charges - Clovis facility
31613	\$38.72	Republic Services	Disposal - Clovis facility
31614	\$1,984.32	Verizon Wireless	Cell phone / field tablets
31616	\$165.74	CalPERS	Retirement - District portion
31617	\$223.30	Mutual of Omaha	Life insurance - District portion
31618	\$300.00	All-Pro Janitorial Services	Janitorial services - Parlier facility
31619	\$276.31	AutoZone, Inc.	Repair parts
31620	\$459.85	Battery Systems, Inc.	Batteries
31621	\$466.96	California Dept of Tax & Fee	Out of state sales tax payment
31622	\$66.24	Goodsuite	Copier maintenance
31623	\$1,287.68	Jorgensen Company	Safety equipment
31624	\$33.90	Kimball Midwest	Shop supplies
31625	\$49.25	Linde Gas & Equipment	Dry ice
31626	\$272.50	Lozano Smith	Legal fees
31627	\$970.33	Mission Uniform Service	Uniforms & safety
31628	\$2,200.00	MVCAC	4th quarter mosquito testing
31629	\$128.71	Napa	Repair parts
31630	\$274.18	Nelson's Ace Hardware	Repair parts / shop supplies
31631	\$661.15	O'Reilly Auto Parts	Repair parts
31632	\$207.02	Office Depot	Miscellaneous office supplies
31633	\$1,975.00	Pacific Engineering	Environmental health & safety services
31634	\$1,550.88	PBM Supply & Mfg, Inc.	Field equipment repairs
31635	\$427.12	Tulare Polaris	Repair parts
31636	\$584.00	Tire Hub	Tires
31637	\$8,923.40	U.S. Bank Corporate Payment	Credit card statement - see transaction list
31638	\$2,015.95	Wex Bank - Valero	Fuel
31639	\$113.49	Vector Control JPA	Employee assistance program premium
Total	\$260,865.38		

**Consolidated Mosquito Abatement District
Maintenance and Operations Expenses
January 2025**

County of Fresno Checks

Check #	Amount	Payee	Description
309481	\$110,466.57	Consolidated Mosquito	Transfer funds to checking
309482	\$155,965.51	Consolidated Mosquito	Transfer funds to checking
309483	\$67,594.19	Consolidated Mosquito	Transfer funds to checking
309484	\$24,408.09	Consolidated Mosquito	Transfer funds to checking
	\$358,434.36		

Summary of January Expenses

January 2025 Salaries & Wages	\$97,568.98
January 2025 Maintenance & Operations	\$260,865.38
Total January 2025 Expenditures	\$358,434.36

**Consolidated Mosquito Abatement District
Monthly Expenditures**

ACCOUNT NUMBER	ACCOUNT NAME	BUDGET FY 2024/2025	SPENT TO DATE	BALANCE JAN 31, 2025
<u>SALARIES, WAGES & EMPLOYEE BENEFITS</u>				
6101-01	Salaried Wages	\$1,340,000.00	\$705,530.29	\$634,469.71
6101-06	Hourly Wages & Extra Help	\$750,000.00	\$338,967.54	\$411,032.46
6101-02	FICA Employers Contribution	\$162,000.00	\$80,018.20	\$81,981.80
6101-03	Unemployment Insurance	\$24,000.00	\$6,828.26	\$17,171.74
6101-04	Retirement District's Payment	\$150,000.00	\$75,704.43	\$74,295.57
6101-08	CalPERS UAL Payment	\$26,000.00	\$7,635.00	\$18,365.00
6101-05	Group Health Insurance	\$300,000.00	\$148,301.15	\$151,698.85
6101-07	Pre-Employment & Misc. Expenses	\$9,000.00	\$6,359.99	\$2,640.01
	TOTALS	\$2,761,000.00	\$1,369,344.86	\$1,391,655.14
<u>OPERATING & MAINTENANCE SUPPLIES & EXPENSE</u>				
6102-01	Insecticides & Herbicides	\$500,000.00	\$260,904.66	\$239,095.34
6102-02	Power Spray & Field Equipment	\$30,000.00	\$8,954.19	\$21,045.81
6102-03	Misc Operating Supplies & Expense	\$7,000.00	\$4,461.89	\$2,538.11
6102-04	Fish Program	\$10,000.00	\$169.17	\$9,830.83
6102-05	Building & Ground Maintenance	\$30,000.00	\$11,111.83	\$18,888.17
6102-06	Airplane Expense	\$1,000.00	\$0.00	\$1,000.00
	TOTALS	\$578,000.00	\$285,601.74	\$292,398.26
<u>MOTOR VEHICLE SUPPLIES & EXPENSE</u>				
6103-01	Fuel & Lubricants	\$180,000.00	\$73,307.86	\$106,692.14
6103-02	Repairs & Shop Tools	\$45,000.00	\$23,593.44	\$21,406.56
6103-03	Tires & Batteries	\$15,000.00	\$2,100.29	\$12,899.71
6103-04	Fleet Lease	\$120,000.00	\$0.00	\$120,000.00
	TOTALS	\$360,000.00	\$99,001.59	\$260,998.41
<u>UTILITIES & COMMUNICATIONS</u>				
6104-01	Heat, Light & Power	\$50,000.00	\$29,720.93	\$20,279.07
6104-04	Water Sewer & Disposal	\$19,000.00	\$13,627.83	\$5,372.17
6105-01	Telephone & Internet	\$25,000.00	\$12,165.10	\$12,834.90
6105-02	Cellular Phones & Tablets	\$30,000.00	\$16,052.75	\$13,947.25
	TOTALS	\$124,000.00	\$71,566.61	\$52,433.39
<u>OFFICE SUPPLIES & EXPENSE</u>				
6106-02	Postage, Printing & Stationery	\$6,000.00	\$635.59	\$5,364.41
6106-04	Repairs & Maintenance	\$6,000.00	\$806.68	\$5,193.32
6106-05	Misc Office Supplies	\$14,000.00	\$3,254.02	\$10,745.98
6106-06	Office Equipment & Furniture	\$10,000.00	\$3,636.54	\$6,363.46
	TOTALS	\$36,000.00	\$8,332.83	\$27,667.17
<u>INSURANCE</u>				
6107-01	Liability, Property & Auto	\$125,000.00	\$113,078.36	\$11,921.64
6107-02	Workers Compensation	\$80,000.00	\$73,834.00	\$6,166.00
	TOTALS	\$205,000.00	\$186,912.36	\$18,087.64

**Consolidated Mosquito Abatement District
Monthly Expenditures**

ACCOUNT NUMBER	ACCOUNT NAME	BUDGET FY 2024/2025	SPENT TO DATE	BALANCE JAN 31, 2025
<u>TRAVEL & SUBSISTENCE EXPENSE</u>				
6108-01	Meetings & Travel Allowance	\$75,000.00	\$35,649.31	\$39,350.69
6108-02	Trustee Allowance	\$1,000.00	\$0.00	\$1,000.00
6108-03	Meal Allowance	\$5,000.00	\$391.58	\$4,608.42
	TOTALS	\$81,000.00	\$36,040.89	\$44,959.11
<u>MISCELLANEOUS EXPENDITURES</u>				
6109-01	Rent: Land, Buildings and Equipment	\$2,000.00	\$0.00	\$2,000.00
6109-02	Dues, Subscriptions and Fees	\$30,000.00	\$27,704.06	\$2,295.94
6109-03	Education & Publicity	\$35,000.00	\$9,902.04	\$25,097.96
6109-04	Accounting	\$15,000.00	\$13,500.00	\$1,500.00
6109-05	Legal	\$12,000.00	\$5,730.00	\$6,270.00
6109-06	County Service Charge	\$65,000.00	\$0.00	\$65,000.00
6109-07	Uniforms, Safety Apparel & Equipment	\$25,000.00	\$12,281.24	\$12,718.76
6109-08	Surveillance & Research	\$70,000.00	\$39,784.97	\$30,215.03
6109-09	Other Miscellaneous Expenditures	\$18,000.00	\$1,833.42	\$16,166.58
6109-10	GIS & GPS	\$72,000.00	\$37,665.68	\$34,334.32
	TOTALS	\$344,000.00	\$148,401.41	\$195,598.59
TOTAL OPERATIONAL EXPENDITURES		\$4,489,000.00	\$2,205,202.29	\$2,283,797.71
<u>CAPITAL OUTLAY</u>				
6110-01	Office & Lab Furniture & Equipment	\$25,000.00	\$8,454.92	\$16,545.08
6110-02	Auto Equipment	\$350,000.00	\$262,148.28	\$87,851.72
6110-03	Shop Equipment	\$15,000.00	\$0.00	\$15,000.00
6110-04	Field Equipment	\$150,000.00	\$21,058.32	\$128,941.68
6110-05	Building & Ground Improvement	\$700,000.00	\$526,106.98	\$173,893.02
6110-06	Loan & Lease Purchase Payments	\$290,000.00	\$0.00	\$290,000.00
TOTAL CAPITAL OUTLAY EXPENDITURES		\$1,530,000.00	\$817,768.50	\$712,231.50
TOTAL EXPENDITURES		\$6,019,000.00	\$3,022,970.79	\$2,996,029.21
<u>Special Projects Reserve</u>		\$150,000.00	\$0.00	\$150,000.00
<u>MVCAC SSJVR Mutual Aid Reserve</u>		\$100,000.00	\$0.00	\$100,000.00
<u>Contingency Reserve</u>		\$1,000,000.00	\$0.00	\$1,000,000.00
<u>Building Reserve</u>		\$2,000,000.00	\$0.00	\$2,000,000.00
<u>Equipment Reserve</u>		\$500,000.00	\$0.00	\$500,000.00
<u>General Reserve</u>		\$3,208,000.00	\$0.00	\$3,208,000.00
TOTAL RESERVES		\$6,958,000.00	\$0.00	\$6,958,000.00
TOTAL EXPENDITURES AND RESERVES		\$12,977,000.00	\$3,022,970.79	\$9,954,029.21

**Consolidated Mosquito Abatement District
Monthly Expenditures**

FRESNO COUNTY ACCOUNT- BANK OF THE WEST (BMO)	
CASH ON HAND, DECEMBER 31, 2024	\$9,957,859.87
PROPERTY TAXES WITHHELD BY FRS COUNTY	\$0.00
JANUARY REVENUE	\$0.00
JANUARY INTEREST	\$1,793.84
TAXES - FRESNO COUNTY / KINGS COUNTY	\$179,521.19
TOTAL REVENUE FOR JANUARY	<u>\$181,315.03</u>
SUB-TOTAL	\$10,139,174.90
COUNTY ADMIN COST FOR FY WITHHELD BY COU	\$0.00
MONEY TRANSFERRED TO CHECKING	(\$358,434.36)
CASH ON HAND, JANUARY 31, 2025	\$9,780,740.54

YEARLY REVENUE THROUGH 12-31-24	\$2,497,582.60
JANUARY REVENUE	\$181,315.03
YEARLY REVENUE THROUGH 01-31-25	\$2,678,897.63

CMAD CHECKING ACCOUNT - BANK OF THE WEST	
CASH ON HAND, DECEMBER 31, 2024	\$135,000.00
MONEY TRANSFERRED FROM FRS CO ACCT	\$358,434.36
JANUARY EXPENDITURES	(\$358,434.36)
CASH ON HAND, JANUARY 31, 2025	\$135,000.00

SALE OF REEDLEY DEPOT	\$185,000.00
DOWN PAYMENT	(\$25,000.00)
MONTHLY PAYMENTS PAID TO DATE	(\$46,438.00)
BALANCE DUE AS OF JANUARY 31, 2025	\$113,562.00



P.O. BOX 6343
FARGO ND 58125-6343



ACCOUNT NUMBER
STATEMENT DATE 02-06-2025
AMOUNT DUE \$8,923.40
NEW BALANCE \$8,923.40
PAYMENT DUE ON RECEIPT



000000396 01 SP 106481240070672 S
CONSOLIDATED MOSQUITO
ATTN KARAN COX
13151 E. INDUSTRIAL DR.
PARLIER CA 93648-9661

AMOUNT ENCLOSED
\$

Please make check payable to "U.S. Bank"

U.S. BANK CORPORATE PAYMENT SYSTEMS
P.O. BOX 790428
ST. LOUIS, MO 63179-0428

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY

CONSOLIDATED MOSQUIT	Previous Balance	Purchases And Other + Charges	Cash Advances +	Cash Advance Fees +	Late Payment Charges	- Credits	- Payments	New = Balance
Company Total	\$9,282.72	\$9,951.49	\$0.00	\$0.00	\$0.00	\$1,028.09	\$9,282.72	\$8,923.40

CORPORATE ACCOUNT ACTIVITY

CONSOLIDATED MOSQUITO				TOTAL CORPORATE ACTIVITY	
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
01-24	01-24	74798265024502400009939	PAYMENT-THANK YOU Q	9,282.72	PY
				\$9,282.72 CR	

NEW ACTIVITY

KATHERINE RAMIREZ		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$86.57	\$0.00	\$86.57
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
01-09	01-09	24793385009001304421055	AAPSE AMERICAN ASSOCIA AUBURN AL	55.00	
01-24	01-23	24137465024001549962356	HOMEGOODS # 0586 CLOVIS CA	31.57	

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER		ACCOUNT SUMMARY	
	STATEMENT DATE 02/06/25	DISPUTED AMOUNT .00	PREVIOUS BALANCE	9,282.72
SEND BILLING INQUIRIES TO: U.S. Bank National Association C/O U.S. Bancorp Purchasing Card Program P.O. Box 6335 Fargo, ND 58125-6335	AMOUNT DUE 8,923.40		PURCHASES & OTHER CHARGES	9,951.49
			CASH ADVANCES	.00
			CASH ADVANCE FEES	.00
			LATE PAYMENT CHARGES	.00
			CREDITS	1,028.09
		PAYMENTS	9,282.72	
		ACCOUNT BALANCE	8,923.40	



Company Name: CONSOLIDATED MOSQUITO
Corporate Account Number:
Statement Date: 02-06-2025

NEW ACTIVITY

DEVON CORNEL	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$1,433.18	\$0.00	\$1,433.18

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-16	01-14	24943015015010203392311	THE HOME DEPOT #0664 CLOVIS CA	12.08
01-17	01-15	24943015016010203343438	THE HOME DEPOT #0664 CLOVIS CA	37.76
01-20	01-16	24943015017010190260784	THE HOME DEPOT #8529 SELMA CA	18.41
01-22	01-21	24801975021219586078094	VALLEY IRON INC. FRESNO CA	66.31
01-23	01-21	24943015022010188446000	THE HOME DEPOT #8529 SELMA CA	43.26
01-27	01-23	24943015024010189393498	THE HOME DEPOT #8529 SELMA CA	59.60
01-31	01-29	24692165030104831339526	OAKLAND MARRIOTT CITY OAKLAND CA 31109 ARRIVAL: 01-26-25	815.97
01-31	01-30	24793385030002588399051	THE SELMA BARN SELMA CA	379.79

CHRISTOPHER MONIS	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$1,013.97	\$0.00	\$1,013.97

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-31	01-29	24692165030104831339534	OAKLAND MARRIOTT CITY OAKLAND CA 31110 ARRIVAL: 01-26-25	1,013.97

DEREK HILL	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$815.97	\$0.00	\$815.97

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-31	01-29	24692165030104831339559	OAKLAND MARRIOTT CITY OAKLAND CA 31112 ARRIVAL: 01-26-25	815.97

KARAN COX	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$625.00	\$1,223.13	\$0.00	\$598.13

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-07	01-06	24137465007001388871040	USPS PO 0528990401 FRESNO CA	146.00
01-16	01-15	24137465016001563821785	USPS PO 0558560648 PARLIER CA	2.04
01-17	01-16	24692165016106168375328	INTUIT *CHECKS / FORMS CL.INTUIT.COM CA	225.15
01-22	01-21	24137465022001406090251	USPS PO 0558560648 PARLIER CA	31.40
01-22	01-21	24226385022006157228937	WAL-MART #1882 SELMA CA	29.53
01-22	01-21	24445005022400152083133	WM SUPERCENTER #1882 SELMA CA	14.94
01-23	01-22	24692165022101440177560	AMZN MKTP US*ZG0AV3890 AMZN.COM/BILL WA	50.95
01-24	01-23	24011345023000022593171	AMAZON MARK* ZG4WP00M1 HTTPSAMAZON.C WA	27.57
01-24	01-23	24692165023102113301254	SQ *TEMPCONTROL REFRIGERA CLOVIS CA	592.00
01-27	01-26	74801975027225025137077	MOSQUITO & VECTOR CONTRO SACRAMENTO CA	625.00 CR
01-27	01-25	24011345025000016941244	AMAZON MARK* ZG47P70U1 HTTPSAMAZON.C WA	25.03
01-31	01-30	240113450305000086442893	CHECKR. INC CHECKR.COM CHECKR.COM CA	54.99
01-31	01-31	24011345031000006243744	AMAZON MARK* ZC36U1021 HTTPSAMAZON.C WA	23.53



Company Name: CONSOLIDATED MOSQUITO
Corporate Account Number:
Statement Date: 02-06-2025

NEW ACTIVITY

JOSE MORENO	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$63.21	\$2,210.82	\$0.00	\$2,147.61

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-08	01-08	2401134500800006071649	AMAZON MARK* Z58CN94X2 HTTPSAMAZON.C WA	18.14
01-08	01-07	24692165007108929689055	AMZN MKTP US*Z54L49OY2 AMZN.COM/BILL WA	72.46
01-08	01-07	24692165007108985150802	AMZN MKTP US*ZP3W18SE1 AMZN.COM/BILL WA	43.74
01-10	01-09	24692165009100540536714	SQ *ACADEMY UPHOLSTERY SANGER CA	246.33
01-13	01-10	24011345010000037226366	AMAZON MARK* ZD7SY5QF0 HTTPSAMAZON.C WA	103.52
01-13	01-12	24011345012000011929595	AMAZON MARK* Z557K6SI2 HTTPSAMAZON.C WA	43.58
01-14	01-14	24011345014000026227835	AMAZON MARK* ZG68M94Z2 HTTPSAMAZON.C WA	91.27
01-14	01-13	24692165013103802868217	AMZN MKTP US*ZD7LZ35R1 AMZN.COM/BILL WA	363.34
01-15	01-14	24011345014000038196226	AMAZON MARK* ZD48H3QH1 HTTPSAMAZON.C WA	52.29
01-15	01-14	24011345014000060934270	AMAZON MARK* Z597E2010 HTTPSAMAZON.C WA	9.78
01-17	01-17	24011345017000017349355	AMAZON MARK* ZG3F80832 HTTPSAMAZON.C WA	17.21
01-17	01-16	24692165016106173549800	AMZN MKTP US*Z576O9CE1 AMZN.COM/BILL WA	63.21
01-24	01-23	74692165023102246673525	AMZN MKTP US AMZN.COM/BILL WA	63.21 CR
01-24	01-22	24943015023010196724298	THE HOME DEPOT #0664 CLOVIS CA	232.25
01-27	01-24	24692165024102693469884	AMZN MKTP US*ZG9D08930 AMZN.COM/BILL WA	111.10
01-29	01-28	24011345028000014621027	AMAZON MARK* ZG12859Y1 HTTPSAMAZON.C WA	18.51
01-29	01-28	24231685029226905905169	HARBOR FREIGHT TOOLS3551 SANGER CA	78.20
01-30	01-29	24692165029104040222706	AMZN MKTP US*ZC6J97B10 AMZN.COM/BILL WA	152.50
01-31	01-30	24692165030104809071978	AMZN MKTP US*ZC0IX9JP1 AMZN.COM/BILL WA	74.11
01-31	01-30	24692165030104964696650	AMZN MKTP US*ZC87F0TC1 AMZN.COM/BILL WA	204.33
01-31	01-29	24943015030010190042458	THE HOME DEPOT #8529 SELMA CA	81.19
02-03	02-03	24011345034500043475529	AMAZON MARK* FF14298H3 AMAZON.COM/MA WA	93.06
02-03	01-31	24692165031105597918642	AMZN MKTP US*ZC19R1UM0 AMZN.COM/BILL WA	17.38
02-03	01-31	24943015032010185373544	THE HOME DEPOT #8529 SELMA CA	3.82
02-04	02-03	24692165034108273233960	AMZN MKTP US*Z725P1ER0 AMZN.COM/BILL WA	19.50

JODI HOLEMAN	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$339.88	\$3,167.85	\$0.00	\$2,827.97

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-13	01-10	24116415011208924111179	2CO.COM*THE VAGHASIA G 650-249-5280 OH	89.88
01-14	01-13	74116415014211786118664	2CO.COM*THE VAGHASIA G 650-249-5280 OH	89.88 CR
01-24	01-23	24011345024000003838313	SP BODNO.COM CODE 89 HTTPSBODNO.CO NJ	1,999.00
01-27	01-26	74801975027225025137069	MOSQUITO & VECTOR CONTROL SACRAMENTO CA	125.00 CR
01-27	01-26	74801975027225025137093	MOSQUITO & VECTOR CONTROL SACRAMENTO CA	125.00 CR
01-27	01-25	24000775025500004439847	MSFT * E0700VA33I MICROSOFT.COM WA	82.50
01-30	01-29	24692165029104307177874	CHEVRON 0372850 MERCED CA	75.50
01-31	01-29	24692165030104831339542	OAKLAND MARRIOTT CITY OAKLAND CA 31111 ARRIVAL: 01-26-25	920.97

Department: 00000 Total:	\$8,923.40
Division: 00000 Total:	\$8,923.40

Name	Date	Reference Number	Merchant Name	Amount	Item Description	CMAD Account #	Purchase Purpose
K. Ramirez	2025/01/09	24793385009001304421055	AAPSE AMERICAN ASSOC	\$55.00	Yearly membership	6109-03	Pesticide Safety Educators
K. Ramirez	2025/01/23	24137465024001549962356	HOMEGOODS # 0586	\$31.57	throw blanket, cookies	6109-03	senior health fair raffle prize
D. Cornel	2025/01/14	24943015015010203392311	THE HOME DEPOT #0664	\$12.08	SS clamps, couplings	6102-05	repair Clovis irrigation drip lines
D. Cornel	2025/01/15	24943015016010203343438	THE HOME DEPOT #0664	\$37.76	RU365 refill grass killer	6102-05	Clovis facility maintenance
D. Cornel	2025/01/16	24943015017010190260784	THE HOME DEPOT #8529	\$18.41	TOILET SEAT	6102-05	replacement for Westside facility
D. Cornel	2025/01/21	24801975021219586078094	VALLEY IRON INC.	\$66.31	scrap flat bar	6102-04	repair Parlier fish tank cover
D. Cornel	2025/01/21	24943015022010188446000	THE HOME DEPOT #8529	\$43.26	HOLLW POLYWIRE	6102-04	repair Parlier fish tank cover
D. Cornel	2025/01/23	24943015024010189393498	THE HOME DEPOT #8529	\$59.60	6X20 ROLL TARP, WRENCH	6102-04	repair Parlier fish tank cover
D. Cornel	2025/01/29	24692165030104831339526	OAKLAND MARRIOTT CITY	\$815.97	Travel lodging	6108-01	MVCAC Annual Conference
D. Cornel	2025/01/30	24793385030002588399051	THE SELMA BARN	\$379.79	3.5 yards bark	6102-05	refresh landscape Parlier facility
C. Monis	2025/01/29	24692165030104831339534	OAKLAND MARRIOTT CITY	\$1,013.97	Travel lodging	6108-01	MVCAC Annual Conference
D. Hill	2025/01/29	24692165030104831339559	OAKLAND MARRIOTT CITY	\$815.97	Travel lodging	6108-01	MVCAC Annual Conference
K. Cox	2025/01/06	24137465007001388871040	USPS PO 0528990401	\$146.00	Flags2024Coil/100 stamps	6106-02	postage
K. Cox	2025/01/15	24137465016001563821785	USPS PO 0558560648	\$2.04	First-Class Lg Env	6106-02	postage
K. Cox	2025/01/16	24692165016106168375328	INTUIT *CHECKS / FORMS	\$225.15	W-2 & 1099 forms	6106-05	employee & vendor tax forms
K. Cox	2025/01/21	24137465022001406090251	USPS PO 0558560648	\$31.40	Express Flt Env	6106-02	Priority postage mail
K. Cox	2025/01/21	24226385022006157228937	WAL-MART #1882	\$29.53	trash bags	6102-03	facility maintenance supplies
K. Cox	2025/01/21	24445005022400152083133	WM SUPERCENTER #1882	\$14.94	pastries	6108-03	Board meeting refreshments
K. Cox	2025/01/22	24692165022101440177560	AMZN MKTP US*ZG0AV3890	\$50.95	Heavy Duty Date Stamp	6106-05	CMAD personalized date stamp
K. Cox	2025/01/23	24692165023102113301254	Tempcontrol Refrigeration	\$592.00	Plumbing Service173767	6102-05	ice machine repair
K. Cox	2025/01/23	24011345023000022593171	AMAZON MARK* ZG4WP	\$27.57	.9mm pencil lead, post it flags	6106-05	miscellaneous office supplies
K. Cox	2025/01/25	24011345025000016941244	AMAZON MARK* ZG47P7	\$25.03	phone case, phone charger	6106-05	phone protection & charging
K. Cox	2025/01/26	74801975027225025137077	MVCAC	(\$625.00)	trustee session cancellation	6108-01	MVCAC Annual Conference
K. Cox	2025/01/30	24011345030500086442893	CHECKR, INC CHECKR.COM	\$54.99	monthly plan - Checkr	6101-07	January background checks
K. Cox	2025/01/31	24011345031000006243744	AMAZON MARK* ZC36U1021	\$23.53	fireproof 3 ring binder	6102-02	UAS information organization
J. Moreno	2025/01/07	24692165007108929689055	AMZN MKTP US*Z54L49OY2	\$72.46	Ironton ATV Spot Sprayer -	6102-02	equipment for new ATV
J. Moreno	2025/01/07	24692165007108985150802	AMZN MKTP US*ZP3WI8SE1	\$43.74	EBC SV Series brake pads	6103-02	ATV repair
J. Moreno	2025/01/08	24011345008000006071649	AMAZON MARK* Z58CN94X2	\$18.14	carburetor for echo pole saw	6102-02	repair pole saw
J. Moreno	2025/01/09	24692165009100540536714	ACADEMY UPHOLSTERY	\$246.33	seat repair	6103-02	replace worn out seat
J. Moreno	2025/01/10	24011345010000037226366	AMAZON MARK* ZD7SY5	\$103.52	3 gallon buckets - 10 pack	6102-02	replace old buckets
J. Moreno	2025/01/12	24011345012000011929595	AMAZON MARK* Z557K6SI2	\$43.58	power winch mount	6103-02	equipment for new ATV
J. Moreno	2025/01/13	24692165013103802868217	AMZN MKTP US*ZD7LZ35R1	\$363.34	Jeep steering shaft	6103-02	Jeep # 23 repairs
J. Moreno	2025/01/14	24011345014000026227835	AMAZON MARK* ZG68M94	\$91.27	polaris sway bar	6103-02	ATV repair
J. Moreno	2025/01/14	24011345014000038196226	AMAZON MARK* ZD48H3Q	\$52.29	winch switch & solenoid relay	6103-02	equipment for new ATV
J. Moreno	2025/01/14	24011345014000060934270	AMAZON MARK* Z597E2010	\$9.78	rear stabilizing bar bushing	6103-02	ATV repair
J. Moreno	2025/01/16	24692165016106173549800	AMZN MKTP US*Z576O9CE1	\$63.21	Caltric rear suspension bar	6103-02	ATV repair
J. Moreno	2025/01/17	24011345017000017349355	AMAZON MARK* ZG3F80832	\$17.21	sway bar bushing	6103-02	ATV repair
J. Moreno	2025/01/22	24943015023010196724298	THE HOME DEPOT #0664	\$232.25	FM Mender, HS repair	6102-05	pressure washer Clovis facility
J. Moreno	2025/01/23	74692165023102246673525	AMZN MKTP US	(\$63.21)	equipment return	6103-02	ATV repair

Name	Date	Reference Number	Merchant Name	Amount	Item Description	CMAD Account #	Purchase Purpose
J. Moreno	2025/01/24	24692165024102693469884	AMZN MKTP US*ZG9D08930	\$111.10	Polaris rear suspension bar	6103-02	ATV repair
J. Moreno	2025/01/28	24231685029226905905169	HARBOR FREIGHT TOOLS	\$78.20	8 tires for cargo carts	6109-08	surveillance equipment
J. Moreno	2025/01/28	24011345028000014621027	AMAZON MARK* ZG12859	\$18.51	tire machine mount head	6103-02	shop tire machine tool
J. Moreno	2025/01/29	24692165029104040222706	AMZN MKTP US*ZC6J97B	\$152.50	Visorgog Eye Protection Gr	6109-07	eye safety supplies
J. Moreno	2025/01/29	24943015030010190042458	THE HOME DEPOT #8529	\$81.19	GOGGLES	6109-07	eye safety supplies
J. Moreno	2025/01/30	24692165030104964696650	AMZN MKTP US*ZC87F0T	\$204.33	ECCO 5315A Rotating Miniba	6103-02	ATV repair
J. Moreno	2025/01/30	24692165030104809071978	AMZN MKTP US*ZC0IX9JP1	\$74.11	Caltric Rack And Pinion	6103-02	ATV repair
J. Moreno	2025/01/31	24692165031105597918642	AMZN MKTP US*ZC19R1U	\$17.38	Polaris 5336179 Spacer .62	6103-02	ATV repair
J. Moreno	2025/01/31	24943015032010185373544	THE HOME DEPOT #8529	\$3.82	1X2X8 FVRR	6102-03	repair table legs
J. Moreno	2025/02/03	24011345034500043475529	AMAZON MARK* FF14298	\$93.06	polaris ball joints	6103-02	ATV repair
J. Moreno	2025/02/03	24692165034108273233960	AMZN MKTP US*Z725P1E	\$19.50	Polaris Ranger flange nuts	6103-02	ATV repair
J. Holeman	2025/01/10	24116415011208924111179	COM*THE VAGHASIA G	\$89.88	erroneous charges	6106-05	erroneous charges
J. Holeman	2025/01/13	74116415014211786118664	COM*THE VAGHASIA G	(\$89.88)	erroneous charges	6106-05	erroneous charges
J. Holeman	2025/01/23	24011345024000003838313	BODNO.COM CODE 89	\$1,999.00	Dual Sided ID Card printer	6106-06	employee name badge printer
J. Holeman	2025/01/25	24000775025500004439847	MSFT * E0700VA33I	\$82.50	Microsoft subscription	6106-05	mntly Microsoft subscription
J. Holeman	2025/01/26	74801975027225025137069	MVCAC	(\$125.00)	trustee session cancellation	6108-01	MVCAC Annual Conference
J. Holeman	2025/01/26	74801975027225025137093	MVCAC	(\$125.00)	trustee session cancellation	6108-01	MVCAC Annual Conference
J. Holeman	2025/01/29	24692165030104831339542	OAKLAND MARRIOTT CITY	\$920.97	Travel lodging	6108-01	MVCAC Annual Conference
J. Holeman	2025/01/29	24692165029104307177874	CHEVRON 0372850	\$75.50	UNLEADED REGULAR	6103-01	Fuel
			Total	\$8,923.40			
		6101-07	Pre-employment expenses	\$54.99			
		6102-02	Field equipment	\$217.65			
		6102-03	Misc operating expenses	\$33.35			
		6102-04	Fish program	\$169.17			
		6102-05	Building & ground maintenance	\$1,272.29			
		6103-01	Fuel	\$75.50			
		6103-02	Vehicle repairs	\$1,405.53			
		6106-02	Postage	\$179.44			
		6106-05	Misc office supplies	\$411.20			
		6106-06	Office equipment	\$1,999.00			
		6108-01	Meetings & travel expenses	\$2,691.88			
		6108-03	Meals	\$14.94			
		6109-03	Education & publicity	\$86.57			
		6109-07	Uniforms & safety equipment	\$233.69			
		6109-08	Surveillance supplies	\$78.20			
			Total	\$8,923.40			

Consolidated Mosquito Abatement District

Investment Report


Quarter Ending December 31, 2024

A review of the financial statements indicates there are sufficient funds to meet the expected requirements for the next six months.

The County of Fresno Treasury is the primary investment instrument for District funds, including the District's unobligated funds maintained by the Central California Vector Control Joint Powers Agency (CCVCJPA). A business checking account at BMO is maintained by the District for payment of District payroll and bills. District funds are also invested as member contingency funds in the Vector Control Joint Powers Agency (VCJPA). Copies of the most recent financial statements from these institutions are attached.

The foregoing accounts, cash and investments of the Consolidated Mosquito Abatement District are in conformity with the District's Investment Policy.

Respectfully submitted,



Jodi Holeman
District Manager

Fiscal Year 2025
 Through Period 6

Run Time 08:51:43

Fund: 4580 Consolidated Mosquito Abtmnt Subclass: 10000 General Subclass	Beginning Balance		Year-to-Date Transaction		Current Balances	
	Debit Accts	Credit Accts	Debits	Credits	Debits Accts	Credit Accts
0110 Cash In Treasury	9,382,883.47	0.00	0.00	185,910.10	9,196,973.37	0.00
0315 Interest Receivable	66,114.00	0.00	0.00	66,114.00	0.00	0.00
1435 Due To Other Governmental	0.00	8,203,532.17	0.00	5,082.48	0.00	8,208,614.65
1450 Deposits Held For Others-T	0.00	1,668.49	0.00	0.00	0.00	1,668.49
1480 Fiduciary Closing	0.00	36,812,917.36	0.00	0.00	0.00	36,812,917.36
2230 Fund Balance - Unassigned	0.00	-35,569,120.55	2,744,652.71	0.00	0.00	-38,313,773.26
3008 Suppl-Prior Secured	0.00	0.00	0.00	2,920.06	0.00	2,920.06
3010 Property Taxes-Current Sec	0.00	0.00	0.00	2,370,853.72	0.00	2,370,853.72
3011 Suppl-Current Secured	0.00	0.00	0.00	38,602.32	0.00	38,602.32
3013 Supplemental-Curr Unsec Pr	0.00	0.00	0.00	374.35	0.00	374.35
3017 Property Taxes-Curr Unsec	0.00	0.00	0.00	10,273.88	0.00	10,273.88
3030 Penalties & Costs-Delinq T	0.00	0.00	0.00	1,213.38	0.00	1,213.38
3046 Joint County Funds	0.00	0.00	0.00	354.57	0.00	354.57
3380 Interest	0.00	0.00	0.00	62,953.85	0.00	62,953.85
SUB CLASS TOTAL	9,448,997.47	9,448,997.47	2,744,652.71	2,744,652.71	9,196,973.37	9,196,973.37

End of Report

Report ID: GLSF9109
Program: GLSF9109

PeopleSoft
MONTHLY GENERAL LEDGER TRIAL BALANCE

Page No. 2
Run Date 01/03/2025

Fiscal Year 2025
Through Period 6

Run Time 08:51:43

Fund: 4580 Consolidated Mosquito Abtmnt Subclass: 10000 General Subclass	Beginning Balance		Year-to-Date Transaction		Current Balances	
	Debit Accts	Credit Accts	Debits	Credits	Debits Accts	Credit Accts
GRAND TOTALS	9,448,997.47	9,448,997.47	2,744,652.71	2,744,652.71	9,196,973.37	9,196,973.37

End of Report

BMO



P.O. Box 4320
Carol Stream, Illinois 60197-4320

BMO BANK N.A.
P.O. BOX 94033
PALATINE, IL 60094-4033

14695

ACCOUNT NUMBER:

000823

01 03505

Statement Period
12/01/24 TO 12/31/24
IM0099002900000000

CONSOLIDATED MOSQUITO DISTRICT
P O BOX 784
PARLIER CA 93648-0784

PAGE 1 OF 11

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IF YOU HAVE QUESTIONS ABOUT ANY OF YOUR BMO ACCOUNTS, PLEASE CALL US
TOLL-FREE AT 1-888-340-2265. BMO BANK N.A. MEMBER FDIC. EQUAL HOUSING
LENDER. NMLS401052 VISIT US ONLINE AT WWW.BMO.COM.

CHECKING ACCOUNTS

PUBLIC FUNDS CHECKING
ACCOUNT NUMBER

(Checking)

CONSOLIDATED MOSQUITO DISTRICT

DEPOSIT ACCOUNT SUMMARY

Previous Balance as of November 30, 2024		181,072.44
1 Deposits	(Plus)	328,522.20
87 Withdrawals	(Minus)	311,771.24
Ending Balance as of December 31, 2024		197,823.40

Deposits and Other Credits

Date	Amount	Description
Dec 18	328,522.20	TELLER DEPOSIT

Withdrawals and Other Debits

Date	Amount	Description
Dec 04	2,147.87	ACH DEBIT
Dec 04	13,964.36	ACH DEBIT CCD EMPLOYMENT DEVEL EDD EFTPMT
Dec 05	1,948.55	ACH DEBIT CCD IRS USATAXPYMT
Dec 06	1,901.70	ACH DEBIT WEB PGANDE WEB ONLINE
Dec 06	2,403.48	ACH DEBIT WEB ACHMA VISB BILL PYMNT
Dec 18	1,744.84	ACH DEBIT WEB VERIZON VZ BillPay
Dec 18	11,574.12	ACH DEBIT CCD EMPLOYMENT DEVEL EDD EFTPMT
Dec 23	2,403.48	ACH DEBIT CCD IRS USATAXPYMT
Dec 23	4,152.56	ACH DEBIT WEB VERIZON VZ BillPay
Dec 23	5.62	ACCT ANALYSIS SERV CHG
Dec 24	2,094.08	ACH DEBIT CCD WEX INC FLEET DEBI



Vector Control Joint Powers Agency

Member Contingency Fund

For the Quarter Ended
December 31, 2024

Member District	Balance at Beginning of Quarter	Contribution	(Withdrawals)	Interest Earned	Allocated Admin.	Balance at End of Quarter
Alameda County	331,961			(2,693)	(7)	329,261
Burney Basin	38,632	788		(317)	(1)	39,102
Butte County	392,164	17,820		(3,254)	(8)	406,722
Coachella Valley	1,042,525	52,165		(8,669)	(22)	1,085,999
Coalinga-Huron	8,744	238		(72)	0	8,910
Colusa	101,284	2,827		(833)	(2)	103,276
Compton Creek	72,336	1,710		(594)	(2)	73,450
Consolidated	436,435	23,024		(3,634)	(9)	455,816
Contra Costa	1,334,063		(294)	(10,822)	(27)	1,322,920
Durham	5,152	956		(46)	0	6,062
Fresno	243,947	9,765		(2,019)	(5)	251,688
Glenn County	44,702			(363)	(1)	44,338
Greater Los Angeles County	1,822,751	101,228		(15,199)	(38)	1,908,743
Lake County	161,380			(1,309)	(3)	160,068
Los Angeles County West	777,210	48,599		(6,503)	(16)	819,290
Marin-Sonoma	937,646			(7,607)	(19)	930,020
Monterey County	32,043	3,837		(276)	(1)	35,603
Napa County	1,556,062	11,623		(12,671)	(32)	1,554,982
Northwest	111,266	23,239		(997)	(3)	133,505
Orange County	586,058			(4,755)	(12)	581,291
Pine Grove	34,793			(282)	(1)	34,510
Placer	281,534	17,395		(2,355)	(6)	296,568
Sacramento-Yolo	1,905,142	23,160		(15,550)	(39)	1,912,713
San Gabriel Valley	162,017	42,570		(1,487)	(4)	203,096
San Joaquin County	140,469	39,962		(1,302)	(3)	179,126
San Mateo County	519,172			(4,212)	(11)	514,949
Santa Barbara County	87,844	5,246		(734)	(2)	92,354
Shasta	269,565		(16,239)	(2,121)	(5)	251,200
Sutter-Yuba	320,091	14,527		(2,656)	(7)	331,955
Tehama County	289,988			(2,353)	(6)	287,629
Turlock	22,878	3,943		(202)	(1)	26,618
West Valley	338,769	20,789		(2,833)	(7)	356,718
Total	14,408,622	465,411	(16,533)	(118,720)	(\$300.00)	14,738,481

Notes:
Yield to maturity rate on the VCJPA portfolio is 3.23% as of the above date. As required by GASB 31, the allocated interest shown also reflects market value changes to the securities held in the portfolio. Therefore, the actual interest allocated to this fund, and all program year funds, may or may not equal the yield to maturity rate from quarter to quarter. However, the average overall allocated interest, over the life of this fund, should provide a close approximation.

Vector Control Joint Powers Agency
Member Contingency Fund - Prudent Balance Calculation
As of December 31, 2024

	Member District	Self-Insurance Exposure - Two Times Deductible				Sub-Total 2 X Deductible	2024/2025 Contribution	Two Times Contribution	Prudent Balance	Member Contingency Fund Balance as of December 31, 2024	Amount Over / (Under) Prudent Balance
		Liability	Workers' Compensation	APD	Property						
		A	B	C	D	E=SUM(A:D)	F	G=F x 2	H=E+G	I	J=I-H
1	Alameda County	20,000	50,000	2,000	1,000	73,000	196,831	393,662	466,662	329,261	(137,401)
2	Burney Basin	2,000	10,000	2,000	1,000	15,000	9,871	19,742	34,742	39,102	4,360
3	Butte County	20,000	50,000	2,000	1,000	73,000	168,492	336,984	409,984	406,722	(3,262)
4	Coachella Valley	50,000	50,000	2,000	1,000	103,000	581,777	1,163,554	1,266,554	1,085,999	(180,555)
5	Coalinga-Huron	2,000	5,000	2,000	1,000	10,000	3,936	7,872	17,872	8,910	(8,962)
6	Colusa	2,000	10,000	2,000	1,000	15,000	23,416	46,832	61,832	103,276	41,444
7	Compton Creek	5,000	5,000	2,000	1,000	13,000	18,249	36,498	49,498	73,450	23,952
8	Consolidated	20,000	50,000	2,000	1,000	73,000	186,026	372,052	445,052	455,816	10,764
9	Contra Costa	100,000	100,000	2,000	1,000	203,000	364,450	728,900	931,900	1,322,920	391,020
10	Delta	10,000	20,000	2,000	1,000	33,000	204,394	408,788	441,788	0	
11	Durham	2,000	5,000	2,000	1,000	10,000	8,885	17,770	27,770	6,062	(21,708)
12	Fresno	10,000	50,000	2,000	1,000	63,000	92,016	184,032	247,032	251,688	4,656
13	Glenn County	2,000	10,000	2,000	1,000	15,000	14,579	29,158	44,158	44,338	180
14	Greater Los Angeles County	150,000	100,000	2,000	1,000	253,000	879,847	1,759,694	2,012,694	1,908,743	(103,951)
15	Kings	10,000	20,000	2,000	1,000	33,000	143,825	287,650	320,650	0	
16	Lake County	5,000	20,000	2,000	1,000	28,000	61,646	123,292	151,292	160,068	8,776
17	Los Angeles County West	50,000	50,000	2,000	1,000	103,000	426,104	852,208	955,208	819,290	(135,918)
18	Marin-Sonoma	100,000	100,000	2,000	1,000	203,000	430,648	861,296	1,064,296	930,020	(134,276)
19	Napa County	10,000	50,000	2,000	1,000	63,000	98,359	196,718	259,718	1,554,982	1,295,264
20	Monterey County	10,000	50,000	2,000	1,000	63,000	84,362	168,724	231,724	35,603	(196,121)
21	Northwest	10,000	50,000	2,000	1,000	63,000	189,851	379,702	442,702	133,505	(309,197)
22	Orange County	50,000	100,000	2,000	1,000	153,000	773,334	1,546,668	1,699,668	581,291	(1,118,377)
23	Pine Grove	2,000	5,000	2,000	1,000	10,000	7,676	15,352	25,352	34,510	9,158
24	Placer	2,000	20,000	2,000	1,000	25,000	211,859	423,718	448,718	296,568	(152,150)
25	Sacramento-Yolo	100,000	100,000	2,000	1,000	203,000	553,082	1,106,164	1,309,164	1,912,713	603,549
26	San Gabriel Valley	20,000	100,000	2,000	1,000	123,000	278,839	557,678	680,678	203,096	(477,582)
27	San Joaquin County	100,000	100,000	2,000	1,000	203,000	291,174	582,348	785,348	179,126	(606,222)
28	San Mateo County	20,000	50,000	2,000	1,000	73,000	305,300	610,600	683,600	514,949	(168,651)
29	Santa Barbara County	5,000	10,000	2,000	1,000	18,000	47,496	94,992	112,992	92,354	(20,638)
30	Shasta	5,000	50,000	2,000	1,000	58,000	158,082	316,164	374,164	251,200	(122,964)
31	Sutter-Yuba	20,000	50,000	2,000	1,000	73,000	159,232	318,464	391,464	331,955	(59,509)
32	Tehama County	2,000	20,000	2,000	1,000	25,000	45,724	91,448	116,448	287,629	171,181
33	Turlock	20,000	50,000	2,000	1,000	73,000	106,742	213,484	286,484	26,618	(259,866)
34	West Valley	20,000	50,000	2,000	1,000	73,000	184,443	368,886	441,886	356,718	(85,168)
	Total	956,000	1,560,000	68,000	34,000	2,618,000	7,310,547	14,621,094	17,239,094	14,738,481	(2,500,613)

CENTRAL CALIFORNIA VECTOR CONTROL JOINT POWERS AGENCY						
<u>UNOBLIGATED FUNDS</u>			<u>1stQuarter 2024-2025 (Ending 9/30/2024)</u>			
	<u>BEG. BAL.</u>	<u>ACTIV.</u>	<u>END. BAL.</u>	<u>(End Bal.)</u>		
<u>CONSOLIDATED-10</u>	\$137,244.06	\$0.00	\$137,244.06	<u>FUND SHARE</u>		
FWMAD-19	\$565,223.62	\$0.00	\$565,223.62	32.01094611		
KINGS-23	\$227,607.91	\$0.00	\$227,607.91	12.89037521		
MADERA-27	\$0.00	\$0.00	\$0.00	0		
MERCED-29	\$97,482.30	\$0.00	\$97,482.30	5.520824929		
West Side - 47	\$735,751.91	\$0.00	\$735,751.91	41.66866689		
OPER. - 60	\$2,410.02	\$0.00	\$2,410.02	0.136489378		
TOTAL	\$1,765,719.82	\$0.00	\$1,765,719.82	100.00		
<u>DETAIL SUMMARY OF ACTIVITY (operational fund & life funds)</u>						
<u>CMAD</u>	<u>FWMAD</u>	<u>KINGS</u>	<u>MADERA</u>	<u>MERCED</u>	<u>WEST SIDE</u>	<u>OP FUND</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
						0
						Dues
						Audit
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Account Balances as of 10/31/2024						
Health Fund Balance	\$ 260,494.75	plus interest				
West America Balance	\$ 58,346.84	plus interest, minus audit				

Agenda Item 6: District Aerial Photography Services

Background:

The District uses aerial imagery of residential neighborhoods in urban and suburban areas to identify unmaintained swimming pools ("green pools") that may serve as mosquito development sites. These surveys are conducted by various aerial service providers. In 2024, the District partnered with two vendors: NearMap and Aerial Services.

NearMap supplies high-resolution, current, and historical imagery covering 52% of the District. Its image quality surpasses other providers, offering two updates per year—typically in February and June/July—along with access to years of archived imagery. This data is instrumental in verifying unmaintained pools during both early and late seasons.

Aerial Services (TeamBuilders, Inc) captures imagery at strategically timed intervals to enhance mosquito control efforts. Photos are taken in May after all known unmaintained pools have been inspected and seasonal pools have been cleaned, but before the peak mosquito-borne disease season. Additional imagery is taken approximately two weeks apart to ensure a quick turnaround from capture to technician site visits.

In 2024, the District identified 520 previously unrecorded unmaintained pools; while this number is down from the previous year, it's a number that, if unaddressed, would produce an unacceptable number of mosquitoes in our communities.

Aerial Services will provide service at the same price as 2024, \$66.62/sq mi = \$9,056.32
NearMap has increased its price by 9% = \$10,900 (renewal quote enclosed)

Action requested:

The Board is requested to authorize the approval of funds for the 2025 aerial photographic survey services.

Nearmap US, Inc.
 1850 W Ashton Blvd, Suite 500
 Lehi, UT 84043, USA
Phone: +1 (801) 609 7250

Customer Name	Consolidated Mosquito Abatement District	Quote Number	Q107594
Contract Commencement	Contract commences upon signing of quote.	Quote Expiry	03/07/2025
Subscription Term	12 Month	Account Rep	Jason Theis jason.theis@nearmap.com
Subscription Start Date	03/07/2025	Payment Term	Net 30
		Payment Method	Invoice
Bill To	Consolidated Mosquito Abatement District Jodi Holeman 13151 E Industrial Dr, Parlier, California, 93648 5598961085 jholeman@mosquitobuzz.net	Ship To	Consolidated Mosquito Abatement District Jodi Holeman 13151 E Industrial Dr, Parlier, California, 93648 5598961085 jholeman@mosquitobuzz.net

PRODUCT	ALLOWANCE	COVERAGE	SEATS
ArcGIS Integration	NA	NA	NA
Nearmap Vertical for Government	NA	Nationwide	Unlimited
Subtotal			\$10,900.00
*Estimated Tax			\$0.00
Total			USD \$10,900.00

*The Total includes applicable sales tax for the state which the Licensee is located. If an exemption from sales tax is applicable to the Licensee, the Licensee shall provide to Nearmap, in accordance with state law, relevant tax-exemption documentation. It will be the responsibility of the Licensee to ensure proof of tax-exempt status remains current for subsequent renewals of the Agreement.

ACCEPTANCE OF Q107594 will constitute an Agreement with Nearmap

By selecting "Yes" or **signing below**, you acknowledge that (a)(i) the Additional Terms and Conditions of the previous Agreement between the Licensee and Nearmap applies to this Renewal Quote, unless otherwise specified in Schedule 1 of this Renewal Quote, and (ii) the Product-Specific Terms set out in <https://www.nearmap.com/us/en/legal/product-agreements> applies to this Renewal Quote, (b) you have the authority to agree to this Renewal Quote, (c) you agree to pay the fees set forth herein. You acknowledge that the Coverage Area by Nearmap is outlined at <https://www.nearmap.com/us/en/current-aerial-maps-coverage>.

Note: The terms of your Agreement remain the same unless varied by this Renewal Quote. The total in this Renewal Quote is only an estimate of your next invoice. Final credits and amendments to the subscription is dependent upon the date this Renewal Quote is accepted.

Signature / Digital Acceptance:

Date:

Full Name:

Position:

PO Number (if required):

If printed, please sign, scan and email to: orders.us@nearmap.com

Additional Terms and Conditions



January 16, 2025

Jodi Holeman
District Manager
Consolidated Mosquito Abatement District
13151 E Industrial Dr
Parlier California 93648

SOLE SOURCE LETTER – NEARMAP US, INC. (NEARMAP)

Dear Jodi Holeman,

This letter confirms that Nearmap's products, including its website and software, is sourced solely through Nearmap. The HyperCamera hardware and HyperVision software is manufactured by Nearmap Ltd, and its aerial imagery and content is captured by Nearmap, and sourced exclusively through Nearmap.

Nearmap:

- **Provides the Clearest High Resolution 2D Imagery** – Nearmap captures aerial imagery at high-resolution (Sub 3" GSD) multiple times per year. The images are captured in accordance with the Nearmap coverage map which can be found at <https://www.nearmap.com/us/en/current-aerial-maps-coverage>. This level of detail provides unparalleled clarity of the real world revealing details obscured by foliage common with other low-resolution satellite imagery providers like Google and other imagery sources found within the ESRI ArcGIS online partner network (the Geographic Information System (GIS) software platform in use in many Nearmap's customer sites). All captured imagery produced and all intellectual property rights which exist are owned by Nearmap's affiliated entities. No other provider in the US marketplace has the authority to grant the rights to or control the intellectual property of captured imagery taken by Nearmap.
- **Offers the Most Current High Resolution 2D Imagery** – Nearmap regularly updates the imagery so that the most current imagery is always available to its customers within weeks of a survey capture. This is unlike other providers of imagery where the date of origin is often unknown or is often older than what is useful. Other imagery providers make imagery available that is typically more than 12 months old and in many cases between two and five years old (due to the cost of capture and time to process). Nearmap's online hosted solution, MapBrowser, which is internally developed and owned by Nearmap, enables customers to access all vintages of imagery that Nearmap has captured in line with our annual coverage plan, allowing users to view changes over time of the same area of interest.
- **Delivers Consistent Resolution in all 2D Imagery Captures** – Nearmap captures all of its imagery at a consistent Sub 3" GSD across its entire capture areas. Nearmap's customers require this for uniformity in analysis of imagery regardless of location. This is especially useful in analytical work that is done for change detection across vintages and surface feature identification whereby a single learning algorithm can be utilized across the entire dataset.
- **Furnishes High Resolution 2D Imagery via an Annual Service Subscription** – Nearmap provides its imagery via a web-based portal, known as MapBrowser, that can be accessed from any device with

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WORK.

NEARMAP.COM

1850 W Ashton Blvd, Level 5, Suite 500

Lehi, Utah 84043 USA

T: +1 (801) 609 7261

E: queries@nearmap.com | Twitter: @nearmap



internet connectivity both locally in customer offices or on-site at any remote facility via smart phones, tablets and laptops. The imagery service can be viewed with a common web browser and integrates seamlessly into ESRI ArcGIS Server and ArcGIS Online. All employees and contractors working on projects will have seamless access to the imagery provided by Nearmap.

- **Offers the Best Value on the Market for High Resolution 2D Imagery** – Nearmap’s patented capture technology (HyperCamera1, HyperCamera2 and soon to be released HyperCamera3 systems) and processing techniques are unique to Nearmap, and when combined together creates a one-of-a-kind approach to capturing and processing geospatial imagery. While other imagery providers can match the resolution delivered by Nearmap, they cannot match the combination of resolution, frequency, speed and cost. Nearmap’s customers have the most up-to-date imagery delivered within days of capture at the highest resolution and at the best cost. Unlike other providers that require human intervention to edit the imagery for accuracy, Nearmap’s technology systems and platforms automate the process to improve accuracy and remove costs in delivery to reduce costs in capturing and processing location-based content. The innovative and distinctive nature of these methods have been recognized by the US Patent Office through the following patent grants:
 - (a) Systems and methods of capturing large area images in detail including cascaded cameras and/or calibration features (US 8675068 B2);
 - (b) Compact multi-resolution aerial camera system (US 9188838 B1);
 - (c) Wide-Area Aerial Camera Systems (9052571);
 - (d) Wide-Aerial Camera Systems (9440750);
 - (e) Compact Multi-Resolution Aerial Camera System (9188838);
 - (f) Wide-Area Aerial Camera Systems (9706117);
 - (g) Wide-Area Aerial Camera Systems (9461783);
 - (h) Wide-Area Aerial Camera Systems (9641736);
 - (i) Wide-Area Aerial Camera Systems (9185290); and
 - (j) Corridor Capture (9824290).
- **Allows Convenient Access of 2D Imagery** – Nearmap’s high-resolution oblique camera has the ability to capture ground view angles from four (4) directional perspectives, allowing accurate measurement of an object’s height and width. This custom scanning technique produces overlapping photos that are key to 2D reconstruction, where photos are matched with one another, and generate dense 2D points to form a 2D model. Nearmap has made this 2D content viewable in its unified web browser application (MapBrowser) allowing adoption via a scalable platform and allows seamless integration into ESRI ArcGIS Enterprise and ArcGIS Online. The Nearmap model accelerates the speed of 2D content delivery by enabling customers to download small to medium scale area of interest exports through a self-service feature inside MapBrowser. All employees and contractors working on projects will have seamless access to the imagery provided by Nearmap.

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To the best of our knowledge, we are not aware of any providers who captures similar high-resolution aerial imagery with the same frequency of updates as offered by the Nearmap method.

Yours sincerely,

A handwritten signature in black ink that reads "Shelly Carroll". The signature is written in a cursive, flowing style.

Shelly Carroll
Senior Vice President, Government and Commercial (US)
For and on behalf of Nearmap US, Inc.

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[NEARMAP.COM](https://nearmap.com)

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Lehi, Utah 84043 USA

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E: queries@nearmap.com | Twitter: [@nearmap](https://twitter.com/nearmap)

Agenda Item 7: Employee Position Classifications and Wage Plan

Background:

The District has traditionally required most staff to obtain Vertebrate and Terrestrial Invertebrate Vector Control Certification from the California State Department, even though it does not operate as a full vector control program. Maintaining this certification requires ongoing continuing education, which, while beneficial, has little direct relevance to employees' responsibilities. Eliminating this requirement would allow staff to focus solely on the educational requirements for mosquito control certification, aligning more closely with the District's core mission. As a new District Manager, one of my priorities has been to review all job descriptions—some of which had not been updated in over 20 years. This process provided an opportunity not only to revise certification requirements but also to update job descriptions as needed.

As part of this process, a new full time position classification is being proposed: **Area Supervisor/UAS Pilot**. The requirements for a UAS (Unmanned Aerial System) pilot exceed those of the current Area Supervisor position and warrant a standalone job description with appropriate qualifications and a corresponding salary schedule that reflects the additional expertise required.

Additionally, there are four separate seasonal position classifications for which job descriptions could not be located. Job descriptions for all but one of those classifications are proposed and listed below with some titles modified. It is recommended that the position classification of Office Aid II be removed from the Basic Salary, Wage and Related Benefits Plan.

Additional New Position Classifications already in Salary and Wage Plan:

Office Aid I

Mosquito Trapping Assistant II (Previously Surveillance Assistant II)

Mosquito Control Technician III (Previously Seasonal Tech III)

An additional **new** seasonal position classification, **Mosquito Trapping Assistant III**, is also proposed. These new position classifications establish clear expectations for job requirements and define the increasing levels of responsibility the District expects from both current and prospective employees in these roles.

Action requested:

The Board is requested to approve updates to all employee position classifications as presented and the revised Basic Salary, Wage and Related Benefits Plan effective March 1, 2025, to include the new and updated position classifications as enclosed.

CONSOLIDATED MOSQUITO ABATEMENT DISTRICT

DISTRICT MANAGER

Position Definition, ~~Description~~ and Characteristics:

Under authority vested by the Board of Trustees and derived from legislation, the District Manager is the chief administrative, operational, and financial officer of the District. As such, this position plans, organizes and directs the overall operations and works of the District, provides day-to-day leadership and does related work as required and necessary. While maintaining overall control and authority, the District Manager exercises discretionary delegation of authority by assigning daily program implementation and personnel supervision responsibilities to subordinate employees when possible. In addition to organizing the operational program for the present and immediate future, the position provides planning to prepare the District to adjust and modify its operations to respond to and to meet changing issues and trends. The District Manager is an at-will employee and is hired and employed at the collective will of the Board of Trustees. The position constitutes an exempt employee under the Fair Labor Standards Act who is subject to 24-hour call.

Duties and Responsibilities:

Board Relations: Acts for the Board; reports directly to the Board on District matters; presents reports and recommendations to the Board; assists the Board in determination of general policy; prepares correspondence for the Board; prepares agendas for Board regular and special meetings; and oversees the preparation of such documents as lists of warrants and checks, financial reports, resolutions, minutes and other reports and documentation.

Budgeting and Accounting: Prepares and administers the annual budget, including analysis and justifications, and presents it to the Board for consideration and approval; is responsible for the establishment and maintenance of an accounting system; maintains budgetary controls over expenditures; insures that effective and lawful use is made of District property; directs the keeping of records of operations; and expenses funds and accounts for expenditures in program areas, in capital outlays and on preventative maintenance of facilities and equipment.

Policies, District Organization and Employee Relations: Determines and develops personnel and operating policies; defines the organizational structure, assignments of functions and duties and lines of authority necessary to carry out the District's purpose; recruits, selects, assigns, instructs, trains, evaluates work and disciplines personnel, and takes appropriate action necessary to maintain an effective workforce; and recommends salary structure and working conditions.

District Functions and Operations: Develops, implements and evaluates overall program and departmental operations based upon a scientific integrated mosquito management approach; confers with personnel regarding progress and problems and provides consultation and assistance; coordinates work of the various functional units; provides for continuing and periodic surveys and performance of technical and scientific studies and research to develop effective vector and vector-

borne disease control, including collaborations with academic researchers and industry partners; uses current information, trends, forecasts, projections and scientific data to update and modify programs; secures legal assistance and retains consultants for projects as necessary or directed; and ensures compliance with laws and regulations.

Public, Community and Governmental Relations: Plans, develops and directs programs for public awareness and information and community education; writes articles and news releases; provides interviews for radio, television and print media; attends and addresses community meetings; assists schools in educational programs related to vector control; communicates with property owners and residents; meets with local, state and federal government officials and their staffs to address vector control issues; and consults and collaborates with regulatory agencies, county and state public health departments, universities and other public and private resource organizations.

Professional Development: Keeps informed of developments in vector control and related fields on a local, national and global scale; reads professional literature; participates in professional and scientific associations and organizations; attends meetings and conferences and participates in symposia, workshops and other forums and gives presentations of scientific and technical information; attends lectures, courses and classes to maintain professional skills; and attends appropriate workshops or other forums to develop and maintain management skills.

Other Duties: The Board of Trustees may require the performance of other duties or responsibilities as directed or necessary.

Position Requirements:

The educational requirements for position are as follows:

Doctorate degree or Master's degree in medical entomology, biological science or related field; or Doctorate degree or Master's degree in business administration or other applicable field and a Bachelor's degree in biological science or related field; or a combination of education and additional experience.

Degrees must be from an accredited educational institution.

Applicant must possess and demonstrate the experience, competence, ability, and mental and physical capability to accomplish and perform the functions, tasks and work involved in the position definition, description, characteristics, duties and responsibilities.

Certificates and Licenses:

Applicant must have a valid California Driver's License, have and maintain a good driving record.

Applicant must possess the ability to obtain and maintain a Mosquito Control Technician Certificate from the California State Department of Public Health.

Applicant must successfully complete a pre-placement physical examination, background check, drug screen and agree to participate in the California DMV pull notice program.

~~The applicant must possess a valid California driver's license with a good driving record and be insurable using the accepted guidelines of the District's insurance provider. Must be able to obtain and maintain Vector Control Technician—Mosquitoes certification from the State of California Department of Public Health.~~

Essential Functions:

The physical demands and work environment characteristics described here are representative of those that must be met or would be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Employee must be able to collaborate effectively, contribute their skills, talents, and interests to support the organization, and seek accurate information to advance the District's mission of enhancing community health, comfort, and prosperity through the continuous and effective control of disease-carrying and pest mosquitoes.

Physical demands: While performing the duties of this position, the employee is regularly required to sit; to use hands to finger, handle, or feel; to reach with hands and arms; to talk and to hear. The employee is frequently required to stand and to walk; and occasionally required to climb, balance, stoop or kneel. The employee must frequently lift and/or move objects up to 25 pounds in weight and occasionally to lift and/or move objects up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to focus. The employee is responsible for maintaining a state of physical condition that will not prevent the performance of duties or that will increase the danger or likelihood of injury on the job.

Work environment: While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions. The noise level in the work environment is usually moderate. The employee is occasionally exposed to high, precarious places such as step stools or ladders; to fumes, airborne particles, caustic or toxic chemicals and pesticides; to biting insects; and to verbally abusive behavior from hostile individuals. Employee may be required to drive and/or travel long distances.

CONSOLIDATED MOSQUITO ABATEMENT DISTRICT

DIRECTOR OF SCIENCE AND OUTREACH

Position Definition, Description and Characteristics:

~~Under the supervision defined in the District's organizational chart, Under the direction of the District Manager~~ the Director of Science and Outreach plans, implements, and oversees the District's public education and community outreach initiatives. This role is responsible for developing and managing public information programs, representing the District in community relations and media interactions, and promoting public awareness of vector control. Additionally, the Director of Science and Outreach directs and oversees vector and vector-borne disease surveillance programs, as well as work related to vector biology.

~~The incumbent is also responsible for conducting various aspects of the District's scientific programs, including designing and executing research projects. They assist in training and supervising staff within these programs and serve as a technical advisor to both District staff and the public. The position is largely self-directed and supervises the work of regular and seasonal employees. This role is classified as an exempt employee under the Fair Labor Standards Act.~~

~~plans, implements and directs the District's professional, public education and community outreach work. The incumbent is responsible for developing and directing the District's public information, education and outreach programs, represents the District in community relations and with the media, and promotes public awareness of vector control. The Director of Science and Outreach directs and oversees District surveillance programs for vectors and vector-borne diseases and work related to vector biology. The incumbent is also responsible for conducting various aspects of the District's scientific programs, and for designing and conducting research projects. The Director of Science and Outreach assists in training and supervision of staff within these programs and serves as a technical advisor to District staff and to the public. The position is largely self-directed and supervises the work and activities of regular and seasonal employees. The position constitutes an exempt employee under the Fair Labor Standards Act.~~

Example of Duties:

- Plans, implements and directs the various elements of the District's information, education, awareness and outreach programs;
- Plans, promotes and implements meetings, events and programs with communities, civic and social groups, schools, governmental agencies, legislative contacts and the media, to profile and promote individual and public awareness and education of vectors and vector-borne diseases, and of District activities and functions;
- Writes, reviews and publishes informative articles associated with District activities and events, oversees development of educational pamphlets and brochures, prepares news releases, announcements and reports, and acts as District spokesperson;
- Answers questions and complaints from the public concerning vector issues;

- Directs and oversees the various elements of the District's vector and vector-borne disease surveillance programs;
- Directs the development and coordination of continuing education and training of personnel, and monitors requisite certification of personnel;
- Supervises and evaluates the work performance of certain District personnel;
- Keeps informed and knowledgeable in scientific arenas and on current developments in mosquito and vector control, and participates and presents reports and research findings at conferences and meetings as required;
- Collaborates with University faculty and researchers in development and execution of relevant vector research projects and proposals;
- Collaborates with outside agencies to coordinate and facilitate the work of the District;
- Performs the work of a Vector Biologist as circumstances require;
- Performs, occasionally, other tasks or functions not stated in this description, but within the scope of experience and capability; and
- Performs related work as required.

Minimum Qualifications:

Education: Bachelor's degree in Biology, Entomology, Environmental Science, or a related scientific field from an accredited college or university, with coursework in entomology, ecology, epidemiology, public health, or related field.

~~Master's degree in Entomology or Biology preferred. Graduation from an accredited college or university with a Bachelor of Arts or Science degree in biology or related scientific field, and with coursework in entomology.~~

Experience: Six years of experience working in vector surveillance/control and demonstrating a working knowledge of vector surveillance programs and strategies and vector identification; and working knowledge of public education and community outreach.

Licenses, Certifications, Examinations: Applicant must have a valid California Driver's License and have and maintain a good driving record, ~~and be insurable under the District's insurance carrier.~~

Applicant must possess the ability to obtain and maintain a Mosquito Control Technician Certificate, ~~a Vertebrate Control Certificate and a Terrestrial Invertebrate Vector Control Certificate~~ from the California State Department of Public Health.

Applicants must successfully complete a pre-placement physical examination, background check, drug screen and agree to participate in the California DMV pull notice program.

~~Applicant must successfully complete a pre-placement physical examination, respirator training and drug screen.~~

Knowledge of:

- Fundamentals and techniques of employee supervision;
- Organization and operation of a mosquito control district, use and application of pesticides for mosquito control and details and elements of vector and vector-borne disease surveillance;
- Biological, chemical, and physical science principles at a working professional level;
- Fundamental mathematics, algebra, and biostatistics;
- Research techniques and investigative methods;
- Basic use and operation of Geographic Information System programs and data management;
- Basic use and operations of a Microsoft Windows®-based PC, or Apple Macintosh® and MS Office® software;
- Basic use of social media applications such as Facebook®, Instagram®, Twitter® and Nextdoor™;
- Scientific data and record keeping; and
- Correct English usage, spelling, grammar and punctuation; and principles of composition and report writing.

Ability to:

- Communicate with groups and individuals in a direct, honest, effective, and courteous manner, including individuals who are discourteous or angry;
- Work cooperatively with co-workers to resolve problems, issues or disagreements;
- Possess a high level of organizational skills;
- Speak and write clearly and effectively in English;
- Collect and keep accurate, detailed records; and
- Read, understand, interpret, evaluate and apply laws, policies, rules, regulations, contracts, guidelines, and literature of the profession;

The Employee must be able to collaborate effectively, contribute their skills, talents, and interests to support the organization, and seek accurate information to advance the District's mission of enhancing community health, comfort, and prosperity through the continuous and effective control of disease-carrying and pest mosquitoes.

Essential Functions:

Incumbent must be able to perform routine work while using required safety equipment, including the use of a respirator.

Incumbent must be sighted, with the ability to demonstrate close vision, distance vision, peripheral vision and depth perception and have a minimum of single-ear aided hearing. Incumbent must have complete and normal mobility of arms to reach and to carry objects, and dexterity of hands to grasp and manipulate small objects. Incumbent must be able to stand, stoop, reach, ~~and~~ bend, and ~~to~~ walk on uneven terrain, such as fields, dirt banks, natural and

cement stream beds, and shallow ponds. Incumbent must be without physical limitations that would prevent climbing ladders and performing customary and usual activities associated with field operational mosquito surveillance and control activities. Incumbent must frequently lift and move up to 25 pounds, and occasionally lift and move up to 50 pounds.

Working Conditions:

While performing the duties of this position, the incumbent is frequently exposed to shallow and deep bodies of water of various sizes, wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and outside weather conditions. The incumbent may occasionally be exposed to toxic, noxious or irritating plants and venomous or potentially dangerous animals. The incumbent may be exposed to verbally abusive behavior from hostile individuals. The noise level in the work environment is usually moderate, but may occasionally be loud. The incumbent may be called on for evening and weekend work, as assigned.

CONSOLIDATED MOSQUITO ABATEMENT DISTRICT
OFFICE ADMINISTRATOR

Position Definition, ~~Description~~ and Characteristics:

~~Under the supervision defined in the District's organizational chart, the Office Administrator oversees a range of general and complex administrative tasks, including clerical, secretarial, bookkeeping, accounting, and receptionist duties for the District. As a confidential employee, this role is responsible for maintaining the District's financial and personnel records. The Office Administrator provides direct administrative support to the District Manager and assists in Board of Trustees meetings. Serving as a primary point of contact with the public, the employee must present a professional image while ensuring accuracy, efficiency, and organization in all tasks. This position requires proficiency in accounting and bookkeeping principles to manage financial and payroll records effectively. Additionally, the Office Administrator supports the development and implementation of computer technology, including software applications and hardware systems, to meet the needs of a mosquito abatement district office.~~
~~Under the direction and supervision of the District Manager, the Office Administrator is responsible for the performance of a variety of general and complex administrative duties, including all clerical, secretarial, bookkeeping, accounting and receptionist functions of the District. The position constitutes a confidential employee and is responsible for maintaining the District's fiscal and personnel files. The employee provides administrative support to the District Manager and assists at meetings of the Board of Trustees. The employee is a primary contact person with the public and must represent the District well, and the employee must maintain neatness, accuracy and efficiency in conduct of work. The position requires the application of accounting knowledge and bookkeeping principles and skills in maintaining financial and payroll records. The employee assists with the development and utilization of computer technology, including software applications and hardware needs of a mosquito abatement district office.~~

Example of Duties:

- Process and manage payroll, federal and state fees and reports, quarterly and annual tax requirements, and District's retirement fees and reports, track and record employee salary, wage and wage adjustments and deductions, hours, benefits, vacation and sick leave;
- Process and manage pre-employment and employment forms, records and other paperwork for regular and seasonal employees, and keep current with employment and employee benefit law requirements;
- Work with District Manager in developing and monitoring annual budget;
- Receive and process all invoices, bills and accounts payable, track and account for expenditures, income and revenue, and perform bank and credit card reconciliations;

- Set up and maintain budgetary control and fiscal records, prepare financial records, process journal entries and act as the District contact for annual financial audit;
- Process and monitor worker's compensation, vehicle, property and liability claims through the District's third-party administrator, and complete and process required yearly reports;
- Implement and maintain filing system for District business records and correspondence, including minutes, resolutions, policies, agreements and contracts, personnel records, property and equipment records;
- Obtain yearly pesticide use permits through the county ag departments and enter monthly pesticide use reports;
- Prepare material and information for Board of Trustee meetings, attend meetings, take notes of proceedings and prepare meeting minutes;
- Purchase office supplies and equipment and maintain inventories, arrange office equipment maintenance agreements;
- Keep informed and knowledgeable in areas specific to and related to office management and job duties, and in District programs including retirement, workers' compensation and other insurance, and health benefits;
- Prepare reports and recommendations associated with District activities and programs.
- Answer telephone calls, process and schedule requests for service;
- Train, direct and supervise clerical employees; and
- Perform, occasionally, other tasks or functions not stated in this description, but within the scope of experience and capability, and related work as required.

Minimum Qualifications:

Education and Experience: ~~An Possess an~~ Associate Degree or higher in business administration or a related field from an accredited college or university and three years of verifiable professional level office administrative experience; or an equivalent combination of education and experience that demonstrates a sufficiency to successfully perform the essential duties as listed above.

Licenses, Certifications, Examinations: Applicant must have a valid California Driver's License and have and maintain a good driving record, ~~and be insurable under the District's insurance carrier.~~

Applicant must possess the ability to obtain and maintain a Mosquito Control Technician Certificate from the California State Department of Public Health.

Applicant must successfully complete a pre-placement physical examination, background check, drug screen and agree to participate in the California DMV pull notice program.

~~Applicant must successfully complete a pre-placement physical examination, drug screen and background check.~~

Knowledge of:

- Modern office methods and procedures, equipment, organizational skills, and record keeping principles and procedures;
- Office finance, bookkeeping and payroll, and computation skills;
- Computer software programs and applications, including Quick Books accounting software, Microsoft Office Suite and Google programs, databases, spreadsheets, word processing, and use of e-mail and internet;
- Correct English usage, spelling, grammar, and punctuation, and principles of composition and report writing; and
- Fundamentals and techniques of employee supervision.

Ability to:

- Work independently, set priorities, stay on task and meet critical deadlines;
- Perform effectively under heavy workloads and stressful situations;
- Establish effective and cooperative working relationships;
- Interact with the public and coworkers in a tactful and courteous manner and maintain composure and professionalism in adverse situations;
- Maintain a high level of organizational skills;
- Keep subordinate staff on task and appointment schedules.
- Accept assignments and follow written and verbal instructions; and
- Communicate effectively verbally and in writing.
- Maintain confidentiality in all matters as required.

The Employee must be able to collaborate effectively, contribute their skills, talents, and interests to support the organization, and seek accurate information to advance the District's mission of enhancing community health, comfort, and prosperity through the continuous and effective control of disease-carrying and pest mosquitoes.

Essential Functions:

Individual must be sighted, with the ability to demonstrate close vision, distance vision, peripheral vision, depth perception and color vision, and have a minimum of single-ear aided hearing. Individual must have mobility of arms to be able to reach, lift and to carry objects, and dexterity of hands to grasp and manipulate small objects and perform repetitive motion associated with computer usage. Individual must be able to stand, stoop, reach, bend, twist, balance, push, pull, squat/crouch, kneel, climb and ~~to~~ walk on uneven surfaces. Individual must be able to regularly stand for extended periods of time and to sit for extended periods of time. Individual must be able to regularly lift and move objects up to 10 pounds and periodically lift and move objects up to 40 pounds.

Working Conditions:

This individual must be able to work in an office environment with extended exposure to computer screens and office equipment. While performing the duties of this position, the individual is occasionally exposed to toxic or caustic chemicals, fumes or airborne particles, high and precarious places, outside weather conditions and other health hazards. The individual is frequently exposed to moving mechanical parts and is frequently exposed to verbal confrontations from members of the public. The noise level in the work environment is usually moderate but may occasionally be loud.

CONSOLIDATED MOSQUITO ABATEMENT DISTRICT**DATA MANAGEMENT ASSOCIATE****Position Definition, Description and Characteristics:**

Under the supervision defined in the District's organizational chart, ~~Under the direction and supervision of the Superintendent of Operations,~~ the Data Management Associate performs data input and management work and functions. The Data Management Associate assists with the utilization of the District's data management systems, District website and social media sites, and informational and educational material. Incumbent assists with the day-to-day clerical functions of a mosquito abatement district office, is a primary contact person with the public, must represent the District well before the public, and must maintain neatness, accuracy and efficiency in conduct of work.

Example of Duties:

- Compile and enter records and information into the District's data management system.
- Develop and implement efficient and secure procedures for effective data management and analysis, with attention to all technical aspects.
- Formulate management techniques for data collection to ensure value and accuracy.
- Provide staff with ~~training and~~ support on data collection procedures and use of records. Establish rules and procedures for data sharing with staff.
- Assist with reports and data extraction as needed.
- Monitor and analyze information and data systems and develop and evaluate performance enhancements.
- Ensure digital databases and archives are protected from data losses.
- Troubleshoot data-related problems and provide maintenance or modification.
- Is responsible for the processing of aerial/satellite imagery.
- Assist with the utilization and maintenance of the District Geographic Information System (GIS) program and associated records.
- ~~Assist with maintenance of District website and social media sites.~~ Receive, sort and route electronic mail, website requests and correspondence.
- Assist with preparing multimedia forms of informational and educational material such as pamphlets, flyers, exhibits and audio-visual presentations.
- Answer telephone, take service requests and route incoming phone calls. Prepare service requests from the public and route them to the appropriate personnel.
- Assist with organizing files, other forms of record keeping, reports, and correspondence.
- Maintain confidentiality of a variety of sensitive information.
- Keep informed on current developments in areas of job duties and responsibilities; ~~and~~ attend training sessions and workshops as required; ~~and~~

- Perform, occasionally, other tasks or functions not stated in the description, but within the scope of experience and capabilities.

Minimum Qualifications:

Education and Experience: Possess a combination of education, training and experience that demonstrates a sufficiency to successfully perform the essential duties as listed above.

Licenses, Certifications, Examinations: Applicant must have a valid California Driver's License and have and maintain a good driving record, ~~and be insurable under the District's insurance carrier.~~

Applicant must possess the ability to obtain and maintain a Mosquito Control Technician Certificate from the California State Department of Public Health.

Applicant must successfully complete a pre-placement physical examination, background check, drug screen and agree to participate in the California DMV pull notice program.

~~Applicant must successfully complete a pre-placement physical examination, drug screen and background check.~~

Knowledge of:

- Modern office methods and procedures, equipment, and record-keeping principles/procedures;
- Computer software programs and applications, including ESRI ArcGIS, Microsoft Office Suite programs, databases, spreadsheets, word processing, and use of e-mail and internet;
- Correct English usage, spelling, grammar, and punctuation, and principles of composition and report writing; and
- Professional standards and ethics for daily work and when communicating with the public.

Ability to:

- Work independently, set priorities, stay on task and meet critical deadlines;
- Perform effectively under heavy workloads and stressful situations;
- Establish effective and cooperative working relationships;
- Interact with the public and coworkers in a tactful and courteous manner and maintain composure and professionalism in adverse situations;
- Maintain a high level of organizational skills;
- Accept assignments and follow written and verbal instructions; and
- Communicate effectively verbally and in writing.

The Employee must be able to collaborate effectively, contribute their skills, talents, and interests to support the organization, and seek accurate information to advance the District's mission of enhancing community health, comfort, and prosperity through the continuous and effective control of disease-carrying and pest mosquitoes.

Essential Functions:

Individual must be sighted, with the ability to demonstrate close vision, distance vision, peripheral vision, depth perception and color vision, and have a minimum of single-ear aided hearing. Individual must have mobility of arms to be able to reach, lift and to carry objects, and dexterity of hands to grasp and manipulate small objects and perform repetitive motion associated with computer usage. Individual must be able to stand, stoop, reach, bend, twist, balance, push, pull, squat/crouch, kneel, climb and to walk on uneven surfaces. Individual must be able to regularly stand for extended periods of time and to sit for extended periods of time. Individual must be able to regularly lift and move objects up to 10 pounds and periodically lift and move objects up to 40 pounds.

Working Conditions:

This individual must be able to work in an office environment with extended exposure to computer screens and office equipment. While performing the duties of this position, the individual is occasionally exposed to toxic or caustic chemicals, fumes or airborne particles, high and precarious places, outside weather conditions and other health hazards. The individual is frequently exposed to moving mechanical parts and is frequently exposed to verbal confrontations from members of the public. The noise level in the work environment is usually moderate but may occasionally be loud.

CONSOLIDATED MOSQUITO ABATEMENT DISTRICT**VECTOR BIOLOGIST****Position Definition, Description and Characteristics:**

Under the supervision defined in the District's organizational chart, the Vector Biologist conducts professional biological work focused on the surveillance and control of mosquitoes, other vectors, and vector-borne diseases. They also contribute to public information, education, and outreach efforts. This role is responsible for executing various aspects of the District's scientific and technical programs, applying expertise in entomology, biology, ecology, microbiology, and biostatistics, as well as scientific methodology. The Vector Biologist designs and conducts research projects, assists in training and supervising program staff, and serves as a technical advisor to both District staff and the public. Additionally, they act as the District's Safety Officer. The position is largely self-directed and oversees the work of seasonal and temporary surveillance and laboratory assistants.~~Under the direction of the District Manager and Director of Science and Outreach, the Vector Biologist performs professional, biological work related to the surveillance and control of mosquitoes, other vectors and vector borne diseases; and assists in work related to public information, education and outreach. The Vector Biologist is responsible for conducting and executing various aspects of the District's scientific and technical programs by applying the knowledge associated with the disciplines of entomology, biology, ecology, microbiology and biostatistics and the principles of scientific methodology, and for designing and conducting research projects. The Vector Biologist assists in training and supervision of staff within these programs, serves as a technical advisor to District staff and to the public, and serves as the District's Safety Officer. The position is largely self-directed and supervises the work and activities of seasonal and temporary surveillance and laboratory assistants.~~

Example of Duties:

- ~~Assists~~Is a program lead inwith planning and implementing the various elements of the District's mosquito and mosquito-borne disease surveillance programs;
- Performs scientific investigative studies, evaluations and analyses, uses interpretive and statistical methods to evaluate data, and prepares reports and recommendations associated with components of District activities and programs;
- Collects, identifies and processes mosquito and vector specimens, conducts population surveys and vector distribution studies, performs vector-borne disease surveillance as required, evaluates the health significance of vector populations and recommends control measures;
- Compiles and maintains records associated with the District's surveillance program and disseminates them to appropriate personnel;

- Collaborates with the Vector Management Specialist to investigatees the tolerance and resistance of mosquitoes and vectors to pesticides and recommends changes in control measures as indicated;
- Assists with planning and implementing the District's information and public education/awareness programs, including community and media events and school classroom presentations;
- Oversees the establishment and maintenance of mosquito colonies;
- Supervises the work performance of certain District personnel;
- Keeps informed and knowledgeable in scientific arenas and on current developments in mosquito and vector control, and participates and presents reports and research findings at conferences and meetings as required;
- Collaborates with University faculty and researchers in development and execution of relevant vector research projects and proposals;
- Collaborates with outside agencies to coordinate and facilitate the work of the District;
- Performs, occasionally, other tasks or functions not stated in this description, but within the scope of experience and capability; and
- Performs related work as required.

Minimum Qualifications:

Education: Graduation from an accredited college or university with a Bachelor of Arts or Science degree in biology or related scientific field, and with coursework in entomology.

Experience: Experience working in vector control and/or demonstrating a working knowledge of vector surveillance programs and strategies and vector identification.

Licenses, Certifications, Examinations: Applicant must have a valid California Drivers License and have and maintain a good driving record, ~~and be insurable under the District's insurance carrier.~~

Applicant must possess the ability to obtain and maintain a Mosquito Control Technician Certificate, ~~a Vertebrate Control Certificate and a Terrestrial Invertebrate Vector Control Certificate~~ from the California State Department of Public Health.

Applicants must successfully complete a pre-placement physical examination, background check, drug screen and agree to participate in the California DMV pull notice program.

~~Applicant must successfully complete a pre-placement physical examination, respirator training and drug screen.~~

Knowledge of:

- Fundamentals and techniques of employee supervision;

- Organization and operation of a mosquito control district, use and application of pesticides for mosquito control and details and elements of vector and vector-borne disease surveillance ;
- Biological, chemical, and physical science principles at a working professional level;
- Fundamentals of mathematics, including biostatistics, units of measure, quantification and computation;
- ~~Fundamental mathematics, algebra, and biostatistics;~~
- Research techniques and investigative methods;
- Basic use and operation of Geographic Information System programs and data management;
- Basic use and operations of a Microsoft Windows®-based PC and MS Office® software;
- Scientific data and record keeping; and
- Correct English usage, spelling, grammar and punctuation; and principles of composition and report writing.

Ability to:

- Communicate with groups and individuals in a direct, honest, effective, and courteous manner, including individuals who are discourteous or angry;
- Work cooperatively with co-workers to resolve problems, issues or disagreements;
- Possess a high level of organizational skills;
- Keep on task and on time while working on multiple projects, programs and appointments;
- Keep subordinate staff on task and appointment schedules;
- Speak and write clearly and effectively in English;
- Collect and keep accurate, detailed records; and
- Read, understand, interpret, evaluate and apply laws, policies, rules, regulations, contracts, guidelines, and literature of the profession;

Essential Functions:

Incumbent must be able to perform routine work while using required safety equipment, including the use of a respirator.

Incumbent must be sighted, with the ability to demonstrate close vision, distance vision, peripheral vision and depth perception and have a minimum of single-ear aided hearing. Incumbent must have complete and normal mobility of arms to reach and to carry objects, and dexterity of hands to grasp and manipulate small objects. Incumbent must be able to stand, stoop, reach, ~~and~~ bend, and ~~to~~ walk on uneven terrain, such as fields, dirt banks, natural and cement stream beds, and shallow ponds. Incumbent must be without physical limitations that would prevent climbing ladders and performing customary and usual activities associated with field operational mosquito surveillance and control activities. Incumbent must frequently lift and move up to 25 pounds, and occasionally lift and move up to 50 pounds.

Working Conditions:

While performing the duties of this position, the incumbent is frequently exposed to shallow and deep bodies of water of various sizes, wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and outside weather conditions. The incumbent may occasionally be exposed to toxic, noxious or irritating plants and venomous or potentially dangerous animals. The noise level in the work environment is usually moderate, but may occasionally be loud. The incumbent may be called on for evening and weekend work, as assigned.

CONSOLIDATED MOSQUITO ABATEMENT DISTRICT
ASSOCIATE BIOLOGIST

Position Definition, ~~Description~~ and Characteristics:

~~Under the supervision defined in the District's organizational chart, the Associate Biologist conducts professional biological work focused on monitoring and controlling mosquitoes, other vectors, and vector-borne diseases. Additionally, they support public information, education, and outreach initiatives. The Associate Biologist helps train and supervise staff involved in surveillance programs and serves as a technical advisor to both District staff and the public. This role is largely self-directed and supports the Vector Biologist overseeing the work of seasonal and temporary surveillance and laboratory assistants as needed. Under the general direction of the District Manager and Superintendent of Operations and direct supervision of the Science Education Coordinator, the Associate Biologist performs professional, biological work related to the surveillance and control of mosquitoes, other vectors and vector-borne diseases; and assists in work related to public information, education and outreach. The Associate Biologist assists in training and supervision of staff within the surveillance programs and serves as a technical advisor to District staff and to the public. The position is largely self-directed and supervises the work and activities of seasonal and temporary surveillance and laboratory assistants.~~

Example of Duties:

- Assists with planning and implementing the various elements of the District's mosquito and mosquito-borne disease surveillance programs;
- Collects, identifies and processes mosquito and vector specimens, performs vector-borne disease surveillance as required;
- Compiles and maintains records associated with the District's surveillance program and disseminates them to appropriate personnel and the public;
- Maintains and manages the District's mosquitofish rearing program;
- Assists with evaluating and monitoring various components of the District's mosquito control program, including insecticide efficacy and susceptibility/resistance;
- Prepares reports and recommendations associated with District activities and programs;
- ~~Assists with planning and implementing the District's information and public education/awareness programs, including community and media events and school classroom presentations;~~
- Assists the Vector Biologist with the maintenance of mosquito colonies as needed;
- Supervises the work performance of certain District personnel;
- Keeps informed and knowledgeable in scientific arenas and on current developments in mosquito and vector control, and participates in conferences and meetings as required;

- Assists with scientific investigative studies and assists University faculty and other researchers in development and execution of relevant vector research projects and proposals;
- Collaborates with outside agencies to coordinate and facilitate the work of the District;
- Performs, occasionally, other tasks or functions not stated in this description, but within the scope of experience and capability; and
- Performs related work as required.

Minimum Qualifications:

Education: Graduation from an accredited college or university with a Bachelor of Arts or Science degree in biology or related scientific field.

Experience: Experience working in vector control and/or demonstrating a working knowledge of vector surveillance programs and strategies and vector identification.

Licenses, Certifications, Examinations: Applicant must have a valid California Driver's License and have and maintain a good driving record, ~~and be insurable under the District's insurance carrier.~~

Applicant must possess the ability to obtain and maintain a Mosquito Control Technician Certificate, ~~a Vertebrate Control Certificate and a Terrestrial Invertebrate Vector Control Certificate~~ from the California State Department of Public Health.

Applicants must successfully complete a pre-placement physical examination, background check, drug screen and agree to participate in the California DMV pull notice program.

~~Applicant must successfully complete a pre-placement physical examination, respirator training, drug screen and background check.~~

Knowledge of:

- Fundamentals and techniques of employee supervision;
- Organization and operation of a mosquito control district and details and elements of vector and vector-borne disease surveillance;
- Biological, chemical, and physical science principles at a working professional level;
- Fundamentals of mathematics, including biostatistics, units of measure, quantification and computation;
- Research techniques and investigative methods;
- Basic use and operation of computer software applications, databases, spreadsheets, word processing, e-mail and internet;
- Scientific data and record keeping; and
- Correct English usage, spelling, grammar and punctuation; and principles of composition and report writing.

Ability to:

- Establish effective and cooperative working relationships and communicate with the public, government agencies and coworkers in a tactful and courteous manner, and maintain composure and professionalism in adverse situations;
- Possess a high level of organizational skills;
- Keep on task and on time while working on multiple projects, programs and appointments;
- Keep subordinate staff on task and appointment schedules;
- Speak and write clearly and effectively in English;
- Collect, organize, retrieve and analyze data and materials, maintain and produce concise and accurate records, reports and presentations, and make accurate mathematical computations; and
- Read, understand and apply laws, policies, rules, regulations, contracts, guidelines, and literature of the profession.

The Employee must be able to collaborate effectively, contribute their skills, talents, and interests to support the organization, and seek accurate information to advance the District's mission of enhancing community health, comfort, and prosperity through the continuous and effective control of disease-carrying and pest mosquitoes.

Essential Functions:

The position of Associate Biologist will require work which is varied in nature, including indoor office work and outdoor physical work. Individual must be able to perform routine work while using required safety equipment.

Individual must be sighted, with the ability to demonstrate close vision, distance vision, peripheral vision and depth perception and have a minimum of single-ear aided hearing. Individual must have complete and normal mobility of arms to reach and to carry objects, and dexterity of hands to grasp and manipulate small objects. Individual must be able to stand, stoop, reach ~~and~~, bend, and ~~to~~ walk on uneven terrain, such as fields, dirt banks, natural and cement stream beds and shallow ponds. Individual must be without physical limitations that would prevent climbing ladders and performing customary and usual activities associated with field operational mosquito surveillance and control activities. Individual must regularly lift and move objects up to 10 pounds, frequently lift and move up to 25 pounds and occasionally assist in lifting and moving objects up to ~~100~~50 pounds.

Working Conditions:

While performing the duties of this position, the individual may be exposed to shallow and deep bodies of water of various sizes, pesticides, chemicals and other health hazards; inclement weather conditions; and verbal confrontations from members of the public. The individual is frequently exposed to wet and/or humid conditions; moving mechanical parts; high, precarious

places; fumes or airborne particles; toxic or caustic chemicals; and outside weather conditions. The individual may occasionally be exposed to toxic, noxious or irritating plants and venomous or potentially dangerous animals. The noise level in the work environment is usually moderate but may occasionally be loud. The individual may be called on for evening and weekend work, as assigned.

CONSOLIDATED MOSQUITO ABATEMENT DISTRICT

VECTOR MANAGEMENT SPECIALIST

Position Definition, Description and Characteristics:

~~Under the supervision defined in the District's organizational chart~~~~Under the direction of the District Manager and Director of Science and Outreach~~, the Vector Management (VM) Specialist performs professional, integrated vector management work using sustainable approaches to manage mosquitoes, other vectors, and vector-borne diseases. The VM Specialist is primarily responsible for evaluating the District's vector and vector-borne disease control programs by applying the knowledge associated with the disciplines of entomology, biology, ecology, microbiology, toxicology, biostatistics, and for designing and conducting applied research using the principles of scientific methodology. The VM Specialist coordinates with senior staff in training and serves as a technical advisor to all District staff and the public. The position is largely self-directed.

Example of Duties:

- Conducts the District insecticide resistance monitoring and management program for adult and immature vectors; investigates tolerance and resistance of mosquitoes to pesticides; and recommends changes in mosquito control measures as indicated;
- Collaborates with the Rural and Urban Program Coordinator in evaluating the impact and efficacy of vector control products in laboratory and field settings;
- Coordinates with residents to establish field study sites;
- Works with the Vector Biologist and consults with District personnel on biology and ecology of vectors;
- Consults with public and private organizations regarding District vector control and insecticide resistance programs;
- Works with the Vector Biologist to organize and coordinate the establishment and maintenance of mosquito colonies;
- Assists with District's mosquito and mosquito-borne disease surveillance programs and activities related to invasive or potentially invasive species such as, but not limited to, *Aedes aegypti*, *Aedes albopictus*, or other species as the need develops;
- Evaluates biological control agents and organisms except mosquitofish, guppies, and other fish species;
- Performs biological and ecological field surveys; completes and writes environmental reports, and other related documents for endangered and/or threatened species and habitats concerned with vector-borne disease prevention, surveillance, and control activities;

- Conducts applied vector research as directed by the Director of Science and Outreach using scientific principles and methodologies, and prepares and writes reports and publications to evaluate new potential tools and products;
- Performs scientific investigative studies as directed by the Director of Science and Outreach, evaluations and analyses, uses interpretive and statistical methods to evaluate data, and prepares reports and recommendations associated with components of District activities and programs;
- Collects, identifies and processes mosquito and vector specimens, conducts population surveys and vector distribution studies, performs vector-borne disease surveillance as required, evaluates the health significance of vector populations and recommends control measures;
- Compiles and maintains records associated with the District's vector management program and disseminates them to appropriate personnel;
- Assists with the District's information and public education/awareness programs;
- Plans and conducts training for District personnel on relevant topics including integrated vector management, endangered and threatened species, and ecological habitats;
- Keeps informed and knowledgeable in scientific arenas and on current developments in mosquito and vector control, and participates and presents reports and research findings at conferences and meetings as required;
- Collaborates with University faculty and researchers in development and execution of relevant vector research projects and proposals;
- Collaborates with outside agencies to coordinate and facilitate the work of the District;
- Performs, occasionally, other tasks or functions not stated in this description, but within the scope of experience and capability; and
- Performs related work as required or directed.

Minimum Qualifications:

Education: Graduation from an accredited college or university with a Bachelor of Arts or Science degree in biology, entomology, public health, environmental science, or a related field.

Experience: Four years of experience working in vector control and demonstrating a working knowledge of integrated vector management programs and strategies. Experience in pesticide handling and insecticide resistance monitoring and management preferred.

Licenses, Certifications, Examinations: Applicant must have a valid California Drivers License and have and maintain a good driving record, ~~and be insurable under the District's insurance carrier.~~

Applicant must possess the ability to obtain and maintain a Mosquito Control Technician Certificate, ~~a Vertebrate Control Certificate, and a Terrestrial Invertebrate Vector Control Certificate~~ from the California State Department of Public Health.

Applicants must successfully complete a pre-placement physical examination, background check, drug screen and agree to participate in the California DMV pull notice program.

~~Applicant must successfully complete a pre-placement physical examination, background check, respirator training, and drug screen.~~

Knowledge of:

- Vector-borne diseases, vector biology, vector control methods and public health principles;
- Project management, program development, data analysis and the use of relevant software tools;
- Knowledge of safety protocols and regulations related to vector control, including the use and application of pesticides;
- Organization and operation of a mosquito control district; biological, chemical, and physical science principles at a working professional level;
- Fundamentals of mathematics, including biostatistics, units of measure, quantification and computation;
- ~~Fundamental mathematics, algebra, and biostatistics;~~
- Research techniques and investigative methods;
- Basic use and operation of Geographic Information System programs and data management;
- Basic use and operations of a Microsoft Windows®-based PC and MS Office® software;
- Scientific data and record keeping; and
- Correct English usage, spelling, grammar and punctuation; and principles of composition and report writing.

Ability to:

- adapt to evolving vector control methods and technologies;
- analyze and problem solve;
- to communicate, interact and engage with individuals, communities and stakeholder groups;
- Speak clearly and effectively in English;
- Write legibly and effectively in English and keep accurate, detailed records; and
- Read, understand, interpret, evaluate and apply laws, policies, rules, regulations, contracts, guidelines, and literature of the profession.

The Employee must be able to collaborate effectively, contribute their skills, talents, and interests to support the organization, and seek accurate information to advance the District's

Previous Revision 11-20-2023

Last Revision 02-18-2025

mission of enhancing community health, comfort, and prosperity through the continuous and effective control of disease-carrying and pest mosquitoes.

Essential Functions:

Individual must be able to perform routine work while using required safety equipment, including the use of a respirator.

Individual must be sighted, with the ability to demonstrate close vision, distance vision, peripheral vision and depth perception and have a minimum of single-ear aided hearing. Individual must have complete and normal mobility of arms to reach and to carry objects, and dexterity of hands to grasp and manipulate small objects. Individual must be able to stand, stoop, reach, ~~and~~ bend, and ~~to~~ walk on uneven terrain, such as fields, dirt banks, natural and cement stream beds, and shallow ponds. Individual must be without physical limitations that would prevent climbing ladders and performing customary and usual activities associated with field operational mosquito surveillance and control activities. Individual must frequently lift and move up to 25 pounds and, regularly occasionally lift and move up to 50 pounds, ~~and occasionally lift and move up to 100 pounds.~~

Working Conditions:

While performing the duties of this position, the individual is frequently exposed to shallow and deep bodies of water of various sizes, wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and outside weather conditions. The individual may occasionally be exposed to toxic, noxious or irritating plants and venomous or potentially dangerous animals. The incumbent may be exposed to verbally abusive behavior from hostile individuals. The noise level in the work environment is usually moderate, but may occasionally be loud. The individual may be called on for evening and weekend work.

CONSOLIDATED MOSQUITO ABATEMENT DISTRICT

GIS/IT SPECIALIST

Position Definition, ~~Description~~ and Characteristics:

Under the supervision defined in the District's organizational chart, ~~Under the general direction of the District Manager and direct supervision of the Office Administrator,~~ the GIS/IT Specialist is responsible for coordinating the regular operation and maintenance of the Geographic Information System (GIS) for the District. The position evaluates and implements new developments in information technology (IT) systems.

Example of Duties:

- Plans, produces and maintains electronic and paper maps, including but not limited to, digitizing and editing base layers, updating control/surveillance routes, treatment sources, service requests and material use records, and trap sites using District GIS applications and databases;
- Assists with collecting, assembling, and verifying current and historical spatial records;
- Analyzes spatial and temporal data used to facilitate and evaluate District control and surveillance programs;
- Is responsible for maintaining all public facing datasets, maps and dashboards containing District data
- Maintains District websites and public-facing web resources.
- Assists in creating and implementing practices, policies and procedures for storage and retrieval of data;
- Develops and maintains the District's information and computer technology and recommends purchases, updates and upgrades to computer systems as needed to maintain optimum productivity and performance;
- Sets up and installs new computer systems and software for staff;
- Maintains the District's inventory on field devices and technology equipment
- Produces daily and monthly reports such as source identification/location, pesticide, material and equipment use, employee field activities, service requests and other related spatial summary reports;
- Assists with answering phone calls and takes, prepares and routes service requests, questions and complaints from the public as needed;
- Trains staff on the District's GIS and electronic field equipment use and safety;
- Provides support to all staff using the District GIS and associated applications;
- Under direction, makes contact and collaborates with appropriate vendors and outside agencies to coordinate and benefit the GIS program of the District;
- Keeps informed and knowledgeable on developments in the electronic data and information fields and attends training courses, meetings and seminars to maintain skill levels; and
- Performs, occasionally, other tasks, functions and related work as required.

Minimum Qualifications:

Education: Graduation from an accredited college or university with a Bachelor's degree or higher in the field of geographical information systems, geography, civil or environmental engineering, environmental science or a related field, or a related field, along with GIS experience in GIS.

Licenses, Certifications, Examinations: Applicant must have a valid California Driver's License, have and maintain a good driving record, ~~and be insurable under the District's insurance carrier.~~

Applicant must possess the ability to obtain and maintain a Mosquito Control Technician Certificate from the California State Department of Public Health.

Applicant must successfully complete a pre-placement physical examination, background check, drug screen and agree to participate in the California DMV pull notice program.

~~Applicant must successfully complete a pre-placement physical examination, drug screen and background check.~~

Knowledge of:

- Basic principles, methods and tools used in cartography and geography, and basic drafting and mapping concepts;
- Operation of computer software applications, databases, spreadsheets, word processing, e-mail and internet;
- Operation of GIS applications, such as ArcGIS, ArcPro, Google Earth or other related software and peripherals;
- Correct business English, good grammar, punctuation and spelling;
- Basic mathematics including understanding of units of measure, both tangible and spatial, and quantification and computation; and
- Fundamentals and techniques of employee supervision and training.

Ability to:

- Collect, organize, retrieve and analyze data and materials, maintain and produce concise and accurate maps, records, reports and presentations, and make accurate mathematical computations, and balance and reconcile accounts;
- Troubleshoot and analyze data to develop logical solutions to problems, identify alternate solutions, and determine consequences of proposed actions and implement recommendations;
- Prepare and implement training programs;
- Establish effective and cooperative working relationships and communicate with the public, government agencies and coworkers in a tactful and courteous manner, and maintain composure and professionalism in adverse situations;

- Learn and understand basic organization and operation of a mosquito control district and elements of vector and vector-borne disease surveillance and control.
- Learn and understand pesticides used in mosquito and vector control, including application rates, and safety policies and procedures;
- Learn, understand and apply pertinent federal, State and local laws, rules and regulations related to mosquito and vector control and environmental regulations; and
- Read, understand and apply District policies, personnel manual, other standard operating guidelines, contracts and literature of the profession.

The Employee must be able to collaborate effectively, contribute their skills, talents, and interests to support the organization, and seek accurate information to advance the District's mission of enhancing community health, comfort, and prosperity through the continuous and effective control of disease-carrying and pest mosquitoes.

Essential Functions:

The position of GIS/IT Specialist will require work which is varied in nature, including indoor office work and occasional outdoor physical work. Individual must be able to perform routine work while using required safety equipment.

Individual must be sighted, with the ability to demonstrate close vision, distance vision, peripheral vision and depth perception and have a minimum of single-ear aided hearing. Individual must have complete and normal mobility of arms to reach and to carry objects, and dexterity of hands to grasp and manipulate small objects. Individual must be able to stand, stoop, reach, ~~and~~ bend, ~~and~~ ~~and-to~~ walk on uneven terrain. Individual must be without physical limitations that would prevent climbing ladders and performing customary and usual activities associated with field operational mosquito surveillance and control activities. Individual must regularly lift and move objects up to 10 pounds, frequently lift and move up to 25 pounds and occasionally assist in lifting and moving objects up to ~~100~~ 50 pounds.

Working Conditions:

While performing the duties of this position, the individual may be exposed to pesticides, chemicals and other health hazards; inclement weather conditions; and verbal confrontations from members of the public. The individual may occasionally be exposed to toxic, noxious or irritating plants and venomous or potentially dangerous animals. The noise level in the work environment is usually moderate but may occasionally be loud. The individual may be called on for evening and weekend work, as assigned.

CONSOLIDATED MOSQUITO ABATEMENT DISTRICT

MECHANIC

Position Definition and Characteristics:

~~Under the supervision defined in the District's organizational chart, Under direction of the District Manager and Field Supervisor,~~ the Mechanic services, maintains, and/or repairs automotive, construction, spray and related equipment; does light welding and fabrication; and maintains a store of supplies.

Example of Duties:

- Plans and implements a schedule of preventive maintenance and servicing for District vehicles and equipment.
- Performs skilled mechanical work in the maintenance and repair of vehicles, spray equipment and other equipment and contracts out repairs when necessary.
- Disassembles, adjusts, repairs, overhauls or replaces defective parts in engines, starters, clutches, transmissions, differentials, brakes, steering, electrical and other systems.
- Does light welding, fabricates special equipment as necessary and modifies commercial equipment to fit District needs.
- Installs, repairs and calibrates pesticide spray equipment.
- Keeps detailed records of vehicle and equipment history, service and maintenance.
- Maintains District supply stores for the operation of vehicles and equipment, safety equipment and janitorial supplies, issues supplies and material as necessary for proper operation of District Depots, and keeps accurate records of supplies and materials ordered, received, stored, issued and used.
- Provides instruction in the proper use and care of vehicles, shop equipment, spray equipment and other equipment.
- Under direction of District Manager, is responsible for budgeting, purchasing and record keeping for vehicle and equipment maintenance.
- Tows disabled vehicles back to District shop or to repair station and uses winch to extract vehicles that become stuck.
- Keeps records of generated hazardous wastes (antifreeze, filters, motor oil, etc.).
- Is responsible for maintenance and orderliness of the Automotive and Welding Shop.
- Supervises employees assigned to assist in mechanical work and facility maintenance.

Other Functions:

- Performs, occasionally, other tasks or functions not stated in this description, but within the scope of experience and capability.

- Performs related work as required.

Minimum Qualifications:

Minimum Employment Standards / Qualifications:

Education and Experience:

- Graduation from high school or its equivalent.
- Three (3) years of recent, full-time, journeyman-level experience in the maintenance and repair of automotive equipment.
- ~~• Employee must possess and maintain a valid California Driver's License.~~
- ~~• Employee must have and maintain a driving record that is acceptable to the District and its insurance carrier.~~
- ~~• Employment is contingent upon candidate passing a physical examination that includes a drug test.~~
- ASE certification is beneficial, but not required.
- Appointee serves a one year probationary period.

Licenses, Certifications, Examinations: Applicant must have a valid California Drivers License and have and maintain a good driving record.

Applicant must successfully complete a pre-placement physical examination, background check, drug screen and agree to participate in the California DMV pull notice program.

Knowledge, Skills and Abilities: Knowledge of:

Knowledge of principles and methods of automotive equipment mechanics and repairs, including tools and equipment used in the maintenance and repair of such equipment.

Knowledge of principles and methods of motorcycle/ATV equipment mechanics and repairs would be beneficial.

Ability to read and understand manufacturer's specifications and repair manuals; operate automotive computer diagnostic equipment; set-up and monitor preventive maintenance program for District's vehicles and equipment; operate common machine tools and do light welding and fabrication.

Ability to speak clearly and effectively in English; write legibly and effectively in English and keep accurate, detailed records; read, understand, interpret, evaluate and apply laws, policies, rules, contracts, guidelines, and literature of the profession; compile numerical information; work with a high degree of independence; appear for work on time; accept assignments from persons

working at a higher level; understand and effectively carry out oral and written instructions; communicate with the public and other District employees in a tactful, courteous, and professional manner, and operate a motor vehicle and other specialized types of transport as needed.

The Employee must be able to collaborate effectively, contribute their skills, talents, and interests to support the organization, and seek accurate information to advance the District's mission of enhancing community health, comfort, and prosperity through the continuous and effective control of disease-carrying and pest mosquitoes.

Essential Functions:

Employee must be sighted, with the ability to demonstrate close vision, distance vision, peripheral vision and depth perception and have a minimum of single-ear aided hearing. Employee must have complete and normal mobility of arms to reach and to carry objects, and dexterity of hands to grasp and manipulate small objects. Employee must be able to stand, stoop, reach and bend and to walk on uneven terrain, such as fields, dirt banks, natural and cement stream beds, and shallow ponds. Employee must be without physical limitations that would prevent climbing ladders and performing customary and usual activities associated with the maintenance and repair of vehicles, equipment and facilities. Employee must frequently lift and move up to 25 pounds, regularly lift and move up to 50 pounds, and occasionally lift and move up to 100 pounds. Lifting of heavier objects in excess of 100 pounds is an infrequent aspect of this position.

Essential Physical Requirements:

Ability to:

- Stand while operating vehicle hoist.
- Walk to and from vehicle to stuck/high-centered vehicles.
- Sit in truck, or desk doing paperwork.
- Lift 50 pound vehicle parts including tires, wheels batteries, starters, etc.
- Push vehicle parts and supplies into truck bed.
- Pull starters on engines; pulling hoses from hose reels.
- Stoop to make engine repairs, operate tire changing machine and balancer.
- Twist back when installing replacement parts.
- Reach at shoulder level to make repairs to vehicles on hoist.
- Use tools such as wrenches, hammers, screwdrivers.
- Use power tools such as air ratchet, drill, chop saw, drill press, tire changer.
- Crouch to make brake repairs.
- Kneel to remove/install tires and wheels or to inspect undercarriage.

Working Conditions:

While performing the duties of this position, the employee is frequently exposed to hot and/or humid conditions; moving mechanical parts, high precarious places, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The employee may occasionally be exposed to toxic, noxious or irritating plants and venomous or potentially dangerous animals. Overtime is an infrequent aspect of this position, although it may occasionally be necessary.

Environmental Demands:

- Exposure to extreme heat in summer months.
- Exposure to extreme noise of motors, spray motors, power tools.
- Exposure to chemical hazards from fumes and/or odors of chemicals (gasoline, lubricants, solvents) and pesticides.

CONSOLIDATED MOSQUITO ABATEMENT DISTRICT**URBAN PROGRAM COORDINATOR****Position Definition, Description and Characteristics:**

~~Under the supervision defined in the District's organizational chart~~~~Under the direction of the District Manager~~, the Urban Programs Coordinator is responsible for the general, day-to-day, field operations and implementation of the District's urban residential vector control programs, including the green pool, invasive *Aedes* and storm drain programs, on a District-wide basis. The Urban Programs Coordinator assists in the planning, development and organization of the urban vector control programs, and is responsible for evaluating the programs and assists with programmatic changes and modifications. The Urban Programs Coordinator supervises, hires, trains, directs and assists field personnel, including Area Supervisors in their daily operational work activities. The employee is a primary contact person with the public regarding urban residential vector control issues, and assists the ~~Director of Science and Outreach~~~~Science Education Coordinator~~ with public education and awareness and community outreach.

Example of Duties:

- Plans, directs and supervises the District-wide operations of the green pool and other urban sources program, and the invasive *Aedes aegypti* control program;
- Oversees the use of an Inspection and Abatement Warrant for backyard access;
- Trains, instructs, supervises and evaluates subordinates in work assignments;
- Assists in recruitment, selection, evaluation and disciplining of operational personnel;
- Maintains organized files and records, and conducts field inspections and observations to evaluate the vector control program, and provides the District Manager with regular updates; Supervises service requests related to the invasive *Aedes* program, and to the green pool and other urban sources program;
- Assists in pesticide use recommendations and manages pesticide inventory for the urban program;
- Is the point person for follow-up with dissatisfied or uncooperative residents associated with the green pool and invasive *Aedes* programs, and addresses service requests that require a higher level of expertise to resolve;
- Meets and works with "special needs" residents and the elderly regarding urban programs;
- Collaborates with the ~~Science Education Coordinator~~~~Director of Science and Outreach~~ to provide education and information to businesses, mobile home parks, apartment/condominium complexes, schools, and others, in response to service requests;
- Assists the ~~Director of Science and Outreach~~~~Science Education Coordinator~~ with content development for production of educational and informational materials;
- Collaborates with outside agencies to coordinate and facilitate the work of the District;
- Performs the work of an Area Supervisor as circumstances require;

- Performs, occasionally, other tasks or functions not stated in this description, but within the scope of experience and capability; and
- Performs related work as required.

Minimum Qualifications:

Education and Experience: Graduation from an accredited college or university with a Bachelor of Arts or Science degree; or six years of experience in vector control or a related field, with a minimum of five years at the supervisory level. Demonstration of a working knowledge of vectors and vector control strategies.

Licenses, Certifications, Examinations: Applicant must have a valid California Drivers License and have and maintain a good driving record, ~~and be insurable under the District's insurance carrier.~~

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Applicant must possess the ability to obtain and maintain a Mosquito Control Technician Certificate, ~~a Vertebrate Control Certificate and a Terrestrial Invertebrate Vector Control Certificate~~ from the California State Department of Public Health.

~~Applicant must successfully complete a pre-placement physical examination, background check, drug screen and agree to participate in the California DMV pull notice program.~~

~~Applicant must successfully complete a pre-placement physical examination, respirator training and drug screen.~~

Knowledge of:

- Fundamentals and techniques of employee supervision;
- Organization and operation of a mosquito control district, use and application of pesticides for mosquito control, and elements of vector and vector-borne disease surveillance;
- Collection, analysis and interpretation of data associated with vector surveillance and control activities;
- Fundamental mathematics and calculations used to determine pesticide application rates;
- Rules and regulations on pesticide use and vector control activities;
- Basic use and operations of a Microsoft Windows[®]-based PC and MS Office[®] software; and
- Correct English usage, spelling, grammar and punctuation; and principles of composition and report writing.

Ability to:

- Communicate with groups and individuals in a direct, honest, effective, and courteous manner, including individuals who are discourteous or angry;
- Work cooperatively with co-workers to resolve problems, issues or disagreements;
- Possess a high level of organizational skills;
- Keep on task and on time while working on multiple projects, programs and appointments;
- Keep subordinate staff on task and appointment schedules;
- Speak and write clearly and effectively in English;
- Collect and keep accurate, detailed data and records; and
- Read, understand, interpret, evaluate and apply laws, policies, rules, regulations, contracts, guidelines, and literature of the profession.

The Employee must be able to collaborate effectively, contribute their skills, talents, and interests to support the organization, and seek accurate information to advance the District's mission of enhancing community health, comfort, and prosperity through the continuous and effective control of disease-carrying and pest mosquitoes.

Essential Functions:

Incumbent must be able to perform routine work while using required safety equipment, including the use of a respirator.

Incumbent must be sighted, with the ability to demonstrate close vision, distance vision, peripheral vision and depth perception and have a minimum of single-ear aided hearing. Incumbent must have complete and normal mobility of arms to reach and to carry objects, and dexterity of hands to grasp and manipulate small objects. Incumbent must be able to stand, stoop, reach, ~~and~~ bend, and ~~to~~ walk on uneven terrain, such as fields, dirt banks, natural and cement stream beds, and shallow ponds. Incumbent must be without physical limitations that would prevent climbing ladders and performing customary and usual activities associated with field operational mosquito surveillance and control activities. Incumbent must frequently lift and move up to 25 pounds, and occasionally lift and move up to 50 pounds.

Working Conditions:

While performing the duties of this position, the incumbent is frequently exposed to shallow and deep bodies of water of various sizes, wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and outside weather conditions. The incumbent may occasionally be exposed to toxic, noxious or irritating plants and venomous or potentially dangerous animals. The incumbent may be exposed to verbally abusive behavior from hostile individuals. The noise level in the work environment is usually moderate but may occasionally be loud. The incumbent may be called on for evening and weekend work, as assigned.

CONSOLIDATED MOSQUITO ABATEMENT DISTRICT**RURAL PROGRAM COORDINATOR****Position Definition, Description and Characteristics:**

Under ~~the the directions supervision-~~ defined in the District's organizational chart, of the District Manager, the Rural Program Coordinator is responsible for the general, day-to-day field operations and implementation of the District's rural and agricultural mosquito and vector control programs on a District-wide basis. The Rural Program Coordinator assists in the planning, development and organization of the rural and agricultural mosquito control programs and is responsible for evaluating the programs and assists with programmatic changes and modifications. The Rural Program Coordinator supervises, hires, trains, directs and assists field mosquito control personnel, including Area Supervisors, Unmanned Aerial Systems (UAS) Pilots and seasonal employees, in their daily operational work activities. The employee is a primary contact person with the public regarding rural mosquito and vector control issues and assists the Director of Science Education Coordinator and Outreach with public education and awareness and community outreach. Employee is expected to work closely with the Urban Program Coordinator to facilitate overall integration, communication and collaboration between District rural and urban operational programs.

Example of Duties:

- Plans, directs, supervises, and evaluates the District-wide operations of the rural mosquito and vector control program, including agricultural, native land and riparian sources of mosquito production;
- Supervises and assists Area Supervisors in planning and organizing work of field staff in rural control operations to meet the various seasonal needs and situations;
- Trains, instructs, supervises and evaluates subordinates in work assignments and job duties;
- Assists in recruitment, selection, evaluation and disciplining of operational personnel;
- Maintains organized files and records, and conducts field inspections and observations to evaluate the vector control program, and provides the District Manager with regular updates;
- Assists in pesticide use recommendations and manages pesticide inventory for the ~~urban program~~ district;
- Directs the districts area wide Ultra Low Volume (ULV) program and coordinates with the GIS/IT Specialists to plan and prepare for treatment areas.
- Oversees the District's UAS program in coordination with the Area Supervisor/UAS Pilot.
- Assists in the evaluation of pesticide efficacy and the monitoring and management of tolerance and resistance of mosquitoes and vectors to pesticides and plans and implements changes in control measures as indicated;

- Assists in planning and implementing the District's source reduction and legal abatement programs;
- Supervises service requests related to the rural program;
- Is the point person for follow-up with dissatisfied or uncooperative residents associated with rural and agricultural programs, and addresses service requests that require a higher level of expertise to resolve;
- Collaborates with the ~~Science Education Coordinator~~Director of Science and Outreach to provide education and information to agricultural farms and businesses, especially in relation to mosquito production caused by agricultural production methods, and in response to general service requests;
- Assists the Director of Science and Outreach~~Science Education Coordinator~~ with content development for production of educational and informational materials related to agricultural and rural sources;
- Collaborates with outside agencies to coordinate and facilitate the work of the District;
- Performs the work of an Area Supervisor as circumstances require;
- Performs, occasionally, other tasks or functions not stated in this description, but within the scope of experience and capability; and
- Performs related work as required.

Minimum Qualifications:

Education and Experience: Graduation from an accredited college or university with a Bachelor of Arts or Science degree; or six years of experience in vector control or a related field, with a minimum of five years at the supervisory level. Demonstration of a working knowledge of vectors and vector control strategies.

Licenses, Certifications, Examinations: Applicant must have a valid California Drivers License and have and maintain a good driving record, ~~and be insurable under the District's insurance carrier.~~

Applicant must possess the ability to obtain and maintain:

- ~~a Mosquito Control Technician Certificate, a Vertebrate Control Certificate and a Terrestrial Invertebrate Vector Control Certificate~~ from the California State Department of Public Health
- ATV Instructor Preparation Certification by ATV Safety Institute
- ROV Driver Coach Preparation Certification by Recreational Off-Highway Vehicle Association
- Health- FAA Part 107 Remote Pilot Certificate – Required to legally operate drones in the U.S.
- California Unmanned Pest Control Aircraft Pilot Certificate – Issued by the California Department of Pesticide Regulations.
- Federal Aviation Administration third-class airman medical certificate.

Applicant must successfully complete a pre-placement physical examination, background check, drug screen and agree to participate in the California DMV pull notice program.

~~Applicant must successfully complete a pre-placement physical examination, respirator training and drug screen.~~

Knowledge of:

- Fundamentals and techniques of employee supervision;
- Organization and operation of a mosquito control district, use and application of pesticides for mosquito control, and elements of vector and vector-borne disease surveillance;
- Collection, analysis and interpretation of data associated with vector surveillance and control activities;
- Fundamental mathematics and calculations used to determine pesticide application rates;
- Rules and regulations on pesticide use and vector control activities;
- Basic use and operations of a Microsoft Windows®-based PC and MS Office® software; and
- Correct English usage, spelling, grammar and punctuation; and principles of composition and report writing.

Ability to:

- Communicate with groups and individuals in a direct, honest, effective, and courteous manner, including individuals who are discourteous or angry;
- Work cooperatively with co-workers to resolve problems, issues or disagreements;
- Possess a high level of organizational skills;
- Keep on task and on time while working on multiple projects, programs and appointments;
- Keep subordinate staff on task and appointment schedules;
- Speak and write clearly and effectively in English;
- Collect and keep accurate, detailed data and records; and
- Read, understand, interpret, evaluate and apply laws, policies, rules, regulations, contracts, guidelines, and literature of the profession.

The Employee must be able to collaborate effectively, contribute their skills, talents, and interests to support the organization, and seek accurate information to advance the District's mission of enhancing community health, comfort, and prosperity through the continuous and effective control of disease-carrying and pest mosquitoes.

Essential Functions:

Incumbent must be able to perform routine work while using required safety equipment, including the use of a respirator.

Incumbent must be sighted, with the ability to demonstrate close vision, distance vision, peripheral vision and depth perception and have a minimum of single-ear aided hearing. Incumbent must have complete and normal mobility of arms to reach and to carry objects, and dexterity of hands to grasp and manipulate small objects. Incumbent must be able to stand, stoop, reach, ~~and~~ bend, and ~~to~~ walk on uneven terrain, such as fields, dirt banks, natural and cement stream beds, and shallow ponds. Incumbent must be without physical limitations that would prevent climbing ladders and performing customary and usual activities associated with field operational mosquito surveillance and control activities. Incumbent must frequently lift and move up to 25 pounds, and occasionally lift and move up to 50 pounds.

Working Conditions:

While performing the duties of this position, the incumbent is frequently exposed to shallow and deep bodies of water of various sizes, wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and outside weather conditions. The incumbent may occasionally be exposed to toxic, noxious or irritating plants and venomous or potentially dangerous animals. The incumbent may be exposed to verbally abusive behavior from hostile individuals. The noise level in the work environment is usually moderate but may occasionally be loud. The incumbent may be called on for evening and weekend work, as assigned.

CONSOLIDATED MOSQUITO ABATEMENT DISTRICT**AREA SUPERVISOR/UAS PILOT****Position Definition and Characteristics:**

Under the supervision defined in the District's organizational chart, the Area Supervisor/UAS Pilot oversees daily field operations and implements District programs within an assigned area. This role involves supervising, directing, and assisting field personnel in their daily tasks. The Area Supervisor/UAS Pilot serves as the primary point of contact for the public on mosquito and vector control matters. Key responsibilities include larval surveillance, source reduction, chemical and biological control, and public education.

Example of Duties:

- Plans and organizes the work of field inspections and control operations to meet the various seasonal needs and situations of the District Area.
- Assigns field personnel to zones, areas, or a collection of habitat types and makes adjustments in assignments as necessary.
- Monitors, inspects, and evaluates work performed by field personnel; takes appropriate action as necessary; advises subordinates on problem situations and implements improvement of techniques.
- Instructs field personnel in the scope of their responsibilities and duties and regarding the district's operating policies as they apply to field operations.
- Provides training in source inspection and control techniques in the field.
- Is a primary contact person for the public, handles difficult public relations problems encountered by field personnel, and works to obtain cooperation with property owners courteously and safely.
- Holds regular safety and training meetings with field staff.
- Reviews records and reports of field personnel and prepares reports of work completed, along with material and equipment used and time spent.
- Is responsible for responding to and reviewing service requests from the public in a prompt and efficient manner.
- Ensures that assigned equipment is adequate for the job, calibrated, functional, well maintained, and properly used.
- Ensures that the district drone is, calibrated, functional, well maintained, and properly used.
- Assists in training staff as Visual Observers.
- Submits monthly flight logs on all flights for reporting to the Federal Aviation Administration.
- Stays up to date on all safety regulations and guidelines related to drone operations and maintenance and ensures compliance with all District operational policies and guidelines.

- Maintains and inventories supplies and equipment for use in the control program and other related activities.
- Keeps informed on current developments in mosquito and vector control, maintains certifications and attends continuing education and training classes as required.
- Occasionally performs additional tasks or functions not specified in this description but aligned with their experience and capabilities, as needed and requested.
- Performs related work as required.

Minimum Qualifications:**Education and Experience:**

One year experience as a vector control technician and Bachelors Degree from an accredited four year college or university,

OR

Six years experience in vector control,

OR

Substantial related academic or field experience in a related field.

Licenses, Certifications, Examinations:

FAA Part 107 Remote Pilot Certificate – Required to legally operate drones in the U.S.

California Unmanned Pest Control Aircraft Pilot Certificate – Issued by the California Department of Pesticide Regulations.

Federal Aviation Administration third-class airman medical certificate.

Applicant must have a valid California Driver's License and maintain a good driving record.

Applicant must possess the ability to obtain and maintain a Mosquito Control Technician Certificate from the California State Department of Public Health.

Applicant must successfully complete a pre-placement physical examination, background check, drug screen and agree to participate in the California DMV pull notice program.

Knowledge of:

- Fundamentals and techniques of employee supervision;
- Organization and operation of a mosquito control district and the use and application of pesticides for mosquito control; and
- Fundamental mathematics.
- Understanding of FAA Airspace Rules – Knowledge of controlled vs. uncontrolled airspace, flight restrictions, and emergency procedures.

Ability to:

- Speak clearly and effectively in English;
- Write legibly and effectively in English and keep accurate, detailed records;
- Read, understand, interpret, evaluate and apply laws, policies, rules, contracts, guidelines, and literature of the profession;
- Instruct and supervise others, both verbally and in writing, in an effective and professional manner;
- Compile numerical information;
- Work with a high degree of independence;
- Accept assignments from persons working at a higher level;
- Understand and effectively carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work;
- Work congenially and cooperatively with others;
- Communicate with the public in a tactful, courteous, and professional manner; and
- Operate a motor vehicle and other specialized types of transport associated with mosquito control in a safe and legal manner.

The Employee must be able to collaborate effectively, contribute their skills, talents, and interests to support the organization, and seek accurate information to advance the District's mission of enhancing community health, comfort, and prosperity through the continuous and effective control of disease-carrying and pest mosquitoes.

Essential Functions:

Employee must be sighted, with the ability to demonstrate close vision, distance vision, peripheral vision and depth perception and have a minimum of single-ear aided hearing. Employee must have complete and normal mobility of arms to reach and to carry objects, and dexterity of hands to grasp and manipulate small objects. Employee must be able to stand, stoop, reach, bend and walk on uneven terrain, such as fields, dirt banks, natural and cement stream beds, and shallow ponds. Employee must be without physical limitations that would prevent climbing ladders and performing customary and usual activities associated with field operational mosquito surveillance and control activities. Employee must

frequently lift and move up to 25 pounds, regularly lift and move up to 50 pounds, and occasionally lift and move up to 100 pounds. Heavier lifting of objects in excess of 100 pounds is an infrequent aspect of this position.

Working Conditions:

While performing the duties of this position, the employee is frequently exposed to shallow and deep bodies of water of various sizes, wet and/or humid conditions; moving mechanical parts, high precarious places, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The employee may occasionally be exposed to toxic, noxious or irritating plants and venomous or potentially dangerous animals. The noise level in the work environment is usually moderate. Employee may be called on for evening and weekend work, as assigned.

CONSOLIDATED MOSQUITO ABATEMENT DISTRICT

AREA SUPERVISOR

Position Definition and Characteristics:

~~Under the supervision defined in the District’s organizational chart, the Area Supervisor oversees daily field operations and implements District programs within an assigned area. This role involves supervising, directing, and assisting field personnel in their daily tasks. The Area Supervisor serves as the primary point of contact for the public on mosquito and vector control matters. Key responsibilities include larval surveillance, source reduction, chemical and biological control, and public education. Under the direction of the District Manager and Field Supervisor, the Area Supervisor is responsible for the general, day-to-day, field operations and the implementation of District programs within the respective District Area. The Area Supervisor, supervises, directs and assists field personnel in their daily operational work activities. Employee is a primary contact person with the public regarding mosquito and vector control issues. The position’s responsibilities include surveillance, source reduction, chemical and biological control and public education.~~

Example of Duties:

- Plans and organizes the work of field inspections and control operations to meet the various seasonal needs and situations of the District Area.
- Assigns field personnel to zones, areas, or a collection of habitat types and makes adjustments in assignments as necessary.
- ~~Monitors, inspects and evaluates work performed by field personnel, takes appropriate action as necessary, and evaluates work performed by field personnel; takes appropriate action as necessary;~~ advises subordinates on problem situations and implements improvement of techniques.
- ~~Instructs field personnel in the scope of their responsibilities and duties and with regard to operating policies of the District as it applies to field operations, and provides training in methods of source inspection, control techniques regarding the district's operating policies as they apply to field operations.~~
- ~~Provides training in source inspection and control techniques in the field, and safety procedures.~~
- Is a primary contact person for the public, handles difficult public relations problems encountered by field personnel, and works to obtain cooperation with property owners ~~in a courteous and safe manner~~ courteously and safely.
- Holds regular safety and training meetings with field staff.
- Reviews records and reports of field personnel and prepares reports of work completed, along with material and equipment used and time spent.

Previous Revision 1-21-2002

Last Revision 02-18-2025

- Is responsible for responding to and reviewing service requests from the public in a prompt and efficient manner.
- ~~Insures that assigned equipment is adequate for the job, well maintained~~Ensures that assigned equipment is adequate for the job, calibrated, functional, well maintained, and properly used.
- Maintains and inventories supplies and equipment for use in the control program and other related activities.
- ~~Performs the work of a Senior Operator as circumstances require.~~
- Keeps informed on current developments in mosquito and vector control, maintains certifications and attends continuing education and training classes as required.
- Performs, occasionally, other tasks or functions not stated in this description, but within the scope of experience and capability.
- Performs related work as required.

CONSOLIDATED MOSQUITO ABATEMENT DISTRICT

MINIMUM EMPLOYMENT STANDARDSMinimum Qualifications:

Education and Experience:

~~Six months~~One year experience ~~as a~~in vector control ~~technician~~ and a Bachelors Degree from an ~~_____~~_____ accredited four year college or university,

OR

Six years experience in vector control,

OR

Substantial related academic or field experience in a related field.

Licenses, Certifications, Examinations:

Applicant must have a valid California Driver's License and maintain a good driving record.

Applicant must possess the ability to obtain and maintain a Mosquito Control Technician Certificate from the California State Department of Public Health.

Applicant must successfully complete a pre-placement physical examination, background check, drug screen and agree to participate in the California DMV pull notice program.

~~Applicants must possess the ability to obtain and maintain a Mosquito Control Technician Certificate, a Vertebrate Vector Control Certificate and a Terrestrial Invertebrate Vector Control Certificate from the State Department of Health Services and possess and maintain a valid California driver's license.~~

Previous Revision 1-21-2002

Last Revision 02-18-2025

~~Knowledge, Skills and Abilities:~~

Knowledge of:

- Fundamentals and techniques of employee supervision;
- Organization and operation of a mosquito control district and the use and application of pesticides for mosquito control; and
- Basic use and operations of a Microsoft Windows®-based PC and MS Office® software; and
- Fundamental mathematics.

Ability to:

- Speak clearly and effectively in English;
- Write legibly and effectively in English and keep accurate, detailed records;
- Read, understand, interpret, evaluate and apply laws, policies, rules, contracts, guidelines, and literature of the profession;
- Instruct and supervise others, both verbally and in writing, in an effective and professional manner;
- Compile numerical information;
- Work with a high degree of independence;
- ~~Appear for work on time;~~
- Accept assignments from persons working at a higher level;
- ~~Accept constructive criticism;~~
- Understand and effectively carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work;
- Work congenially and cooperatively with others;
- Communicate with the public in a tactful, courteous, and professional manner; and
- Operate a motor vehicle and other specialized types of transport associated with mosquito control in a safe and legal manner.

~~The Employee must be able to collaborate effectively, contribute their skills, talents, and interests to support the organization, and seek accurate information to advance the District's mission of enhancing community health, comfort, and prosperity through the continuous and effective control of disease-carrying and pest mosquitoes. The Employee must possess the ability to collaborate effectively and share in District decision making; the willingness to contribute personal skills, talents and interests to further the organization; the ability to lead, listen, encourage, and motivate; and the ability to pursue valid information to better serve the District goals and objectives.~~

Essential Functions:

Previous Revision 1-21-2002

Last Revision 02-18-2025

Employee must be sighted, with the ability to demonstrate close vision, distance vision, peripheral vision and depth perception and have a minimum of single-ear aided hearing. Employee must have complete and normal mobility of arms to reach and to carry objects, and dexterity of hands to grasp and manipulate small objects. Employee must be able to stand, stoop, reach, ~~and~~ bend and ~~to~~ walk on uneven terrain, such as fields, dirt banks, natural and cement stream beds, and shallow ponds. Employee must be without physical limitations that would prevent climbing ladders and performing customary and usual activities associated with field operational mosquito surveillance and control activities. Employee must frequently lift and move up to 25 pounds, regularly lift and move up to 50 pounds, and occasionally lift and move up to 100 pounds. Heavier lifting of objects in excess of 100 pounds is an infrequent aspect of this position.

Working Conditions:

While performing the duties of this position, the employee is frequently exposed to shallow and deep bodies of water of various sizes, wet and/or humid conditions; moving mechanical parts, high precarious places, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The employee may occasionally be exposed to toxic, noxious or irritating plants and venomous or potentially dangerous animals. The noise level in the work environment is usually moderate. Employee may be called on for evening and weekend work, as assigned.

CONSOLIDATED MOSQUITO ABATEMENT DISTRICT

MOSQUITO CONTROL TECHNICIAN III

Position Definition and Characteristics:

Under the supervision defined in the District's organizational chart, the Mosquito Control Technician III performs routine tasks to prevent and control mosquitoes within an assigned area, including inspecting for breeding sites and applying pesticides. This role requires a higher level of knowledge and responsibility than the Mosquito Control Technician II. The Mosquito Control Technician III may also perform specialized functions for the District and other related duties as needed. Work follows established methods and procedures, and the Mosquito Control Technician II represents the District and its mosquito control programs to the public. This classification is a temporary, at-will position with total annual hours of work not to exceed 1,600 hours within a calendar year and no expectation of continued employment. The employee is paid at an hourly wage rate with no additional benefits, except that the employee may be required to participate in a retirement plan through contract with CalPERS.

Example of Duties:

- Under direction, is responsible for scheduling inspections and operations within their designated assignments.
- Conducts surveillance of known mosquito breeding sources for the presence of mosquitoes and inspects the zone for new or previously unknown breeding sources.
- Under supervision, applies pesticides to mosquito sources after selection of appropriate material, dosage rate and equipment to obtain proper coverage and results and in accordance with pesticide label information and Pesticide Safety Handler Training.
- Re-inspects treated sources to evaluate treatment effectiveness.
- Notices properties for inspection; executes district area-wide warrant in accordance with district practices and procedures.
- Evaluates and alters mosquito breeding sources where appropriate and stocks mosquitofish and other biological control agents where appropriate.
- Assists with the District's area wide ULV program as needed.
- Informs & assists the Supervisor in maintaining accurate and up to date source information including changes to property ownership, source location and other relevant information.
- Accurately reports and records information on all inspections and control activities in the District's electronic field data collection system.
- Performs premise inspections, interacts directly with the public and makes recommendations to property owners about mosquito sources.
- Determines stages of mosquito development, makes field identifications and collects samples as needed.
- Assists with the completion and assignment of Service Requests from the public.
- Assists in the training of Mosquito Control Technician I's.

- Reports situations in need of attention and action to supervisors.
- Drives automotive equipment, operates power and hand spray equipment and other power equipment, maintains the equipment in good working order, and performs simple maintenance and repair.
- Assists in housekeeping, maintenance and repairs of buildings and grounds.
- Attends in-house training, reads District manuals and training material and keeps aware of policies and procedures.
- Performs physical labor in the routine activity of the job.
- Performs, occasionally, other tasks or functions not stated in this description, but within the scope of experience and capability.
- Performs related work as requested and required.

Minimum Qualifications:

Education and Requirements:

Applicants must be at least eighteen years old, a high school graduate or equivalent with six years of experience in mosquito, vector, or pest control, and obtain a Mosquito Control Technician Certificate from the California State Department of Public Health.

Applicant must have a valid California Drivers License with a good driving record.

Applicants must successfully complete a pre-placement physical examination, background check, drug screen and agree to participate in the California DMV pull notice program.

Knowledge, Skills and Abilities:

- Speak clearly and effectively in English;
- Write legibly and effectively in English and keep accurate, detailed records;
- Read, understand, and apply policies, rules, regulations and guidelines;
- Compile numerical information;
- Work with a high degree of independence;
- Accept assignments from persons working at a higher level;
- Understand and effectively carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work;
- Work congenially and cooperatively with others;
- Communicate with the public in a tactful, courteous, and professional manner; and
- Operate motor vehicles and specialized types of spray equipment associated with mosquito control in a safe and legal manner.

The Employee must be able to collaborate effectively, contribute their skills, talents, and interests to support the organization, and seek accurate information to advance the District's mission of enhancing community health, comfort, and prosperity through the continuous and effective control of disease-carrying and pest mosquitoes.

Essential Functions:

Individual must be able to perform routine work while using required safety equipment, including the use of a respirator.

Individual must be sighted, with the ability to demonstrate close vision, distance vision, peripheral vision and depth perception and have a minimum of single-ear aided hearing. Individual must have complete and normal mobility of arms to reach and to carry objects, and dexterity of hands to grasp and manipulate small objects. Individual must be able to stand, stoop, reach and bend and to walk on uneven terrain, such as field, dirt banks, natural and cement stream beds, and shallow ponds. Individual must be without physical limitations that would prevent climbing ladders and performing customary and usual activities associated with field operational mosquito surveillance and control activities. Individual must frequently lift and move up to 25 pounds, regularly lift and move up to 50 pounds, and occasionally lift and move up to 100 pounds. Heavier lifting of objects in excess of 100 pounds is an infrequent aspect of this position.

Working Conditions:

While performing the duties of this position, the employee is frequently exposed to shallow and deep bodies of water of various sizes, wet and/or humid conditions, moving mechanical parts, high precarious places, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The employee may occasionally be exposed to toxic, noxious or irritating plants and venomous or potentially dangerous animals. The noise level in the work environment is usually moderate but may occasionally be loud. Employee may be called on for evening and weekend work, as assigned.

CONSOLIDATED MOSQUITO ABATEMENT DISTRICT

MOSQUITO CONTROL TECHNICIAN SEASONAL OPERATOR II

Position Definition and Characteristics:

~~Under the supervision defined in the District's organizational chart, Under supervision,~~ the ~~Seasonal Operator~~ Mosquito Control Technician II performs routine assignments in the prevention and control of mosquitoes in an assigned zone, including inspection for mosquito breeding and application of pesticides. The ~~Mosquito Control Technician Seasonal Operator~~ II is expected to have more working knowledge and takes on a greater level of responsibility than the ~~Mosquito Control Technician Seasonal Operator~~ I. The ~~Mosquito Control Technician Seasonal Operator~~ II may perform specialized functions of the District and does related work, as required. Work is performed in accordance with established methods and techniques. The ~~Mosquito Control Technician Seasonal Operator~~ II represents the District and its control programs before the public. This classification is a temporary, at-will position with total annual hours of work not to exceed 1,600 hours within a calendar year and no expectation of continued employment. The employee is paid at an hourly wage rate with no additional benefits, except that the employee may be required to participate in a retirement plan through contract with CalPERS.

Example of Duties:

- Under direction, is responsible for scheduling inspections and operations within ~~an assigned zone~~ their designated assignments.
- Conducts surveillance of known mosquito breeding sources for ~~presence of mosquitoes and inspects the presence of mosquitoes and inspects the~~ zone for new or previously unknown breeding sources.
- Under supervision, applies pesticides to mosquito sources after selection of appropriate material, dosage rate and equipment to obtain proper coverage and results and in accordance with pesticide label information and Pesticide ~~Worker Safety Regulations~~ Safety Handler Training.
- Re-inspects treated sources to evaluate treatment effectiveness.
- Notifies properties for inspection; executes district area-wide warrant in accordance with district practices and procedures.
- Evaluates and alters mosquito breeding sources where appropriate and stocks mosquitofish and other biological control agents where appropriate.
- Assists with the District's area wide ULV program as needed.
- Informs & assists the Supervisor in maintaining accurate and up to date source information including changes to property ownership, source location and other relevant information.
- Accurately reports and records information on all inspections and control activities in the District's electronic field data collection system.
- Performs premise inspections, interacts directly with the public and makes recommendations to property owners about mosquito sources.

- Determines stages of mosquito development, makes field identifications and collects samples as needed.
- Assists with Service Requests from the public.
- Reports situations in need of attention and action to supervisors.
- Drives automotive equipment, operates power and hand spray equipment and other power equipment, maintains the equipment in good working order, and performs simple maintenance and repair.
- Assists in housekeeping, maintenance and repairs of buildings and grounds.
- Attends in-house training, reads District manuals and training material and keeps aware of policies and procedures.
- Performs physical labor in the routine activity of the job.
- Performs, occasionally, other tasks or functions not stated in this description, but within the scope of experience and capability.
- Performs related work as requested and required.

~~MINIMUM EMPLOYMENT STANDARDS:~~ Minimum Qualifications:

Education and Requirements:

Applicants must be at least eighteen years of age and be a high school graduate or equivalent and four years of experience in mosquito, vector or pest control. ~~Appropriate work experience that has developed a level of general knowledge and literacy equivalent to high school graduation may be substituted.~~

Applicant must have a valid California Drivers License with a good ~~driving record and be insurable under the guidelines of the District's insurance carrier.~~

Applicants must successfully complete a pre-placement physical examination, background check, drug screen and agree to participate in the California DMV pull notice program.

~~Applicant must successfully complete a pre-placement physical examination, respirator training and drug screen.~~

Knowledge, Skills and Abilities:

- Speak clearly and effectively in English;
- Write legibly and effectively in English and keep accurate, detailed records;
- Read, understand, and apply policies, rules, regulations and guidelines;
- Compile numerical information;
- Work with a high degree of independence;
- Appear for work on time;
- Accept assignments from persons working at a higher level;
- Accept constructive criticism;

- Understand and effectively carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work;
- Work congenially and cooperatively with others;
- Communicate with the public in a tactful, courteous, and professional manner; and
- Operate motor vehicles and specialized types of spray equipment associated with mosquito control in a safe and legal manner.

The Employee must be able to collaborate effectively, contribute their skills, talents, and interests to support the organization, and seek accurate information to advance the District's mission of enhancing community health, comfort, and prosperity through the continuous and effective control of disease-carrying and pest mosquitoes. ~~The Employee must possess the ability to collaborate effectively; the willingness to contribute personal skills, talents and interests to further the organization; and the ability to pursue valid information to better serve the District goals and objectives.~~

Essential Functions:

Individual must be able to perform routine work while using required safety equipment, including the use of a respirator.

Individual must be sighted, with the ability to demonstrate close vision, distance vision, peripheral vision and depth perception and have a minimum of single-ear aided hearing. Individual must have complete and normal mobility of arms to reach and to carry objects, and dexterity of hands to grasp and manipulate small objects. Individual must be able to stand, stoop, reach, ~~and~~ bend and ~~to~~ walk on uneven terrain, such as field, dirt banks, natural and cement stream beds, and shallow ponds. Individual must be without physical limitations that would prevent climbing ladders and performing customary and usual activities associated with field operational mosquito surveillance and control activities. Individual must frequently lift and move up to 25 pounds, regularly lift and move up to 50 pounds, and occasionally lift and move up to 100 pounds. Heavier lifting of objects in excess of 100 pounds is an infrequent aspect of this position.

Working Conditions:

While performing the duties of this position, the employee is frequently exposed to shallow and deep bodies of water of various sizes, wet and/or humid conditions, moving mechanical parts, high precarious places, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The employee may occasionally be exposed to toxic, noxious or irritating plants and venomous or potentially dangerous animals. The noise level in the work environment is usually moderate but may occasionally be loud. Employee may be called on for evening and weekend work, as assigned.

CONSOLIDATED MOSQUITO ABATEMENT DISTRICT

SEASONAL OPERATOR I MOSQUITO CONTROL TECHNICIAN I

Position Definition and Characteristics:

Under the supervision defined in the District's organizational chart, Under supervision, the Mosquito Control Technician Seasonal Operator performs routine assignments in the prevention and control of mosquitoes in an assigned zone, including inspection for mosquito breeding and application of pesticides. The Seasonal Operator may perform specialized functions of the District and does related work, as required. Work is performed in accordance with established methods and techniques. The Mosquito Control Technician Seasonal Operator represents the District and its control programs before the public. This classification is a temporary, at-will position with total hours of work less than 1,000 hours within the District's fiscal year and with no expectation of continued employment. The employee is paid at an hourly wage rate with no additional benefits.

Example of Duties:

- Under direction, is responsible for scheduling inspections and operations within ~~an assigned~~their designated assignments zone.
- Conducts surveillance of known mosquito breeding sources for ~~presence of mosquitoes and inspects the presence of mosquitoes and inspects the~~ zone for new or previously unknown breeding sources.
- Under supervision, applies pesticides to mosquito sources after selection of appropriate material, dosage rate and equipment to obtain proper coverage and results and in accordance with pesticide label information and Pesticide ~~Worker Safety Regulations~~Safety Handler Training.
- ~~Re-inspects treated sources to evaluate treatment effectiveness.~~
- Notifies properties for inspection; executes district area-wide warrant in accordance with district practices and procedures.
- Evaluates and alters mosquito breeding sources where appropriate and stocks mosquitofish and other biological control agents where appropriate.
- Informs & assists the Supervisor in maintaining accurate and up to date source information including changes to property ownership, source location and other relevant information.
- Accurately reports and records information on all inspections and control activities in the District's electronic field data collection system.
- Performs premise inspections, interacts directly with the public and makes recommendations to property owners about mosquito sources.
- ~~Determines stages of mosquito development, makes field identifications and collects samples as needed.~~
 - Assists with Service Requests from the public.

- Reports situations in need of attention and action to supervisors.
- Drives automotive equipment, operates power and hand spray equipment and other power equipment, maintains the equipment in good working order, and performs simple maintenance and repair.
- Assists in housekeeping, maintenance and repairs of buildings and grounds.
- Attends in-house training, reads District manuals and training material and keeps aware of policies and procedures.
- Performs physical labor in the routine activity of the job.
- Performs, occasionally, other tasks or functions not stated in this description, but within the scope of experience and capability.
- Performs related work as requested and required.

Minimum Qualifications: ~~MINIMUM EMPLOYMENT STANDARDS:~~

Education and Requirements:

Applicants must be at least eighteen years of age and be a high school graduate or equivalent. Appropriate work experience that has developed a level of general knowledge and literacy equivalent to high school graduation may be substituted.

Applicant must have a valid California Driver's License with a good driving record, ~~and be insurable under the guidelines of the District's insurance carrier.~~

Applicants must successfully complete a pre-placement physical examination, background check, drug screen and agree to participate in the California DMV pull notice program.

~~Applicant must successfully complete a pre-placement physical examination, respirator training and drug screen.~~

Knowledge, Skills and Abilities:

- Speak clearly and effectively in English;
- Write legibly and effectively in English and keep accurate, detailed records;
- Read, understand, and apply policies, rules, regulations, and guidelines;
- Compile numerical information;
- Work with a high degree of independence;
- Appear for work on time;
- Accept assignments from persons working at a higher level;
- Accept constructive criticism;
- Understand and effectively carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work;
- Work congenially and cooperatively with others;

- Communicate with the public in a tactful, courteous, and professional manner; and
- Operate motor vehicles and specialized types of spray equipment associated with mosquito control in a safe and legal manner.

~~The Employee must be able to collaborate effectively, contribute their skills, talents, and interests to support the organization, and seek accurate information to advance the District's mission of enhancing community health, comfort, and prosperity through the continuous and effective control of disease-carrying and pest mosquitoes. The individual must possess the ability to collaborate effectively; the willingness to contribute personal skills, talents and interests to further the organization; and the ability to pursue valid information to better serve the District goals and objectives.~~

Essential Functions:

Individual must be able to perform routine work while using required safety equipment, including the use of a respirator.

Individual must be sighted, with the ability to demonstrate close vision, distance vision, peripheral vision and depth perception and have a minimum of single-ear aided hearing. Individual must have complete and normal mobility of arms to reach and to carry objects, and dexterity of hands to grasp and manipulate small objects. Individual must be able to stand, stoop, reach and bend and to walk on uneven terrain, such as field, dirt banks, natural and cement stream beds, and shallow ponds. Individual must be without physical limitations that would prevent climbing ladders and performing customary and usual activities associated with field operational mosquito surveillance and control activities. Individual must frequently lift and move up to 25 pounds, regularly lift and move up to 50 pounds, and occasionally lift and move up to 100 pounds. Heavier lifting of objects in excess of 100 pounds is an infrequent aspect of this position.

Working Conditions:

While performing the duties of this position, the individual is frequently exposed to shallow and deep bodies of water of various sizes, wet and/or humid conditions, moving mechanical parts, high precarious places, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The individual may occasionally be exposed to toxic, noxious or irritating plants and venomous or potentially dangerous animals. The noise level in the work environment is usually moderate but may occasionally be loud. The individual may be called on for evening and weekend work, as assigned.

CONSOLIDATED MOSQUITO ABATEMENT DISTRICT

MOSQUITO TRAPPING ASSISTANT III

Position Definition and Characteristics:

Under the supervision defined in the District's organizational chart, the Mosquito Trapping Assistant III conducts routine mosquito and vector surveillance, including monitoring for vector-borne diseases. This position requires a greater working knowledge and a more involved role in laboratory support compared to the Mosquito Trapping Assistant II. Responsibilities may include specialized tasks, such as inspecting mosquito development sites and assisting with data collection and analysis. Work follows established methods and protocols to support effective surveillance and control efforts.

As a representative of the District, the Mosquito Trapping Assistant III engages with the public to promote awareness of mosquito control programs. This is a temporary, at-will position with no guarantee of continued employment. This classification is a temporary, at-will position with total annual hours of work not to exceed 1,600 hours within a calendar year and no expectation of continued employment. The employee is paid at an hourly wage rate with no additional benefits, except that the employee may be required to participate in a retirement plan through contract with CalPERS.

Example of Duties:

- Under supervision, conducts surveillance of mosquitoes and other vectors using established methods, traps and collection devices; performs vector-borne disease surveillance using routine methods; performs and evaluates routine biological and chemical laboratory work; and monitors and evaluates efficacy of field application of pesticides.
- Establishes surveillance sites for routine adult mosquito surveillance; operates, monitors, and maintains surveillance traps to ensure proper functionality.
- Retrieves and replace traps according to schedule.
- Handles dry ice, attractants, and other materials used in mosquito traps.
- May re-inspect and collect larval samples from previously treated sources to evaluate treatment effectiveness.
- Informs and assists supervisor in maintaining accurate and up to date mosquito trap site information including location, collection time, and environmental conditions.
- Assists with mosquito identification, disease and insecticide resistance testing as needed.
- Assists with the training of Mosquito Trapping Assistant I's as needed.
- Assists with the rearing and maintenance of the mosquito fish program as needed.
- Assists with the rearing and maintenance of mosquito colonies as needed.
- May perform premise inspections, makes trap placement recommendations, interacts directly with the public and makes recommendations to property owners about mosquito sources, mosquito prevention and personal protection.
- Report citizen complaints or concerns to the appropriate staff.
- Follow safety protocols for handling biological specimens, attractants, and chemicals.

- Reports situations in need of attention and action to supervisors.
- Assists in housekeeping, trap maintenance and repairs when appropriate.
- Attends in-house training, reads District manuals and training material and keeps aware of policies and procedures.
- Performs physical labor in the routine activity of the job.
- Performs, occasionally, other tasks or functions not stated in this description, but within the scope of experience and capability, as requested and required.

Minimum Qualifications:

Education and Requirements:

Applicants must be at least eighteen years old, a high school graduate or equivalent with six years of experience in mosquito, vector, or pest control, and obtain a Mosquito Control Technician Certificate from the California State Department of Public Health. Preference will be given to individuals with work or academic experience in biology, other sciences or vector control.

Applicants must have a valid California Driver's License with a good driving record.

Applicants must successfully complete a pre-placement physical examination, background check, drug screen and agree to participate in the California DMV pull notice program.

Knowledge, Skills and Abilities:

- Speak clearly and effectively in English;
- Write legibly and effectively in English and keep accurate, detailed records;
- Read, understand, and apply policies, rules, regulations and guidelines;
- Compile numerical information;
- Work with a high degree of independence;
- Appear for work on time;
- Accept assignments from persons working at a higher level;
- Accept constructive criticism;
- Understand and effectively carry out oral and written instructions;
- Efficiently manage multiple tasks, including conducting fieldwork and recording data, while maintaining adherence to safety protocols;
- Establish and maintain effective relationships with those contacted in the course of work;
- Work congenially and cooperatively with others;
- Communicate with the public in a tactful, courteous, and professional manner;
- Basic knowledge of microscopy techniques, including proper handling, operation, and maintenance; and
- Operate a motor vehicle and other specialized types of transport associated with mosquito control in a safe and legal manner.

The Employee must be able to collaborate effectively, contribute their skills, talents, and interests to support the organization, and seek accurate information to advance the District's mission of enhancing community health, comfort, and prosperity through the continuous and effective control of disease-carrying and pest mosquitoes.

Essential Functions:

Employee must be sighted, with the ability to demonstrate close vision, distance vision, peripheral vision and depth perception and have a minimum of single-ear aided hearing. Employee must have complete and normal mobility of arms to reach and to carry objects, and dexterity of hands to grasp and manipulate small objects. Employee must be able to stand, stoop, reach, bend and walk on uneven terrain, such as fields, dirt banks, natural and cement stream beds, and shallow ponds. Employee must be without physical limitations that would prevent climbing ladders and performing customary and usual activities associated with field operational mosquito surveillance and control activities. Employees must frequently lift and move up to 25 pounds and occasionally lift or move up to 50 pounds in this position.

Working Conditions:

While performing the duties of this position, the employee is frequently exposed to shallow and deep bodies of water of various sizes, wet and/or humid conditions, moving mechanical parts, high precarious places, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The employee may occasionally be exposed to toxic, noxious or irritating plants and venomous or potentially dangerous animals. The noise level in the work environment is usually moderate. Employee may be called on for evening and weekend work, as assigned.

CONSOLIDATED MOSQUITO ABATEMENT DISTRICT

MOSQUITO TRAPPING ASSISTANT II

Position Definition and Characteristics:

Under the supervision defined in the District's organizational chart, the Mosquito Trapping Assistant II conducts routine mosquito and vector surveillance, including monitoring for vector-borne diseases. This position requires a greater working knowledge and a more involved role in laboratory support compared to the Mosquito Trapping Assistant I. Responsibilities may include specialized tasks, such as inspecting mosquito development sites and assisting with data collection and analysis. Work follows established methods and protocols to support effective surveillance and control efforts.

As a representative of the District, the Mosquito Trapping Assistant II engages with the public to promote awareness of mosquito control programs. This classification is a temporary, at-will position with total annual hours of work not to exceed 1,600 hours within a calendar year and no expectation of continued employment. The employee is paid at an hourly wage rate with no additional benefits, except that the employee may be required to participate in a retirement plan through contract with CalPERS.

Example of Duties:

- Under supervision, conducts surveillance of mosquitoes and other vectors using established methods, traps and collection devices; performs vector-borne disease surveillance using routine methods; performs and evaluates routine biological and chemical laboratory work; and monitors and evaluates efficacy of field application of pesticides.
- Establishes surveillance sites for routine adult mosquito surveillance; operates, monitors, and maintains surveillance traps to ensure proper functionality.
- Retrieves and replace traps according to schedule.
- Handles dry ice, attractants, and other materials used in mosquito traps.
- May re-inspect and collect larval samples from previously treated sources to evaluate treatment effectiveness.
- Informs and assists supervisor in maintaining accurate and up to date mosquito trap site information including location, collection time, and environmental conditions.
- Assists with mosquito identification, disease and insecticide resistance testing as needed.
- May perform premise inspections, makes trap placement recommendations, interacts directly with the public and makes recommendations to property owners about mosquito sources, mosquito prevention and personal protection.
- Report citizen complaints or concerns to the appropriate staff.
- Follow safety protocols for handling biological specimens, attractants, and chemicals.
- Reports situations in need of attention and action to supervisors.
- Assists in housekeeping, trap maintenance and repairs when appropriate.
- Attends in-house training, reads District manuals and training material and keeps aware of policies and procedures.

- Performs physical labor in the routine activity of the job.
- Occasionally performs additional tasks or functions not specified in this description but aligned with their experience and capabilities, as needed and requested.

Minimum Qualifications:

Education and Requirements:

Applicants must be at least eighteen years of age and be a high school graduate or equivalent with a minimum of four years of experience in mosquito, vector, or pest control or a Bachelor's Degree in Biology, Entomology, Public Health, or other relevant field of science.

Applicants must have a valid California Driver's License with a good driving record.

Applicants must successfully complete a pre-placement physical examination, background check, drug screen and agree to participate in the California DMV pull notice program.

Knowledge, Skills and Abilities:

- Speak clearly and effectively in English;
- Write legibly and effectively in English and keep accurate, detailed records;
- Read, understand, and apply policies, rules, regulations and guidelines;
- Compile numerical information;
- Work with a high degree of independence;
- Accept assignments from persons working at a higher level;
- Understand and effectively carry out oral and written instructions;
- Efficiently manage multiple tasks, including conducting fieldwork and recording data, while maintaining adherence to safety protocols;
- Establish and maintain effective relationships with those contacted in the course of work;
- Work congenially and cooperatively with others;
- Communicate with the public in a tactful, courteous, and professional manner; and
- Basic knowledge of microscopy techniques, including proper handling, operation, and maintenance.
- Operate a motor vehicle and other specialized types of transport associated with mosquito control in a safe and legal manner.

The Employee must possess the ability to collaborate effectively; a willingness to contribute personal skills, talents and interests to further the organization; and the ability to pursue valid information to better serve the District's mission of promoting community health, comfort, and prosperity through the effective and continuous control of disease-carrying and pest mosquitoes.

Essential Functions:

Employee must be sighted, with the ability to demonstrate close vision, distance vision, peripheral vision and depth perception and have a minimum of single-ear aided hearing. Employee must have complete and normal mobility of arms to reach and to carry objects, and dexterity of hands to grasp and manipulate small objects. Employee must be able to stand, stoop, reach, bend and walk on uneven terrain, such as fields, dirt banks, natural and cement stream beds, and shallow ponds. Employee must be without physical limitations that would prevent climbing ladders and performing customary and usual activities associated with field operational mosquito surveillance and control activities. Employee must frequently lift and move up to 25 pounds and occasionally lift or move up to 50 pounds in this position.

Working Conditions:

While performing the duties of this position, the employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, high precarious places, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The employee may occasionally be exposed to toxic, noxious or irritating plants and venomous or potentially dangerous animals. The noise level in the work environment is usually moderate. Employees may be called on for evening and weekend work as assigned.

CONSOLIDATED MOSQUITO ABATEMENT DISTRICT

SURVEILLANCE MOSQUITO TRAPPING ASSISTANT I

Position Definition and Characteristics:

Under the supervision defined in the District's organizational chart, the Mosquito Trapping Assistant supports mosquito and vector surveillance efforts, including monitoring vector-borne diseases. Responsibilities include setting and collecting traps, sampling mosquito breeding sites, and performing other specialized tasks as needed. Work follows established methods and protocols to ensure effective data collection and public health protection. As a representative of the District, the Mosquito Trapping Assistant interacts with the public to promote awareness of mosquito control programs. This classification is a temporary, at-will position with total hours of work less than 1,000 hours within the District's fiscal year and with no expectation of continued employment. The employee is paid at an hourly wage rate with no additional benefits. Under supervision, the Surveillance Assistant performs routine assignments in mosquito and vector surveillance and vector-borne disease surveillance. The Surveillance Assistant may perform specialized functions of the District and does related work, as required, including inspection for mosquito breeding, application of pesticides and evaluation of pesticide efficacy. Work is performed in accordance with established methods and techniques. The Surveillance Assistant represents the District and its control programs before the public. The Surveillance Assistant classification is a temporary position intended to be of short duration without expectation of continued employment.

Example of Duties:

- Under supervision, conducts surveillance of mosquitoes and other vectors using established methods, traps and collection devices; performs vector-borne disease surveillance using routine methods; performs and evaluates routine biological and chemical laboratory work; and monitors and evaluates efficacy of field application of pesticides.
- ~~Conducts surveillance of known mosquito breeding sources for presence of mosquitoes and inspects for new or previously unknown breeding sources.~~ Establishes surveillance sites for routine adult mosquito surveillance; operates, monitors, and maintains surveillance traps to ensure proper functionality.
- ~~Retrieves and replace traps according to schedule.~~
- ~~Handles dry ice, attractants, and other materials used in mosquito traps.~~
- ~~Under supervision, applies pesticides to mosquito sources after selection of appropriate material, dosage rate and equipment to obtain proper coverage and results and in accordance with pesticide label information and Pesticide Worker Safety Regulations.~~
- ~~May Re-inspects and collect larval samples from previously treated sources to evaluate treatment effectiveness.~~
- ~~Evaluates and alters mosquito breeding sources where appropriate and stocks mosquito fish and other biological control agents where appropriate.~~
- ~~Assists in the preparation and revision of source cards and operational maps including property ownership, source location and other relevant information.~~

- Keeps and compiles complete and accurate records and information on all ~~inspections and control surveillance~~ activities in a neat, concise, and understandable manner.~~manner that is neat, concise and understandable.~~
- ~~Performs premise inspections, i~~Interacts directly with the public and recommends mosquito source reduction and mosquito bite prevention to property owners. ~~makes recommendations to property owners about mosquito sources reduction and mosquito bite prevention.~~
- Report citizen complaints or concerns to the appropriate staff.
- Follow safety protocols for handling biological specimens, attractants, and chemicals. Reports situations that require in-need-of attention and action to supervisors.
- ~~Drives automotive equipment, operates power and hand spray equipment and other power equipment, maintains the equipment in good working order, and performs simple maintenance and repair.~~
- Assists in housekeeping, trap maintenance, and repairs when appropriate. ~~of buildings and grounds.~~
- Attends in-house training, reads District manuals and training material and keeps aware of policies and procedures.
- Performs physical labor as part of routine job duties. ~~in the routine activity of the job.~~
- ~~Performs, o~~Occasionally, undertakes additional ~~other~~ tasks or functions not stated in this description, but within the scope of experience and capability, as requested and required.

Minimum Qualifications:

MINIMUM EMPLOYMENT STANDARDS:

Education and Requirements:

Applicants must be at least eighteen years of age and be a high school graduate or equivalent.

~~Preference will be given to individuals with work or academic experience in biology, other sciences or vector control.~~

Applicants must have a valid California Driver's License with a good driving record and be insurable under the guidelines of the District's insurance carrier. ~~An initial Department of Motor Vehicles printout is required.~~

~~Applicants must successfully complete a pre-placement physical examination, background check, drug screen and agree to participate in the California DMV pull notice program.~~

~~Applicants must successfully complete a pre-placement physical examination, and drug screen.~~

Knowledge, Skills and Abilities:

Abilities:

- Speak clearly and effectively in English;
- Write legibly and effectively in English and keep accurate, detailed records;
- Read, understand, and apply policies, rules, regulations, and guidelines;

~~Approved Previous Revision~~ 6-16-2003

Last Revision 02-18-2025

- Compile numerical information;
- Work with a high degree of independence;
- ~~Appear for work on time;~~
- Accept assignments from persons working at a higher level;
- ~~Accept constructive criticism;~~
- Understand and effectively carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work;
- Efficiently manage multiple tasks, including conducting fieldwork and recording data, while maintaining adherence to safety protocols;
- Work congenially and cooperatively with others;
- Communicate with the public in a tactful, courteous, and professional manner; and
- Operate a motor vehicle and other specialized types of transport associated with mosquito control in a safe and legal manner.

The Employee must possess the ability to collaborate effectively; at the willingness to contribute personal skills, talents, and interests to further the organization; and the ability to pursue and apply valid information to better serve the District's mission of promoting community health, comfort, and prosperity through the effective and continuous control of disease-carrying and pest mosquitoes. ~~goals and objectives.~~

Essential Functions:

Employees must be sighted, with the ability to demonstrate close vision, distance vision, peripheral vision and depth perception and have a minimum of single-ear aided hearing. Employee must have complete and normal mobility of arms to reach and to carry objects, and dexterity of hands to grasp and manipulate small objects. Employees must be able to stand, stoop, reach, ~~and~~ bend, and ~~to~~ walk on uneven terrain, such as fields, dirt banks, natural and cement stream beds, and shallow ponds. Employee must be without physical limitations that would prevent climbing ladders and performing customary and usual activities associated with field operational mosquito surveillance and control activities. Employee must frequently lift and move up to 25 pounds, and regularly/occasionally lift ~~or~~ and move up to 50 pounds in this position, and occasionally lift and move up to 100 pounds. Heavier lifting of objects in excess of 100 pounds is an infrequent aspect of this position.

Working Conditions:

While performing the duties of this position, the employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, high precarious places, fumes or airborne particles, toxic, or caustic chemicals, and outside weather conditions. The employee may occasionally be exposed to toxic, noxious or irritating plants and venomous or potentially dangerous animals. The noise level in the work environment is usually moderate. Employee may be called on for evening and weekend work, as assigned.

CONSOLIDATED MOSQUITO ABATEMENT DISTRICT
SPECIAL PROJECT ASSISTANT

Position Definition, Description and Characteristics:

~~Under the supervision defined in the District's organizational chart, Under the direction of the Scientific Services Director, Vector Biologist and supervision of the Special Projects Associate,~~ the Special Project Assistant performs work on a Special Project of the District. District Special Projects include investigations, evaluations, studies, research or product development which are limited in duration and ~~scope, and~~ scope and are not ongoing or continuing. The Special Project Assistant performs assignments in mosquito and mosquito-borne disease surveillance, ~~and control, or reasearch~~ research such as ~~surveillance~~ mosquito trapping, larval sampling, insecticide resistance monitoring and data collection; and performs other specialized functions and work related to the special project. Work is performed in accordance with established and/or innovative methods, techniques and strategies. This classification is a non-career-track employment position which is temporary and at-will, with no expectation of continued employment beyond the scope and duration of the Special Project. The position is paid at an hourly rate with no additional ~~benefits, and~~ benefits and is excluded from CalPERS contract.

Example of Duties:

- Under supervision, performs surveillance, inspection, monitoring, evaluation, and treatment activities in laboratory and field applications, using established, routine and innovative methods, traps and collection devices;
- Collects, identifies and processes mosquito and vector specimens;
- Assists the work of university faculty, other research collaborators and/or commercial partners in execution of special projects and proposals;
- Informs and assists supervisor in maintaining accurate and up-to-date trap site information;
- Accurately reports and records information on all trap placements, collections, inspections and activities in the electronic field data collection system;
- Assists with trap placements and makes collections, interacts directly with the public and makes recommendations to residents about mosquito sources, mosquito prevention and personal protection;
- Reports situations in need of attention and action to supervisor;
- Performs physical labor in the routine activity of the job;
- Assists in housekeeping, maintenance and repairs of equipment, buildings and grounds;
- Performs, occasionally, other tasks or functions not stated in this description, but within the scope of experience and capability; and
- Performs related work as required.

Minimum Qualifications:

Education and Experience: ~~Any:~~ Any combination of training, education and experience that demonstrates an ability to perform the duties of the position. Candidate must be working towards Aa Bachelor's or Master's degree from an accredited college or university in a scientific or technical field, is desirable. Preference will be given to experience working in vector surveillance or control.

Licenses, Certifications, Examinations: Applicant must have a valid California Driver's License and have and maintain a good driving record, ~~and be insurable under the District's insurance carrier.~~

Applicants must successfully complete a pre-placement physical examination, background check, drug screen and agree to participate in the California DMV pull notice program.

~~Applicant must successfully complete a pre-placement physical examination, respirator training and drug screen.~~

Knowledge of:

- Basic biological, chemical, and physical science principles at a working level;
- Fundamental mathematics ~~and algebra;~~ and
- Basic use and operations of computers and computer software, ~~and~~

Ability to:

- Collaborate effectively and work congenially and cooperatively with others;
- Communicate with groups and individuals in a direct, honest, effective and courteous manner, including individuals who are discourteous or angry;
- Speak and write clearly and effectively in English;
- Compile numerical information;
- Read, understand and apply policies, rules, regulations and guidelines;
- Appear for work on time and work with a high degree of independence;
- Accept assignments from superiors and accept constructive criticism;
- Understand and effectively carryout oral and written instructions;
- Be accountable for effective use of time and resources to meet goals; and
- Operate a motor vehicle in a safe and legal manner.

The Employee must be able to collaborate effectively, contribute their skills, talents, and interests to support the organization, and seek accurate information to advance the District's mission of enhancing community health, comfort, and prosperity through the continuous and effective control of disease-carrying and pest mosquitoes.

Essential Functions:

Incumbent must be able to perform routine work while using required safety equipment, including the use of a respirator.

Incumbent must be sighted, with the ability to demonstrate close vision, distance vision, peripheral vision and depth perception and have a minimum of single-ear aided hearing. Incumbent must have complete and normal mobility of arms to reach and to carry objects, and dexterity of hands to grasp and manipulate small objects. Incumbent must be able to stand, stoop, reach, ~~and~~ bend, and ~~to~~ walk on uneven terrain, such as fields, dirt banks, natural and cement stream beds, and shallow ponds. Incumbent must be without physical limitations that would prevent climbing ladders and performing customary and usual activities associated with field operational mosquito surveillance and control activities. Incumbent must frequently lift and move up to 25 pounds, regularly lift and move up to 50 pounds.

Working Conditions:

While performing the duties of this position, the incumbent is frequently exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and outside weather conditions. The incumbent may occasionally be exposed to toxic, noxious or irritating plants and venomous or potentially dangerous animals. The incumbent may be exposed to verbally abusive behavior from hostile individuals. The noise level in the work environment is usually ~~moderate, but~~ moderate but may occasionally be loud. The incumbent may be called on for evening and weekend work, as assigned.

Consolidated Mosquito Abatement District

~~Seasonal~~ Clerical Assistant

Position Definition and Characteristics:

Under the supervision defined in the District's organizational chart,~~Under the direction of the Administrative Assistant,~~ the ~~Seasonal~~ Clerical Assistant performs routine and advanced ~~secretarial administrative~~ and receptionist ~~work~~-duties and assists with the day-to-day clerical functions of a mosquito abatement district office. Incumbent is a primary contact person with the public, must represent the District well before the public, and must maintain neatness, accuracy and efficiency in conduct of work.

Example of Duties

- Answers the telephone, takes service requests and routes incoming phone calls. Prepares service requests from the public and routes them to the appropriate personnel using a database and mapping system.
- Performs general and specific typing, spreadsheet entry and database entry. Assists with planning and organizing files, other forms of record keeping, reports and correspondence.
- Operates and maintains standard office and communication equipment including computers, copier, fax machine, multi-line telephone and cell phone.
- Assists with preparation, receipt, sorting and routing of U.S. mail, parcel service and electronic mail.
- Performs related work as requested or required.
- Performs, occasionally, other tasks or functions not stated in the description, but within the scope of experience and capabilities.
- Assists Office Administrator with Board packet documentation and preparation as needed.
- Provides field staff with administrative support as needed.

Minimum Qualifications:

Minimum Employment Standards:

Education and Experience:

- Applicants must be at least eighteen years of age and be a high school graduate or equivalent.

- Any combination of training, education and experience that demonstrates an ability to perform the duties of the position will be considered.
- Applicant must have a valid California Drivers License with a good driving record, ~~and be insurable under the guidelines of the District's insurance carrier.~~
- Applicants must successfully complete a pre-placement physical examination, background check, drug screen and agree to participate in the California DMV pull notice program.
- ~~Employment is contingent upon candidate passing a physical examination that includes a drug test.~~

~~Knowledge, Skills and Abilities:~~

Knowledge of:

- Computer programs for the office, specifically including, Microsoft Office Suite Products, such as Access, Word and Excel and possess the ability to keep current with new technology.
- Correct English usage, spelling, grammar and punctuation; and professional standards and ethics for daily work and when communicating with the public.
- Proficiency in Spanish is preferred but not required.
- Modern office methods and procedures, equipment, organizational skills, and record keeping principles and procedures.

Ability to:

- Speak clearly and effectively in English;
- Ability to communicate effectively with irate or difficult callers;
- Accept assignments from persons working at a higher level;
- Accept constructive criticism;
- Keep a neat, well-groomed, professional appearance;
- Work congenially and cooperatively with others;
- Work with a high degree of independence;
- Be accountable for effective use of time and resources to meet goals; and
- Operate a motor vehicle in a safe and legal manner.

The Employee must be able to collaborate effectively, contribute their skills, talents, and interests to support the organization, and seek accurate information to advance the District's mission of enhancing community health, comfort, and prosperity through the continuous and effective control of disease-carrying and pest mosquitoes.

Essential Functions:

Employee must be sighted, with the ability to demonstrate close vision, distance vision, peripheral vision and depth perception and have a minimum of single-ear aided hearing. Employee must have complete and normal mobility of arms to reach and to carry objects, and dexterity of hands to grasp and manipulate small objects. Employee must be able to perform repetitive motion associated with and during extensive computer use. Employee must be able to stand, stoop, reach and bend.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to high, precarious places such as on step stools or ladders; fumes or airborne particles such as dust; and outside weather conditions. The employee may be exposed to verbally abusive behavior from hostile individuals. The noise level in the work environment is usually moderate.

Consolidated Mosquito Abatement District

Office Aide I

Position Definition and Characteristics:

Under the supervision defined in the District's organizational chart, the Office Aide I performs routine administrative and receptionist duties and assists with the day-to-day clerical functions of a mosquito abatement district office. Incumbent is a contact person with the public, must represent the District well before the public, and must maintain neatness, accuracy and efficiency in conduct of work.

Example of Duties

- Answers the telephone, takes service requests and routes incoming phone calls. Prepares service requests from the public and routes them to the appropriate personnel using a database and mapping system.
- Performs general and specific typing, spreadsheet and database entry. Assists with organizing files, other forms of record keeping, reports and correspondence.
- Operates and maintains standard office and communication equipment including computers, copier, fax machine, multi-line telephone and cell phone.
- Assists with preparation, receipt, sorting and routing of U.S. mail, parcel service and electronic mail.
- Performs related work as requested or required.
- Performs, occasionally, other tasks or functions not stated in the description, but within the scope of experience and capabilities.

Minimum Qualifications:

Education and Experience:

- Applicants must be at least eighteen years of age and be a high school graduate or equivalent.
- Any combination of training, education and experience that demonstrates an ability to perform the duties of the position will be considered.
- Applicant must have a valid California Drivers License with a good driving record.

- Applicants must successfully complete a pre-placement physical examination, background check, drug screen and agree to participate in the California DMV pull notice program.

Knowledge of:

- Computer programs for the office, specifically including, Microsoft Office Suite Products, such as Access, Word and Excel and possess the ability to keep current with new technology.
- Correct English usage, spelling, grammar and punctuation; and professional standards and ethics for daily work and when communicating with the public.
- Proficiency in Spanish is preferred but not required.
- Modern office methods and procedures, equipment, organizational skills, and record keeping principles and procedures.

Ability to:

- Speak clearly and effectively in English;
- Ability to communicate effectively with irate or difficult callers;
- Accept assignments from persons working at a higher level;
- Accept constructive criticism;
- Keep a neat, well-groomed, professional appearance;
- Work congenially and cooperatively with others;
- Work with a high degree of independence;
- Be accountable for effective use of time and resources to meet goals; and
- Operate a motor vehicle in a safe and legal manner.

The Employee must be able to collaborate effectively, contribute their skills, talents, and interests to support the organization, and seek accurate information to advance the District's mission of enhancing community health, comfort, and prosperity through the continuous and effective control of disease-carrying and pest mosquitoes.

Essential Functions:

Employee must be sighted, with the ability to demonstrate close vision, distance vision, peripheral vision and depth perception and have a minimum of single-ear aided hearing. Employee must have complete and normal mobility of arms to reach and to carry objects, and dexterity of hands to grasp and manipulate small objects. Employee must be able to perform repetitive motion associated with and during extensive computer use. Employee must be able to stand, stoop, reach and bend.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to high, precarious places such as on step stools or ladders; fumes or airborne particles such as dust; and outside weather conditions. The employee may be exposed to verbally abusive behavior from hostile individuals. The noise level in the work environment is usually moderate.

CONSOLIDATED MOSQUITO ABATEMENT DISTRICT

OUTREACH ASSISTANT I

Position Definition, Description and Characteristics:

Under the supervision defined in the District's organizational chart~~Under supervision~~, the Outreach Assistant performs routine assignments in public communication, education and outreach relevant to the control of mosquitoes and mosquito-borne disease. The Outreach Assistant assists with the District's public information program, represents the District in community outreach, and promotes public awareness of the control and prevention of mosquitoes and protection from mosquito-borne disease. Work is performed in accordance with established methods and techniques. The Outreach Assistant assists with the development and utilization of the District's social media applications and with development of informational literature. The Outreach Assistant assists with taking calls from the public and routing appropriately. This classification is a temporary, at-will position with total hours of work not to exceed 1,000 hours within a calendar year and no expectation of continued employment.

Example of Duties:

- Assists with community and media events to profile and promote public awareness of the District's activities and function;
- Assists with planning, preparation and evaluation of multimedia forms of informational and educational material such as pamphlets, flyers, exhibits and audio-visual presentations for the general public, legislative bodies, agencies and associations, and other targeted groups;
- Assists with development and maintenance of the District social media applications;
- Assists with development of informative articles associated with District activities and events, and with preparation of news releases, feature articles, public service announcements, reports and newsletters;
- Develops and maintains current lists of media, civic groups and legislative contacts;
- Assists in identifying appropriate city, community and neighborhood leaders, associations, networks and resources to obtain support for mosquito and vector control and public health issues;
- Assists with dissemination of information to the public and to the media when appropriate;
- Answers questions and complaints from the public concerning mosquito and vector control, distributes literature and refers inquiries to appropriate sources;
- Participates in exhibits at local community events, fairs, shows and parades;
- Assists with surveys to determine effectiveness and efficiency of District activities, projects and services including door to door campaigns;
- Keeps informed on current developments in mosquito and vector control through assigned trainings.
- Answers the telephone, takes service requests and routes incoming phone calls. Prepares service requests from the public and routes them to the appropriate personnel using a database and mapping system.
- Performs, occasionally, other tasks or functions not stated in the description, but within the scope of experience and capabilities; and
- Performs related work as required.

Minimum Qualifications:

MINIMUM EMPLOYMENT STANDARDS:

Education and Experience:

Applicants must be at least eighteen years of age and be a high school graduate or equivalent.

Any combination of training, education and experience that demonstrates an ability to perform the duties of the position. A Bachelor's degree from an accredited college or university with an emphasis on communication, public relations or marketing is desirable.

Applicant must have a valid California Driver's License with a good driving record ~~and be insurable under the guidelines of the District's insurance carrier.~~

Applicants must successfully complete a pre-placement physical examination, background check, drug screen and agree to participate in the California DMV pull notice program.

~~Applicant must successfully complete a pre-placement physical examination and drug screen.~~

Knowledge, Skills and Abilities:

Knowledge of:

- Correct English usage, spellings, grammar and punctuation;
- Principles of composition and report writing;
- Principles of public and community relations;
- Use and operation of MS Windows®-based PC system and applicable software, including word processors, spread sheets, data bases, computer graphics, and desktop publishing; and
- Professional standards and ethics when communicating with the public and media;

Abilities:

- Speak clearly and effectively in English;
- Write effectively in English and prepare clear and concise records and reports;
- Learn and use new methods as technology becomes available;
- Accept assignments from persons working at a higher level;
- Accept constructive criticism;
- Keep a neat, well-groomed, professional appearance;
- Establish and maintain effective relationships with those contacted in the course of work;
- Work congenially and cooperatively with others;
- Work with a high degree of independence;
- Be accountable for effective use of time and resources to meet goals;
- Communicate with the public in a tactful, courteous and professional manner; and

- Operate a motor vehicle in a safe and legal manner.

~~The Employee must be able to collaborate effectively, contribute their skills, talents, and interests to support the organization, and seek accurate information to advance the District's mission of enhancing community health, comfort, and prosperity through the continuous and effective control of disease-carrying and pest mosquitoes. The Employee must possess the ability to collaborate effectively; the willingness to contribute personal skills, talents and interests to further the organization; and the ability to pursue valid information to better serve the District goals and objectives.~~

Essential Functions:

Employee must be sighted, with the ability to demonstrate close vision, distance vision, peripheral vision and depth perception and have a minimum of single-ear aided hearing. Employee must have the complete and normal mobility of arms to reach and to carry objects, and dexterity of hands to grasp and manipulate small objects. Employee must be able to perform repetitive motion associated with and during extensive computer use. Employee must be able to stand, stoop, reach and bend.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to high, precarious places such as step stools or ladders; fumes or airborne particles such as dust; and outside weather conditions. The employee may be exposed to verbally abusive behavior from hostile individuals. The noise level in the work environment is usually moderate. The individual may be called on for evening and weekend work, as assigned.

CONSOLIDATED MOSQUITO ABATEMENT DISTRICT

OUTREACH ASSISTANT II

Position Definition, Description and Characteristics:

Under the supervision defined in the District's organizational chart,~~Under supervision,~~ the Outreach Assistant II performs routine assignments in public communication, education and outreach relevant to the control of mosquitoes and mosquito-borne disease. The Outreach Assistant II is expected to have more working knowledge and takes on a greater level of responsibility than the Outreach Assistant I. The Outreach Assistant II assists with the District's public information program, represents the District in community outreach, and promotes public awareness of the control and prevention of mosquitoes and protection from mosquito-borne disease. Work is performed in accordance with established methods and techniques. The Outreach Assistant II assists with the development and utilization of the District's website, with electronic and social media applications and with development of informational literature. This classification is a temporary, at-will position with total hours of work not to exceed 1,600 hours within a calendar year and no expectation of continued employment. The employee is paid at an hourly rate with no additional benefits, except that the employee may be required to participate in a retirement plan through contract with CalPERS.

Example of Duties:

- Assists with planning and scheduling community and media events to profile and promote public awareness of the District's activities and function;
- Assists with planning, preparation and evaluation of multimedia forms of informational and educational material such as pamphlets, flyers, exhibits and audio-visual presentations for the general public, legislative bodies, agencies and associations, and other targeted groups;
- Assists with development and maintenance of the District web site and social media applications;
- Assists with development of informative articles associated with District activities and events, and with preparation of news releases, feature articles, public service announcements, reports and newsletters;
- Develops and maintains current lists of media, civic groups and legislative contacts;
- Assists in identifying appropriate city, community and neighborhood leaders, associations, networks and resources to obtain support for mosquito and vector control and public health issues;
- Assists with dissemination of information to the public and to the media when appropriate;
- Answers questions and complaints from the public concerning mosquito and vector control, distributes literature and refers inquiries to appropriate sources;
- Participates in exhibits at local community events, fairs, shows and parades;
- Assists with surveys to determine effectiveness and efficiency of District activities, projects and services;
- Keeps informed on current developments in mosquito and vector control and attends training sessions, workshops and conferences as required;
- Performs, occasionally, other tasks or functions not stated in the description, but within the scope of experience and capabilities; and

- Performs related work as required.

Minimum Qualifications:

~~MINIMUM EMPLOYMENT STANDARDS:~~

Education and Experience:

Any combination of training, education and experience that demonstrates an ability to perform the duties of the position. A Bachelor's degree from an accredited college or university with an emphasis on communication, public relations or biological science is desirable.

Applicant must have a valid California Driver's License with a good driving record ~~and be insurable under the guidelines of the District's insurance carrier.~~

Applicants must successfully complete a pre-placement physical examination, background check, drug screen and agree to participate in the California DMV pull notice program.

~~Applicant must successfully complete a pre-placement physical examination and drug screen.~~

~~Knowledge, Skills and Abilities:~~

Knowledge of:

- Correct English usage, spellings, grammar and punctuation;
- Principles of composition and report writing;
- Principles of public and community relations;
- Use and operation of MS Windows®-based PC system and applicable software, including word processors, spread sheets, data bases, computer graphics, and desktop publishing; and
- Professional standards and ethics when communicating with the public and media.;

Abilities:

- Speak clearly and effectively in English;
- Speak before governmental, professional, civic and other groups;
- Write effectively in English and prepare clear and concise records and reports;
- Learn and use new methods as technology becomes available;
- Accept assignments from persons working at a higher level;
- Accept constructive criticism;
- Keep a neat, well-groomed, professional appearance;
- Establish and maintain effective relationships with those contacted in the course of work;
- Work congenially and cooperatively with others;
- Work with a high degree of independence;
- Be accountable for effective use of time and resources to meet goals;

- Communicate with the public in a tactful, courteous and professional manner; and
- Operate a motor vehicle in a safe and legal manner.

The Employee must be able to collaborate effectively, contribute their skills, talents, and interests to support the organization, and seek accurate information to advance the District's mission of enhancing community health, comfort, and prosperity through the continuous and effective control of disease-carrying and pest mosquitoes.
~~The Employee must possess the ability to collaborate effectively; the willingness to contribute personal skills, talents and interests to further the organization; and the ability to pursue valid information to better serve the District goals and objectives.~~

Essential Functions:

Employee must be sighted, with the ability to demonstrate close vision, distance vision, peripheral vision and depth perception and have a minimum of single-ear aided hearing. Employee must have the complete and normal mobility of arms to reach and to carry objects, and dexterity of hands to grasp and manipulate small objects. Employee must be able to perform repetitive motion associated with and during extensive computer use. Employee must be able to stand, stoop, reach and bend.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to high, precarious places such as step stools or ladders; fumes or airborne particles such as dust; and outside weather conditions. The employee may be exposed to verbally abusive behavior from hostile individuals. The noise level in the work environment is usually moderate. The individual may be called on for evening and weekend work, as assigned.

Effective March 1, 2025

1. Basic Salary, Wage and Benefits

a. Regular Employees will be paid by classification at the following monthly salary ranges:

Initial placement in classification is at the discretion of the Manager.

Steps are considered biennially and/or at the discretion of the Manager.

Position Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Director of Science and Outreach	Monthly	\$8,064	\$8,467	\$8,891	\$9,336	\$9,803
	Annual	\$96,765	\$101,605	\$106,695	\$112,033	\$117,633
Urban Program Coordinator	Monthly	\$7,518	\$7,893	\$8,292	\$8,706	\$9,141
	Annual	\$90,219	\$94,711	\$99,502	\$104,467	\$109,694
Rural Program Coordinator	Monthly	\$7,518	\$7,893	\$8,292	\$8,706	\$9,141
	Annual	\$90,219	\$94,711	\$99,502	\$104,467	\$109,694
Office Administrator	Monthly	\$7,047	\$7,399	\$7,770	\$8,158	\$8,565
	Annual	\$84,564	\$88,789	\$93,234	\$97,900	\$102,786
Mechanic	Monthly	\$6,703	\$7,007	\$7,297	\$7,597	\$7,934
	Annual	\$80,438	\$84,085	\$87,563	\$91,164	\$95,208
Vector Biologist	Monthly	\$6,471	\$6,793	\$7,132	\$7,488	\$7,864
	Annual	\$77,650	\$81,510	\$85,583	\$89,855	\$94,365
GIS/IT Specialist	Monthly	\$6,560	\$6,857	\$7,141	\$7,435	\$7,765
	Annual	\$78,726	\$82,281	\$85,694	\$89,221	\$93,177
Vector Management Specialist	Monthly	\$6,174	\$6,454	\$6,720	\$6,997	\$7,308
	Annual	\$74,088	\$77,447	\$80,636	\$83,966	\$87,692
Area Supervisor/UAS Pilot	Monthly	\$6,427	\$6,748	\$7,018	\$7,299	\$7,591
	Annual	\$77,126	\$80,982	\$84,221	\$87,590	\$91,094
Area Supervisor	Monthly	\$6,121	\$6,399	\$6,662	\$6,937	\$7,245
	Annual	\$73,453	\$76,783	\$79,945	\$83,247	\$86,940
Associate Biologist	Monthly	\$5,954	\$6,223	\$6,481	\$6,748	\$7,047
	Annual	\$71,448	\$74,676	\$77,773	\$80,974	\$84,564
Data Management Associate	Monthly	\$5,789	\$6,050	\$6,301	\$6,560	\$6,851
	Annual	\$69,464	\$72,601	\$75,613	\$78,725	\$82,215

b. Seasonal, Temporary and Special Project Employees will be paid at the following hourly rates:

<u>Position Classification</u>	<u>Yearly Step Increments</u>				
Level I	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	
Seasonal Tech I	Mosquito Control Technician I				
Surveillance Assistant I	Mosquito Trapping Assistant I				
Outreach Assistant I					
Office Aide I	\$20.00	\$20.50	\$21.00	\$21.50	
Level II	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	
Seasonal Tech II	Mosquito Control Technician II				
Surveillance Assistant II	Mosquito Trapping Assistant II				
Outreach Assistant II					
Office Aide II					
current	\$22.00	\$22.50	\$23.00	\$23.50	
Level III	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Seasonal Tech III	Mosquito Control Technician III				
Mosquito Trapping Assistant III	\$27.00	\$28.00	\$29.00	\$30.00	\$31.00
Clerical Assistant	\$26.00	\$27.00	\$28.00	\$29.00	\$30.00
		<u>Step Increments</u>			
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Special Project Assistant	\$20.00	\$20.50	\$21.00	\$21.50	\$22.00

1. Basic Salary and Wage Plan

c. Qualifications for benefits and benefit coverage:

(1) Regular and Probationary Employees qualify for and receive the following benefits as part of their compensation package and as defined and implemented in the District's policies: paid sick leave, vacation and holidays; participation in a retirement plan through contract with CalPERS; and group health insurance, with coverage, as defined and provided in Section 2040.5.1.1 of the Employee Policy Handbook.

(2) Seasonal and Temporary Employees do not qualify for nor receive benefits other than an hourly wage, except for the following: limited paid sick leave and certain paid District holidays, as defined and implemented in the District policies, and for those employees who are required to participate in a retirement plan through contract with CalPERS

Effective January 1, 2023

Manager Monthly Salary
\$12,083