



Butte County Mosquito and Vector Control District

5117 Larkin Road • Oroville, CA 95965-9250
Phone: 530-533-6038 • Fax: 530-534-9916
www.BCMVCD.com

Matthew C. Ball
Manager

AGENDA

Regular Meeting of the Board of Trustees of the Butte County Mosquito and Vector Control District

(BCMVCD) Board Room, 444 Otterson Drive, Chico, CA 95928. The Board of Trustees is committed to making its proceedings accessible to all citizens. Individuals with special needs should call District staff at 530-533-6038 or 530-342-7350, Monday through Thursday, 6:00 a.m. to 4:30 p.m. to request disability-related modifications/accommodations or to request materials in alternate formats. All requests for special accommodations and/or alternative format documents must be made 48 hours prior to the meeting.

1. **Regular Board of Trustees Meeting Time:** 4:00 PM **Date:** November 9, 2022
2. **Call to Order** – 4:00 PM (Call Roll)
3. **Persons Wishing to Address the Board on Items Not on the Agenda (limit to 5 minutes):**
4. **Approval of Minutes of the Meeting of:** October 12, 2022
5. **Persons Wishing to Address the Board Pertaining to Closed Session Matters:** N/A
6. **Closed Session Announcement (District Legal Counsel Present):** None
7. **Reports: (7.1 – 7.2)**
 - 7.1 **District Manager's Report**

The District Manager will provide a brief report on current District business and activities. The Manager will also report on District employees, meetings attended, and current projects.
 - 7.2 **District Departments Report**

The Assistant Manager and District staff members present, will provide reports on all the business and activities of all the District's departments. District departments include Entomology, Ground Operations, Aircraft Operations, and Public Information and Outreach.
8. **Policy Matters: (8.1 – 8.11)**
 - 8.1 **Consider a Capital Expenditure for Six (6) Cougar ULV Sprayers with Smart Flow**

The Board will be asked to consider a Capital Expenditure for six Cougar ULV Sprayers with Smart Flow from Clarke in the amount of \$75,926.55. This expenditure has been budgeted.
 - 8.2 **Open Seal Bids, Select the Highest Bidder, and Announce the Winning Bid**

The Board will ask the Administrative Manager to open the sealed bids. The Board will hear the bid amount for the flatbed truck and car trailer and announce the highest bidder for each truck.

8.3 Consider Renewing Membership with California Special Districts Association

The Board will be asked to consider renewing membership with the California Special Districts Association (CSDA). CSDA's dues structure is based on an agencies/district's operating revenue. The dues for operating revenue between \$2.0 million and \$5.0 million are \$8,186.00 annually. The District rejoined the CSDA in April of 2017.

8.4 Consider Adoption and Amendments to Job Descriptions, Policies 6140-6143

The Board will be asked to consider adopting Job Descriptions, Mosquito and Vector Control Specialist I, Policy 6140; Mosquito and Vector Control Specialist III, Policy 6142; and Mosquito and Vector Control Specialist IV, Policy 6143; and to consider amending Job Descriptions, Mosquito and Vector Control Specialist II, Policy 6141.

8.5 Consider Amendments to Job Descriptions, Policies 6150, 6160, and 6170

The Board will be asked to consider amending Job Descriptions, Mosquito and Vector Control Assistant (Seasonal), Policy 6150; Lab Assistant (Seasonal), Policy 6160; and Shop / Hangar Assistant (Seasonal), Policy 6170.

8.6 Consider Amendment(s) to Personnel Policy, Holidays, Policy 7025

The Board will be asked to consider amendments to Personnel Policy, Holidays, Policy 7025.

8.7 Consider Amendment(s) to Personnel Policy, Pregnancy Disability Leave, Policy 7035

The Board will be asked to consider amendments to Personnel Policy, Pregnancy Disability Leave, Policy 7035.

8.8 Consider Amendment(s) to Personnel Policy, California Family Rights Act (CFRA) Leave, Policy 7045

The Board will be asked to consider amendments to Personnel Policy, CFRA Leave, Policy 7045.

8.9 Consider Amendment(s) to Personnel Policy, Bereavement Leave, Policy 7050

The Board will be asked to consider amendments to Personnel Policy, Bereavement Leave, Policy 7050. The amendments are required to comply with recent updates to AB 1949.

8.10 Consider Amendment(s) to Personnel Policy, Personal Vehicle Usage and Rental Vehicle, Policy 7245

The Board will be asked to consider amendments to Personnel Policy, Personal Vehicle Usage and Rental Vehicle, Policy 7245. The amendments are recommended by the Vector Control Joint Powers Agency.

8.11 Consider Amendment(s) to Personnel Policy, Employee Driver Safety and Driving Record, Policy 7255

The Board will be asked to consider amendments to Personnel Policy, Employee Driver Safety and Driving Record, Policy 7255. The amendments are recommended by the Vector Control Joint Powers Agency.

9. Topic of the Month:

The Board will see a presentation from the District's Vector Ecologist on the biology of *Culiseta inornata*.

10. Approve Payment of The Bills:

The Board will be asked to review the demands made upon the District for the past month and consider approving the payment of the bills.

11. Personnel: N/A

12. Correspondence: N/A

13. Other Business: N/A

14. Persons Wishing to Address the Board Pertaining to Closed Session Matters: N/A

15. Closed Session Matters (District Legal Counsel Not Present): None

16. Adjournment: (Next Regular Meeting of the BCMVCD Board of Trustees is December 14, 2022)

Regular Minutes of the Board of Trustees of the Butte County Mosquito and Vector Control District Meeting held October 12, 2022

Members Present: Darlene Fredericks, Vice President Dr. Larry Kirk, Bruce Johnson, Philip LaRocca, Assistant Secretary Melissa Schuster, and Secretary Bo Sheppard.

Members Excused: President Dr. Albert Beck, Michael Barth, and Carl Starkey.

Members Absent: Chuck Reynolds

Also Present: District Manager Matt Ball, Assistant Manager Aaron Lumsden, Administrative Manager Maritza Sandoval, and Entomologist Amanda Bradford.

1. The Regular Meeting of the Board of Trustees of the Butte County Mosquito and Vector Control District held on October 12, 2022, at 444 Otterson Drive, Chico, CA 95928.
2. The October 12, 2022, Butte County Mosquito and Vector Control District regular meeting of the Board of Trustees was called to order at 4:07 PM by Vice President Kirk.
3. Seeing and hearing no persons wishing to address the Board on items not on the agenda, Vice President Kirk proceeded to request approval of the minutes.
4. After review, it was then moved by Member Sheppard, seconded by Member Johnson, and passed unanimously with a vote of 6 ayes and 0 nays to approve the minutes of the Board of Trustees meeting held September 14, 2022, as written.
5. No persons wishing to address the Board on closed session matters.
6. No closed session matters needing legal counsel.
7. Reports (7.1 – 7.5)
 - 7.1 Under item 7.1 of reports, District Manager's Report, the District Manager reported that on September 15, 2022, the District completed the monthly staff meeting and all vehicle inspections. The District's Safety Committee met on this date. Also on this date, the District Manager met with a representative of Valent BioSciences to discuss products and packaging.

On September 16, 2022, the District Manager attended the MVCAC Legislative Committee biweekly call. The meeting consisted of legislative bill reviews, legislative projects, and regulatory issues.

On September 20, 2022, the District Manager met with a representative of Central Life Sciences to discuss products, pricing, and availability.

On September 29, 2022, the District hosted its Seasonal Appreciation Luncheon. This luncheon is provided to all staff and District funds are not used.

On October 3, 2022, the District Manager met with representatives of Adapco to discuss products, pricing, and availability.

On October 5, 2022, the District Manager met with representatives of Clarke to discuss products, pricing, and availability.

October 6, 2022, marked the end of the District's aggressive larvicide program for 2022. All treatments following October 6th will be made without seeking property owner reimbursement.
 - 7.2 Under item 7.2 of reports, the Assistant Manager reported that the District's New Jersey light traps and gravid traps have continued catching mosquitoes. *Culex pipiens* populations are lower than the previous year. *Culex tarsalis* populations have plummeted and are lower than the previous year at this time. Most mosquito species populations have decreased over the past month, however *Aedes melanimon* are increasing. Sentinel chickens sera samples are continuing to be taken biweekly. CO2 trapping has continued and traps are being deployed routinely. Mosquito pools are being submitted for mosquito-borne disease. As of October 12th, 442 pools have been submitted for testing with 39 being positive for WNV. *Aedes aegypti* has continued to be detected in the cities of Oroville and Chico with a total of 40 detections, many which have been at the same trap location. The District's Invasive Mosquito Response Plan was followed on all detections.

As of October 6th, there have been 39 positive pools, 27 sentinel chickens, 2 positive birds, and 3 positive humans within the District's service area in 2022. WNV has been identified in 2,925 mosquito pools, 166 dead birds, 81 humans, 123 chickens, and 11 horses in California to date.

The District's fishponds continue to be in full use for the season. The four indoor fish tanks are continuing to produce fry in preparation for the cold season. Also, on September 27th, the District acquired 10 pounds of mosquitofish from Sacramento-Yolo MVCD to add to the interior tanks. The public fish tanks were pulled from the field on September 28th.

Mosquito and Vector Control Specialists (Specialists) have continued mosquito surveillance and treatments in all sources, such as: flood water areas, agricultural, ditches, drains, urban sources, etc. Service requests for inspections, fish, and treatments have continued to increase over the past month. The District has continued night-time adulticide operations on a regular basis.

As of October 12th, the District has treated 6,025 acres of managed wetlands. The acreage at this time last year was 7,936 acres. The District has treated 56,152 acres of rice. The acreage at this time last year was 40,600 acres. 606Y has made 14 ULV adulticide treatments this year. Last year at this time, 606Y had made 19 ULV treatments.

The PR Department is reviewing and updating (as needed) the District's website, brochures, photo and video files, and other informational documents. The District public service announcements on billboards, newspapers, radio and television ended at the end of September. The District attended the Salmon Festival on September 24th. The District also held a presentation at the City of Biggs on October 11th for 3rd and 4th graders.

- 7.3 Under item 7.3 of reports, 2022/2023 1st Quarter Fiscal Reports, the Administrative Manager reported that salaries and benefits category is 30.9% expended, services and supplies category is 49.5% expended, capital outlay category is 1.5%. It was then stated that overall expenditures are currently at 36.1% expended and current revenues are at 1.0% received.
- 7.4 Under item 7.4 of reports, 3rd Quarter Newsletter, the Assistant Manager reviewed and presented the 3rd Quarter Newsletter to the Board.
- 7.5 Under item 7.5 of reports, the District Manager reported that Member LaRocca, Member Sheppard, and Member Schuster have terms expiring December 31, 2022, and were asked if reappointment was desired. All three Members signified a desire to be reappointed. District staff will send reminder letters to those Members respective appointing bodies.

After this final item of reports, Vice President Kirk asked the District Manager to proceed to policy matters.

8. Policy Matters (8.1)

- 8.1 Under item 8.1 of reports, the Board was asked to consider three piece of equipment surplus to need, authorize a minimum bid amount for two items, and authorize management to dispose of them. The Board was asked to consider declaring truck V107, a 1981 GMC flatbed and car trailer E144, a 2000 Carson, surplus to need and to set a minimum bid price. District management recommended a minimum bid of \$500.00 for each item. The Board was asked to consider declaring home-made trailer E148 surplus to need and authorize District management to donate or dispose of it. After some discussion, the minimum bid amount for two of the pieces of equipment (V107 and E144) was established to be \$500 and the home-made trailer (E148) to be disposed. It was then moved by Member Sheppard, seconded by Member Schuster and approved unanimously with a vote of 6 ayes and 0 nays to declare three pieces of equipment surplus to need, authorize to sell, and set the minimum bid of \$500 for V107 and E144 and to dispose of E148.
9. Under topic of the month, the District's Entomologist gave a presentation on how the District's WALs machine works.
10. After reviewing the demands made upon the District for the past month, it was then moved by Member Sheppard, seconded by Member Johnson, and passed unanimously with a vote of 6 ayes and 0 nays to authorize checks numbered 51441 through 51590 be signed and distributed. Expenditures for the month totaled \$341,715.77.
11. No personnel items to report.
12. No items of correspondence to report.
13. No other business to report.
14. No persons wishing to address the Board pertaining to closed session matters.
15. No closed session matters not warranting legal counsel.

16. Vice President Kirk announced adjournment at 5:03 PM and concluded by stating that the next regular meeting of the BCMVCD Board of Trustees would meet at 4:00 PM on November 9, 2022, at the Chico Substation's Board Room at 444 Otterson Drive, Chico, CA 95928.

Respectfully submitted,

James "Bo" Sheppard,
Secretary

On October 12, 2022, District management attended CSDA's Human Resources Boot Camp.

On October 13, 2022, the District completed the monthly staff meeting and all vehicle inspections. The District's Safety Committee met on this date. District management attended day 2 of CSDA's Human Resources Boot Camp. Also on this date, the District Manager hosted his 15th Annual Employee Appreciation Luncheon for all staff. This meal is bought, prepared, and cooked by the District Manager.

On October 14, 2022, the District Manager attended the MVCAC Legislative Committee biweekly call. The meeting consisted of legislative bill reviews, legislative projects, and regulatory issues.

On October 20, 2022, District management attended and had their biannual management meeting. Management reviewed the past mosquito season, discussed policies and procedures, reviewed the offseason projects, and projected/forecasted the next mosquito season.

On October 25, 2022, the District Manager attended and presented a "Who we are and what we do" presentation for the Butte County Board of Supervisors.

On October 26, 2022, District management attended a virtual meeting with Leading Edge and Associates to discuss potential projects and improvements for MapVision 2.0 and to explore further the possibilities with MapVision 3.0.

On October 27, 2022, the District Manager and Administrative Manager attended virtually the Sac Valley Region meeting. The meeting reviewed upcoming MVCAC action items, received reports from MVCAC committees, and heard reports from CDPH, VJPA, AMCA, and all the attending districts.

On November 1, 2022, the District Manager attended the MVCAC monthly virtual meeting. The meeting discussed MVCAC action items and current project/affairs of the MVCAC.

On November 2 and 3, 2022, District management and laboratory staff attended the MVCAC Fall Quarterly meeting. Several District employees are members of a MVCAC committee. Committees reported on current project status, reviewed tasks completed over the past year, and reviewed charges for the upcoming year.

On November 8, 2022, the District Manager attended the AB 896 virtual meeting to discuss state wetland best management practice projects throughout the state and our local project being conducted at Bird Haven Ranch.

As a reminder, the District will be closed in observance of Veteran's Day on November 10, 2022.

LAB / VECTOR SURVEILLANCE: The District's New Jersey light traps and gravid traps have continued catching mosquitoes (Attachments #1).. Sentinel chickens sera samples are continuing to be taken biweekly. CO2 trapping has ended.. As of November 1st, 442 pools have been submitted for testing with 39 being positive for WNV.

AEDES AEGYPTI DETECTION: *Aedes aegypti* has continued to be detected in the District's service area with a total of 54 detections, many of which have been at the same trap locations in the cities of Chico and Oroville. On October 25th, the first detection in the city of Paradise was found. The District's Invasive Mosquito Response Plan was followed on all detections.

VIRUS SURVEILLANCE: West Nile virus (WNV) activity continues to increase throughout the State as well as within the District's service area (Attachment #2). As of November 1st, there have been 39 positive pools, 27 sentinel chickens, 2 positive birds, and 3 positive humans within the District's service area in 2022.

MOSQUITOFISH OPERATIONS: The District's fishponds continue to be in full use for the season. The four indoor fish tanks are continuing to produce fry in preparation for the cold season. The public can still request fish and/or visit the District offices.

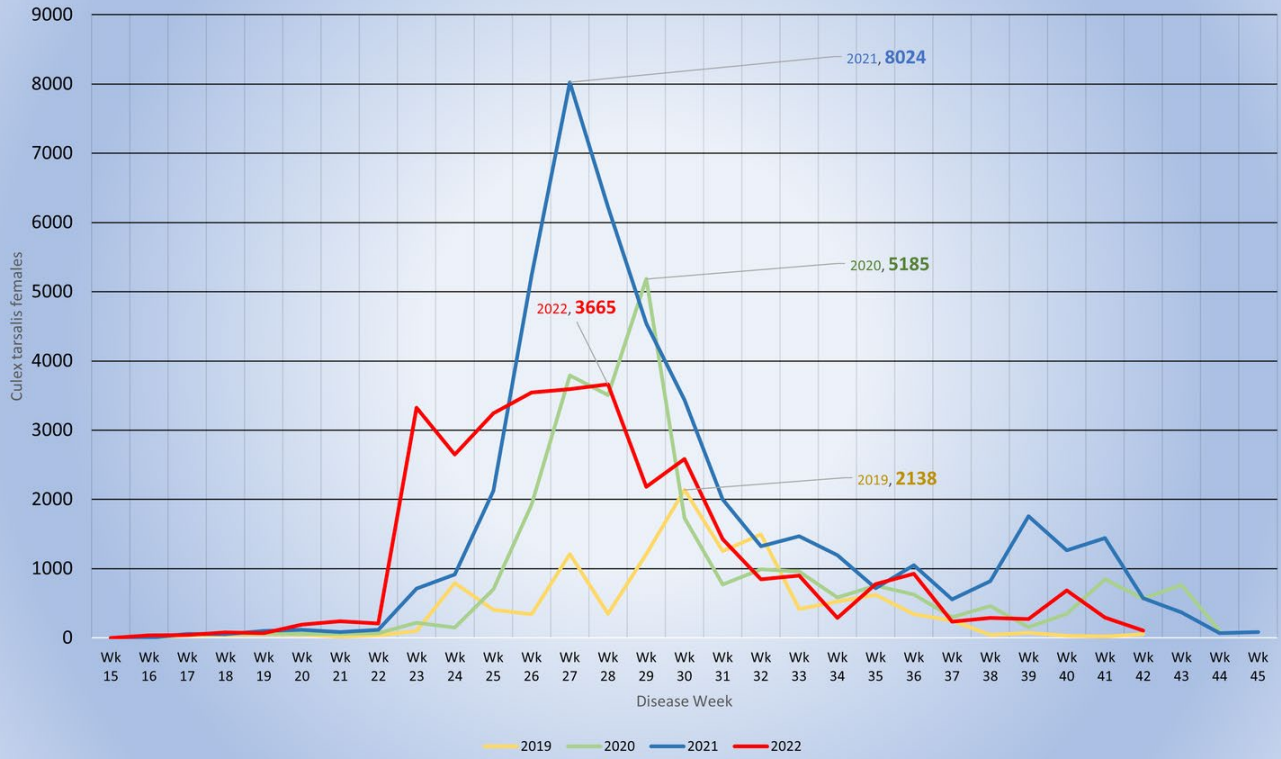
CONTROL OPERATIONS: Mosquito and Vector Control Specialists (Specialists) have continued mosquito surveillance and treatments in all sources, such as: flood water areas, agricultural, ditches, drains, urban sources, etc. On October 24th, due to weather, the District closed spray requests for the year. However, service requests for inspections and fish will continue. All adulticide operations have ceased.

AIRCRAFT OPERATIONS: As of November 1st, the District has treated 7,564 acres of managed wetlands. The acreage at this time last year was 8,428 acres. The District has treated 56,635 acres of rice. The acreage at this time last year was 41,457 acres. 606Y has made 17 ULV adulticide treatments this year. Last year at this time, 606Y had made 19 ULV treatments.

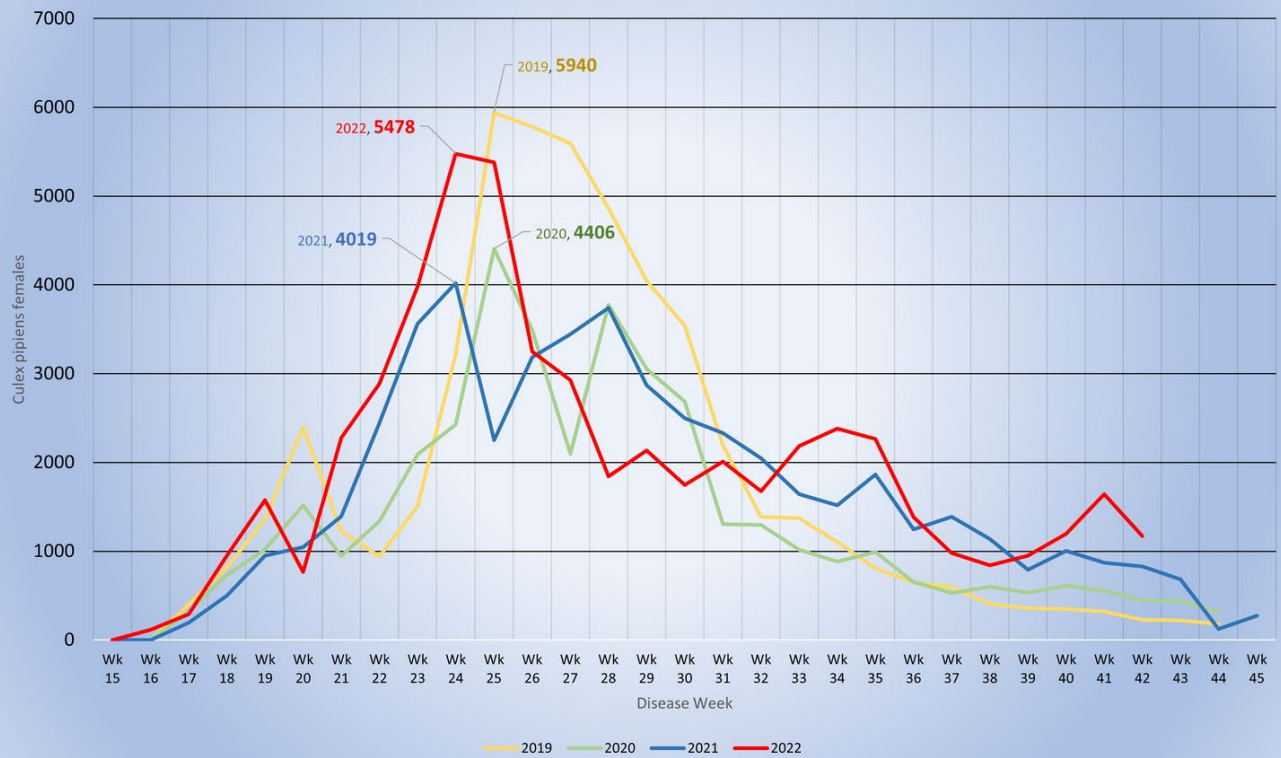
PUBLIC INFORMATION & OUTREACH: The PR Department is reviewing and updating (if needed) the District's website, brochures, photo and video files, and other informational documents. The District mobile friendly website continues to be updated as needed. The District public service announcements have ceased for 2022. On October 11th the District presented to 3rd and 4th graders from Biggs Elementary School at the City of Biggs.

Attachment #1

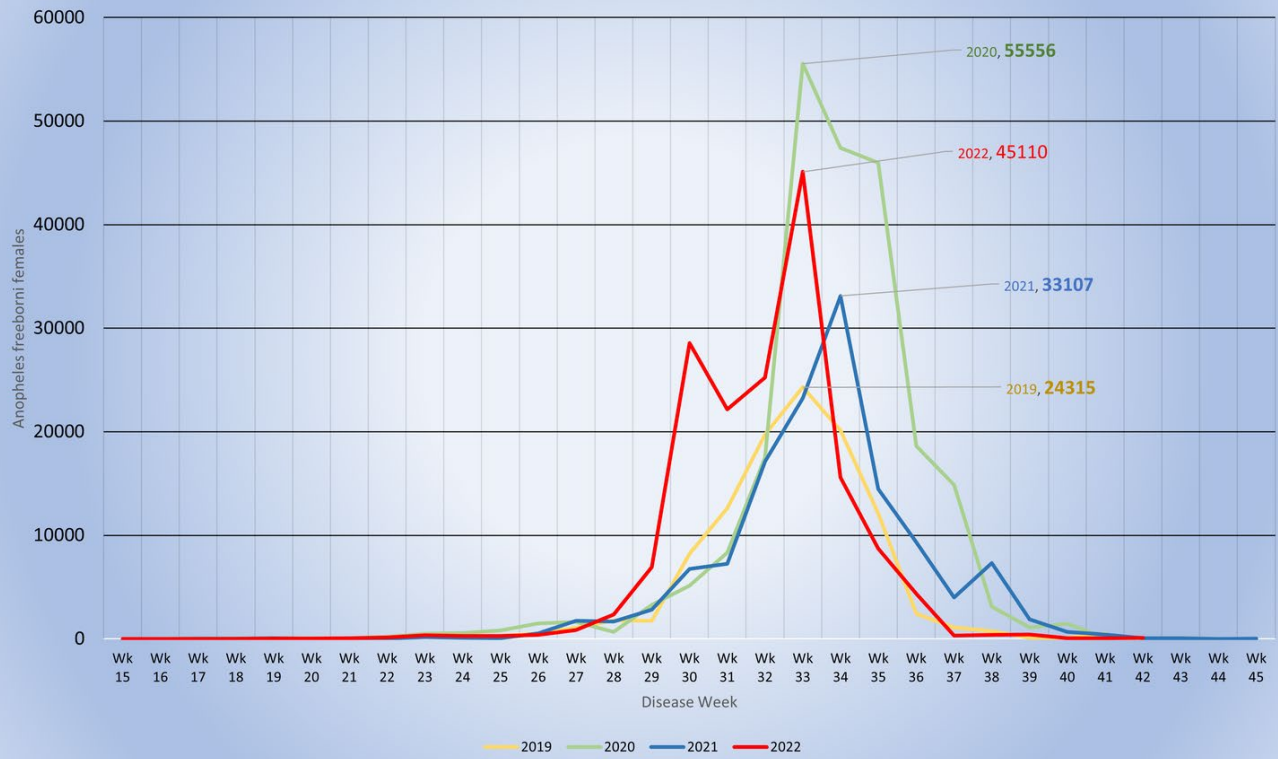
CULEX TARSALIS COMPARISON



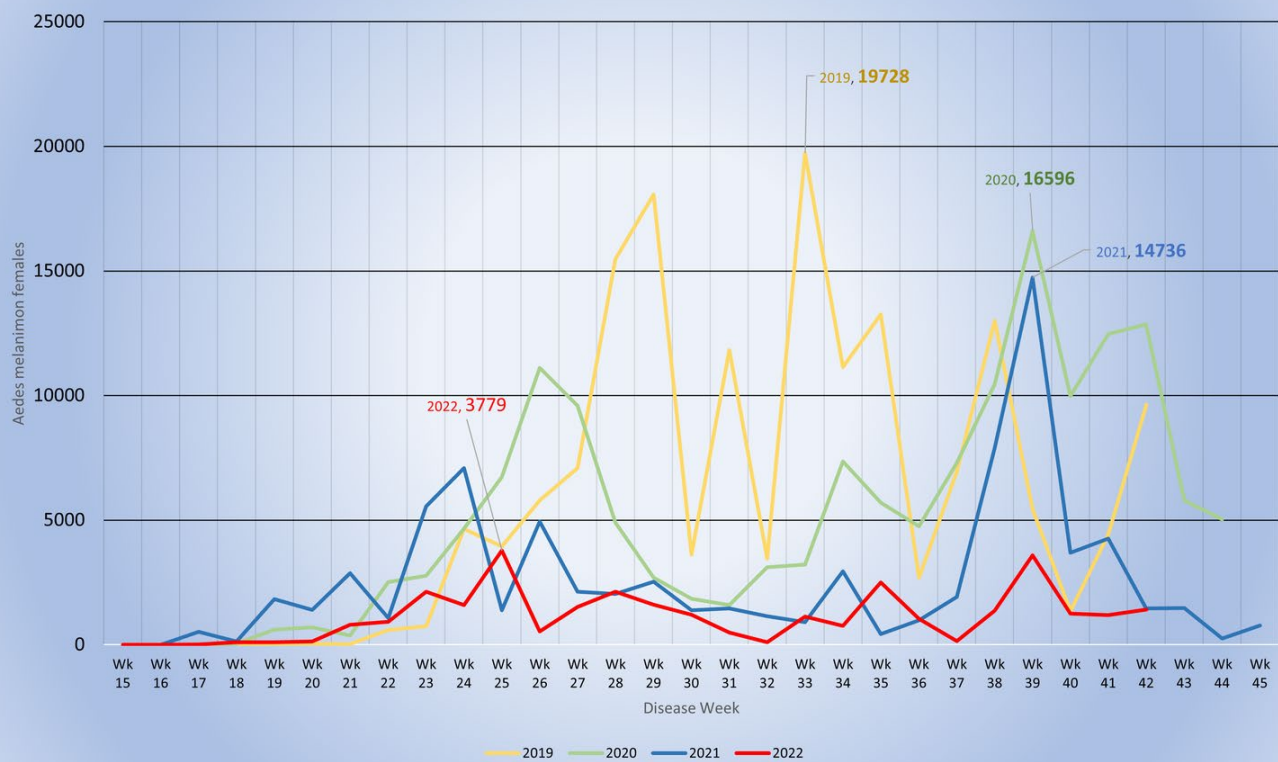
COUNTY-WIDE GRAVID TRAP COMPARISON



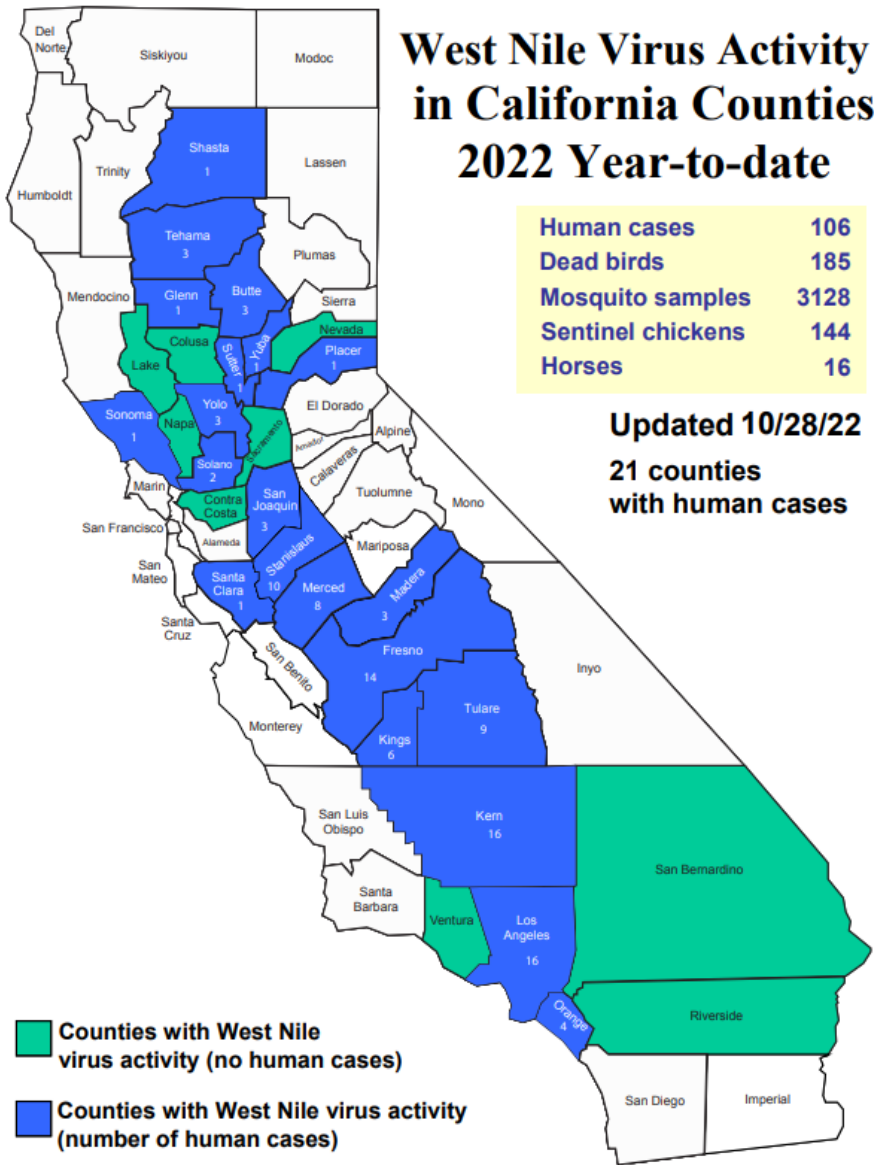
ANOPHELES FREEBORNI COMPARISON



Aedes melanimon COMPARISON



Attachment #2



	Humans	Horses	Dead Birds	Dead Squirrels	Mosquito Pools	Sentinel Chickens
2004	7	18	118	0		1
2005	25	7	79	0		4
2006	34	0	40	1		1
2007	16	0	27	0		5
2008	6	0	38	0		5
2009	2	0	13	0		5
2010	1	1	6	1		7
2011	3	0	0	0		1
2012	10	2	53	2		27
2013	24	0	42	1		38
2014	25	0	22	0		43
2015	55	0	38	0		101
2016	21	0	22	0		48
2017	3	0	5	0		49
2018	12	0	4	0		49
2019	5	0	1	0		45
2020	4	1	4	0		31
2021	12	0	2	0		80
2022	3	0	2	0		39
Total:	268	29	516	5		579



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St Charles, IL 60174
U.S.A.

www.clarke.com
TOLL-FREE: 800-323-5727

PH: 630-894-2000
FAX: 630-443-3070

EMAIL: customercare@clarke.com

QUOTATION

B Butte County MVCD (002344)
I Matt Ball
L 5117 Larkin Road
L Attn: Aaron Lumsden 530-533-6038
Oroville, CA 95965-9250
T 530-533-6038
O 530-534-9916

S Butte County MVCD
H Matt Ball
I 5117 Larkin Road
P Attn: Aaron Lumsden 530-533-6038
Oroville, CA 95965-9250
T 530-533-6038
O 530-534-9916

Quotation #	Quote Date	Salesperson	Written by	Valid to
0002027939	03/28/22	Nancy Voorhees	Angie Gaul	04/29/22

Delivery Method	Terms
Best Way	Net 30 Days

Item #	Item Description	Qty Ordered	Unit Price	Extended Price
12871SMART	COUGAR w/SMART <i>No GPS</i>	6 ea	11,690.0000/ea	70,140.00
Tax:				5,786.55
Order Total				75,926.55
Total				75,926.55

List price = \$ 13,735.78
Savings per unit = \$ 2,045.78 x 6 =
Total savings = \$ 12,274.68

* For your convenience we also accept Visa and MasterCard

Clarke will charge applicable sales taxes unless a valid exemption certificate is Emailed to: accountsreceivable@clarke.com or faxed to: 630-672-7439

* A 15% restocking fee plus freight costs may be assessed to any returned items.
Items must be returned within 120 days of shipment and in an acceptable condition.



Products / Mosquito Equipment / Application Equipment / Cougar® ULV Sprayer

COUGAR® ULV SPRAYER

COUGAR W/ SMARTFLOW

1

[+ Add to Quote](#)

Gas-Powered ULV

Cougar

USA States/Territories Only

The Cougar® ULV Sprayer provides the professional performance of larger ULV mosquito control application units in a small-scale machine body and a more economical price. This ULV cold aerosol generator is lightweight, reliable and easy to operate.

- An 10 HP (305 cc) Over Head Valve (OHV) engine for power and performance
- Industrial grade, high performance ULV nozzles
- Application rates up to 18 oz/minute
- 8 hours of fuel capacity
- Comes standard with the SmartFlow II flow control system
- Unmatched equipment craftsmanship, including all-steel construction and two-stage powder coating finishing on all frame parts
- Easy set-up and installation/vehicle mounting
- User-friendly operations and backed by Clarke technical support

- Made in the USA



PRODUCT DETAILS

About the Cougar® ULV Sprayer

<https://www.clarke.com/product/cougar-ulv-sprayer/>

The Cougar ULV Sprayer features a 10 HP engine, combined with an electric starter, giving you the power you need to perform mosquito control applications effectively and efficiently.

Capable of product application rates up to 18 fl oz/min and fuel capacity for up to 8 hours, the Cougar ULV Spray Machine is an economical choice for many different types of mosquito control programs. And as with every Clarke application machine, it comes standard with Clarke's SmartFlow II flow control system and is backed by Clarke's mosquito service, technical and mechanical experts.

Cougar® ULV Sprayer Specs-at-a-Glance

All Cougar ULV Spray Machines feature:

- Engine: 10 HP (305cc)
- Blower: 105 CFM at 3600 RPM
- Weight: 250 lbs. (112 kg.)
- Nozzle: IHPLAT
- Dimensions: 42"Lx38"Wx43"H / (107cmLx91cmWx102cmH)
- Flow Rate ULV: 18 oz./min. (532ml)
- Formulation Tank: 15 gal. (56.7 liter)
- Flush Tank: 2 qt. (1.9 liter)
- Fuel Tank: 2.84 gal. (10.7 liter)

More About the Cougar's Standard Power Features

- High-Performance Laminar Air Flow ULV nozzle swivels 360° horizontally and 200° vertically
- FMI electric lab pump, with waterproof, lockable enclosure
- Electric start
- Built-in flusher
- Lockable pour-clean 15-gallon poly chemical tank
- 10 HP Over Head Valve (OHV) Engine
- Rotary positive displacement blower 105 CFM at 3600 RPM
- Remote engine start/stop/choke/flush
- Automatic low pressure cut off
- Engine hour meter and tachometer
- Chemical flow hour meter
- All steel construction with Z-base rails for easier vehicle mounting
- Two-stage powder coat finish on all frame parts

- Non-shear anti-vibration mounts
- Automatic engine idle back
- Automatic throttle control reduces wear and noise

About SmartFlow II

Clarke's Smartflow II flow control system comes standard with all Clarke's ULV spray machines. It offers an unprecedented level of accuracy and precision and can be used in tandem with GPS for variable flow. With one-step calibration and three preprogrammed rates, you can store product-specific application details in the system and adapt quickly to varying field conditions.

Cougar® ULV Sprayer

Manual



Info Sheet





**California Special
Districts Association**
Districts Stronger Together

California Special Districts Association
1112 I Street, Suite 200
Sacramento, CA 95814
Phone: 877.924.2732 Fax: 916.520.2470
www.csdanet

2023 CSDA MEMBERSHIP RENEWAL

To:

Membership ID: 30

Butte County Mosquito and Vector Control District
5117 Larkin Road
Oroville, CA 95965-9250



Issue Date: October 1, 2022

Due Date: December 31, 2022

BY:

RM-Regular Member	\$8,186.00
Optional Purchases	
\$25 2023 Required State & Federal Labor Law Poster	\$
\$225 CSDA Sample Policy Handbook	\$
Total	\$
PAYMENT	
Account Name:	Account Number:
Expiration Date	Auth Signature

Please return this form with payment to CSDA Member Services, 1112 I Street, Suite 200, Sacramento, CA 95814, fax: 916.520.2470. To pay by ACH, please contact membership@csda.net.

OBRA 1993 prohibits taxpayers from deducting, for federal income tax purposes, the portion of membership dues that are allocable to the lobbying activities of trade organizations. The nondeductible portion of your dues is estimated to be 8%. To view dues categories, please visit the CSDA transparency page at www.csdanet

Thank you for being a CSDA Member!

Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Job Description - Mosquito and Vector Control Specialist **I**
POLICY NUMBER: 6140

6140.1 Nature of Work

6140.1.1 During the warmer months of the year, under the general direction of the District Manager and Assistant Manager and direct supervision of the Regional Supervisor, the Mosquito and Vector Control Specialist **I** performs vector surveillance, performs vector control operations, and provides public education within the District's service area, is assigned a geographic zone and/or specialized functions of a vector control agency, and performs work as required.

6140.1.2 During the cooler months of the year, under the general direction of the District Manager and Assistant Manager and direct supervision of the Regional Supervisor, the Mosquito and Vector Control Specialist **I** performs annual maintenance of spray equipment/machines, ATVs, vehicles, and facilities; performs personnel and equipment characterization and calibration; performs and assists with special projects; receives annual training and attend continuing education courses.

6140.2 Illustrative Tasks

6140.2.1 Surveys District service area and assigned zone for vector breeding sources, such as but not limited to, ponds, catch basins, marsh areas, dairy facilities, residential premises, swimming pools, managed wetlands, floodwater, ditches, pastures, agriculture sources, and maintains an awareness of irrigation patterns and other water holding sources conducive to vector breeding and determines or identifies species and/or stage of larval development and notes other factors such as weather conditions, type and extent of plant growth, water quality, and surroundings.

6140.2.2 Supervises assigned Mosquito and Vector Control Assistant in organizing the work of field inspections and control operations to meet the various needs and situations; requests personnel assistance to sections or areas and makes adjustments in assignments as necessary.

6140.2.3 Performs the application of pesticides and insures such applications and pesticides are applied in accordance with established laws, regulations, methods and techniques; selects appropriate pesticide for application; selects appropriate dosage rates in accordance with the label, and implements to obtain proper coverage and efficacy; **FOLLOWS THE LABEL**; records and submits accurate and proper paperwork (worksheets, weigh tags, fog sheets, service requests, weekly surveillance records, etc.).

6140.2.4 Arranges for and conducts fish planting in targeted areas; assists with the District's mosquitofish program; harvests fish, maintains facility and sentinel fish tanks, maintains District ponds, and provide recommend field harvest locations.

- 6140.2.5** As needed, initiates requests for aircraft applications and provides information, such as Genus/species, larval stage development, dip count, field location, acres needing treatment, and all other pertinent information.
- 6140.2.6** Re-inspects treated areas to evaluate efficacy, and keeps records of all work performed.
- 6140.2.7** Works with property owners and others and advises regarding vector problems and the need for vector control and source reduction; explains the reason(s) for the Specialist's presence on the property; advises property owners regarding improper maintenance of continuing sources of vectors.
- 6140.2.8** Assists with investigation work, water management, and construction projects as needed.
- 6140.2.9** Works with property owners and other agencies to make recommendations in prevention, reduction, or elimination of mosquito development and harborage sites. Promotes Best Management Practices to reduce mosquitoes and mosquito-breeding sites.
- 6140.2.10** Performs vector surveillance to ponds, catch basins, marsh areas, dairy facilities, residential premises, swimming pools, cemeteries, nurseries, managed wetlands, floodwater, ditches, pastures, agriculture sources, and maintains an awareness of irrigation patterns and other sources conducive to vector breeding.
- 6140.2.11** Reports conditions needing attention and action to management (i.e. denied access to property, interference of District staff to provide service, refusal of application, public complaint, etc.).
- 6140.2.12** Revises operational maps of zones and areas in the District including properties, sources, topographical characteristics, fogging routes, no sprays, bees, and other features relevant to vector surveillance and control operations; makes improvement suggestions to the GIS department.
- 6140.2.13** Performs, supervises, and assists in the task training of new personnel in field operations.
- 6140.2.14** Cuts vegetation and prepares trails for equipment and/or personnel movement; performs general labor and simple equipment operations.
- 6140.2.15** Performs annual maintenance of spray equipment, ATVs, vehicles, and facilities; calibrates spray equipment; assists with facility improvement/maintenance projects including, but not limited to, herbiciding, weed removal, fish pond and tank maintenance, janitorial, painting, and other related general labor activities; completes all required annual training, annual reading, and attends continuing education and training sessions.
- 6140.2.16** Ability to take management direction, communicate well with fellow employees, management, and the public.
- 6140.2.17** Make and maintain contacts with other agencies.
- 6140.2.18** Respond to questions and complaints regarding the District's program.
- 6140.2.19** Performs related work as required and other assigned tasks.

6140.3 Secondary Illustrative Tasks

6140.3.1 Due to work volume, financial and staffing constraints, and other unknown and/or unanticipated conditions, at times, this position may be assigned other tasks, including field surveillance and control operations; clerical and/or office operations; mechanical and maintenance operations; public education and outreach operations; and other operations as needed, requested, and/or required.

6140.4 Knowledge, Abilities, and Skills

6140.4.1 Working knowledge of the duties and responsibilities of the Butte County Mosquito and Vector Control District.

6140.4.2 Knowledge of the pesticides, methods, and techniques used in vector control activities.

6140.4.3 Knowledge of mosquitoes and other vectors, life habits, and characteristics, especially species preferred breeding sites.

6140.4.4 Working knowledge of databases, word-processing, and spreadsheet computer applications.

6140.4.5 Considerable knowledge of hazard and safety precautions of the work.

6140.4.6 Working knowledge of automotive equipment and pesticide application equipment used by the District and of the techniques and methods used in effecting minor repairs.

6140.4.7 Ability to identify using keys the various species of mosquitoes and other vectors found in the District's service area.

6140.4.8 Ability to conduct comprehensive surveys for mosquitoes and other vectors.

6140.4.9 Ability to establish and maintain effective working relationships with other employees, management, other agencies, businesses, and the public.

6140.4.10 Ability to keep records and make reports; ability to make arithmetical computations accurately.

6140.4.11 Ability to understand, follow, and transmit oral and written instructions.

6140.4.12 Ability to learn to operate an ATV, tractor, mowers, and similar equipment.

6140.4.13 Physical strength and ability to work out-of-doors and occasionally under adverse weather and public health situations

6140.4.14 Must be able to hear, read, speak and understand English and be able to communicate effectively both orally and by writing letters and reports regarding the District's control program.

6140.4.15 Working knowledge of chemical application calibration techniques.

6140.4.16 Working knowledge of pesticide safety and handling.

6140.4.17 Basic knowledge of federal, state, and local laws and regulations pertaining to driving, vector control, and disposal/storage of hazardous material.

6140.5 Working Conditions

6140.5.1 A Mosquito and Vector Control Specialist I may be exposed to pesticides, communicable diseases, and other health hazards; inclement weather conditions, and verbal confrontations from the public. A Mosquito and Vector Control Specialist I must be willing to occasionally work non-standard work schedules including evenings, weekends, and holidays.

6140.6 General Requirements

6140.6.1 A Mosquito and Vector Control Specialist I is required to be 18 years of age or older and possess a high school diploma or equivalent.~~have a Associates degree or similar degree or four years of experience in a field directly related to mosquito and vector control. For the purposes of the Mosquito and Vector Control Specialist experience requirement, four "seasons" with a _____ mosquito and vector control agency or combination of agencies will constitute as four years experience.~~

6140.6.2 Possess or qualify for and immediately obtain and retain during the course of employment a valid California Driver's license, and have and maintain a safe driving record as required by the District's insurance carrier.

6140.6.3 Possession of valid certificates from the California Department of Public Health's certified technician in Mosquito and Vector Control categories A, B, ~~C, and D, or must obtain~~ within 12 24 months of employment and must be maintained throughout employment for this position.

6140.6.4 Have the ability to meet any requested experience and or education necessary to obtain any required licenses or certifications and retain such licenses or certification during the course of employment.

6140.6.5 Be able to provide clear verbal communication and be able to hear, read, understand and speak English.

6140.6.6 Be able to read and comprehend written instructions, including detailed technical instructions for repair, calibration, and operation of mechanical and electrical equipment, all spray equipment and safe handling instructions on pesticide labels.

6140.6.7 Be able to work safely with power and hand tools and is required, at all times, to wear any protective clothing and gear necessary for safe handling of those tools.

6140.6.8 Be willing to learn new and different skills and abilities as required by the District. A Mosquito and Vector Control Specialist I may be assigned other tasks, as required by changing District programs and needs, and must be willing to take on new challenges as necessary.

6140.6.9 Not obtain outside employment, if in the District Manager's judgment it will conflict with the District program, or reduce the Mosquito and Vector Control Specialist I's ability to satisfactorily perform required duties.

6140.7 Physical Requirements

6140.7.1 Employees are responsible for maintaining their physical condition in a state that will allow them to be able to perform the duties of their position and to be in a physical condition that does not increase the danger or likelihood of injury on the job.

6140.7.2 Body Movements: Must have full mobility and use of both arms. Must have the ability for full extension above the head to lift or remove equipment during normal daily activity. Must have full range of motion to climb and hike into surveillance and treatment areas that may include use of hands, legs and feet. Must have full mobility to assist in surveillance and control programs which involves climbing up and down steep brushy, muddy terrain to survey, abate vectors, to place traps and use other equipment in mosquito, yellow jacket, and tick habitat. Must have the ability and range of flexibility to reach over the head, reach below the knees and to bend over, stoop, or squat down. Must be able to move quickly in fieldwork areas known to be inhabited with venomous snakes, or other potentially dangerous vectors and animals. Must be able to swim and/or tread water.

6140.7.3 Constant: Activity or condition existing 2/3 or more of the time. Must be able to conduct field operations, to carry equipment weighing up to 50 pounds. Be able to inspect and treat vector breeding sources and test control measures by climbing or hiking into areas to locate and spray breeding areas. Have mobility of arms to reach and legs to walk and dexterity of hands and fingers to grasp and manipulate small objects. Must be able to work in weather ranging from below freezing to above 100° Fahrenheit while wearing the appropriate personal protection equipment for eye protection, hearing protection and respirator if required.

6140.7.4 Frequently: Activity or condition existing from 1/3 to 2/3 of the time. Lifts, carries and uses equipment and supplies weighing up to 50 pounds. Standing and sitting for extended periods while running laboratory tests, record review, and performing office duties. The position requires the frequent operation of a computer keyboard ranging in length from short to extended periods of time. Be able to operate a motor vehicle with a standard and automatic transmission.

6140.7.5 Occasionally: Activity or condition existing up to 1/3 of the time. Requires being able to climb over or through fences, climb ladders, squat, bend over and lift equipment up to 25 pounds above the head. Be able to climb and hike areas to survey and treat vector habitat or test control materials in rice fields, pastures, wetlands, flood control channels, urban environments and similar areas with rough terrain. Must be able to ride a bicycle.

6140.7.6 Vision: The position requires adequate vision (which may be corrected) to read, write, drive during the day and at night and safely perform the essential functions of the job under the conditions listed above.

6140.8 Post Offer Requirements

6140.8.1 Qualifying person must pass a post-offer physical examination for his or her ability to perform the essential functions of the job and a drug screen at District expense.

6140.9 Other Information

6140.9.1 Anyone employed as Mosquito and Vector Control Specialist at the time these amendments are adopted shall be considered to have met the education/experience requirements for this position.

6140.9.2 The District Manager and the Board of Trustees reserves the right to change or amend this job description at their pleasure.

Adopted ~~September 2012~~ November 2022

Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Job Description - Mosquito and Vector Control Specialist II
POLICY NUMBER: 61401

61401.1 Nature of Work

61401.1.1 During the warmer months of the year, under the general direction of the District Manager and Assistant Manager and direct supervision of the Regional Supervisor, the Mosquito and Vector Control Specialist II performs vector surveillance, performs vector control operations, and provides public education within the District's service area, is assigned a geographic zone and/or specialized functions of a vector control agency, and performs work as required.

61401.1.2 During the cooler months of the year, under the general direction of the District Manager and Assistant Manager and direct supervision of the Regional Supervisor, the Mosquito and Vector Control Specialist II performs annual maintenance of spray equipment/machines, ATVs, vehicles, and facilities; performs personnel and equipment characterization and calibration; performs and assists with special projects; receives annual training and attend continuing education courses.

61401.2 Illustrative Tasks

61401.2.1 Surveys District service area and assigned zone for vector breeding sources, such as but not limited to, ponds, catch basins, marsh areas, dairy facilities, residential premises, swimming pools, managed wetlands, floodwater, ditches, pastures, agriculture sources, and maintains an awareness of irrigation patterns and other water holding sources conducive to vector breeding and determines or identifies species and/or stage of larval development and notes other factors such as weather conditions, type and extent of plant growth, water quality, and surroundings.

61401.2.2 Supervises assigned Mosquito and Vector Control Assistant in organizing the work of field inspections and control operations to meet the various needs and situations; requests personnel assistance to sections or areas and makes adjustments in assignments as necessary.

61401.2.3 Performs the application of pesticides and insures such applications and pesticides are applied in accordance with established laws, regulations, methods and techniques; selects appropriate pesticide for application; selects appropriate dosage rates in accordance with the label, and implements to obtain proper coverage and efficacy; FOLLOWS THE LABEL; records and submits accurate and proper paperwork (worksheets, weigh tags, fog sheets, service requests, weekly surveillance records, etc.).

61401.2.4 Arranges for and conducts fish planting in targeted areas; assists with the District's mosquitofish program; harvests fish, maintains facility and sentinel fish tanks, maintains District ponds, and provide recommend field harvest locations.

61401.2.5 As needed, initiates requests for aircraft applications and provides information, such as Genus/species, larval stage development, dip count, field location, acres needing treatment, and all other pertinent information.

61401.2.6 Re-inspects treated areas to evaluate efficacy, and keeps records of all work performed.

61401.2.7 Works with property owners and others and advises regarding vector problems and the need for vector control and source reduction; explains the reason(s) for the Specialist's presence on the property; advises property owners regarding improper maintenance of continuing sources of vectors.

61401.2.8 Assists with investigation work, water management, and construction projects as needed.

61401.2.9 Works with property owners and other agencies to make recommendations in prevention, reduction, or elimination of mosquito development and harborage sites. Promotes Best Management Practices to reduce mosquitoes and mosquito-breeding sites.

61401.2.10 Performs vector surveillance to ponds, catch basins, marsh areas, dairy facilities, residential premises, swimming pools, cemeteries, nurseries, managed wetlands, floodwater, ditches, pastures, agriculture sources, and maintains an awareness of irrigation patterns and other sources conducive to vector breeding.

61401.2.11 Reports conditions needing attention and action to management (i.e. denied access to property, interference of District staff to provide service, refusal of application, public complaint, etc.).

61401.2.12 Revises operational maps of zones and areas in the District including properties, sources, topographical characteristics, fogging routes, no sprays, bees, and other features relevant to vector surveillance and control operations; makes improvement suggestions to the GIS department.

61401.2.13 Performs, supervises, and assists in the task training of new personnel in field operations.

61401.2.14 Cuts vegetation and prepares trails for equipment and/or personnel movement; performs general labor and simple equipment operations.

61401.2.15 Performs annual maintenance of spray equipment, ATVs, vehicles, and facilities; calibrates spray equipment; assists with facility improvement/maintenance projects including, but not limited to, herbiciding, weed removal, fish pond and tank maintenance, janitorial, painting, and other related general labor activities; completes all required annual training, annual reading, and attends continuing education and training sessions.

61401.2.16 Ability to take management direction, communicate well with fellow employees, management, and the public.

61401.2.17 Make and maintain contacts with other agencies.

61401.2.18 Respond to questions and complaints regarding the District's program.

61401.2.19 Performs related work as required and other assigned tasks.

61401.3 Secondary Illustrative Tasks

61401.3.1 Due to work volume, financial and staffing constraints, and other unknown and/or unanticipated conditions, at times, this position may be assigned other tasks, including field surveillance and control operations; clerical and/or office operations; mechanical and maintenance operations; public education and outreach operations; and other operations as needed, requested, and/or required.

61401.4 Knowledge, Abilities, and Skills

61401.4.1 Working knowledge of the duties and responsibilities of the Butte County Mosquito and Vector Control District.

61401.4.2 Knowledge of the pesticides, methods, and techniques used in vector control activities.

61401.4.3 Knowledge of mosquitoes and other vectors, life habits, and characteristics, especially species preferred breeding sites.

61401.4.4 Working knowledge of databases, word-processing, and spreadsheet computer applications.

61401.4.5 Considerable knowledge of hazard and safety precautions of the work.

61401.4.6 Working knowledge of automotive equipment and pesticide application equipment used by the District and of the techniques and methods used in effecting minor repairs.

61401.4.7 Ability to identify using keys the various species of mosquitoes and other vectors found in the District's service area.

61401.4.8 Ability to conduct comprehensive surveys for mosquitoes and other vectors.

61401.4.9 Ability to establish and maintain effective working relationships with other employees, management, other agencies, businesses, and the public.

61401.4.10 Ability to keep records and make reports; ability to make arithmetical computations accurately.

61401.4.11 Ability to understand, follow, and transmit oral and written instructions.

61401.4.12 Ability to learn to operate an ATV, tractor, mowers, and similar equipment.

61401.4.13 Physical strength and ability to work out-of-doors and occasionally under adverse weather and public health situations

61401.4.14 Must be able to hear, read, speak and understand English and be able to communicate effectively both orally and by writing letters and reports regarding the District's control program.

61401.4.15 Working knowledge of chemical application calibration techniques.

61401.4.16 Working knowledge of pesticide safety and handling.

61401.4.17 Basic knowledge of federal, state, and local laws and regulations pertaining to driving, vector control, and disposal/storage of hazardous material.

61401.5 Working Conditions

61401.5.1 A Mosquito and Vector Control Specialist II may be exposed to pesticides, communicable diseases, and other health hazards; inclement weather conditions, and verbal confrontations from the public. A Mosquito and Vector Control Specialist II must be willing to occasionally work non-standard work schedules including evenings, weekends, and holidays.

61401.6 General Requirements

61401.6.1 A Mosquito and Vector Control Specialist II is required to have been a Mosquito and Vector Control Specialist I with at least a Very Good Annual Employee Performance Appraisal for two consecutive years with no disciplinary actions or a Associates degree or similar degree or four years of experience in a field directly related to mosquito and vector control. For the purposes of the Mosquito and Vector Control Specialist II experience requirement, four “seasons” with a _____ mosquito and vector control agency or combination of agencies will constitute as four years experience.

61401.6.2 Possess or qualify for and immediately obtain and retain during the course of employment a valid California Driver's license, and have and maintain a safe driving record as required by the District's insurance carrier.

61401.6.3 Possession of valid certificates from the California Department of Public Health's certified technician in Mosquito and Vector Control categories A, B, C, and D, ~~or must obtain within 12 months of employment and~~ and must be maintained throughout employment for this position.

61401.6.4 Have the ability to meet any requested experience and or education necessary to obtain any required licenses or certifications and retain such licenses or certification during the course of employment.

61401.6.5 Be able to provide clear verbal communication and be able to hear, read, understand and speak English.

61401.6.6 Be able to read and comprehend written instructions, including detailed technical instructions for repair, calibration, and operation of mechanical and electrical equipment, all spray equipment and safe handling instructions on pesticide labels.

61401.6.7 Be able to work safely with power and hand tools and is required, at all times, to wear any protective clothing and gear necessary for safe handling of those tools.

61401.6.8 Be willing to learn new and different skills and abilities as required by the District. A Mosquito and Vector Control Specialist II may be assigned other tasks, as required by changing District programs and needs, and must be willing to take on new challenges as necessary.

61401.6.9 Not obtain outside employment, if in the District Manager's judgment it will conflict with the District program, or reduce the Mosquito and Vector Control Specialist II's ability to satisfactorily perform required duties.

61401.7 Physical Requirements

61401.7.1 Employees are responsible for maintaining their physical condition in a state that will allow them to be able to perform the duties of their position and to be in a physical condition that does not increase the danger or likelihood of injury on the job.

61401.7.2 Body Movements: Must have full mobility and use of both arms. Must have the ability for full extension above the head to lift or remove equipment during normal daily activity. Must have full range of motion to climb and hike into surveillance and treatment areas that may include use of hands, legs and feet. Must have full mobility to assist in surveillance and control programs which involves climbing up and down steep brushy, muddy terrain to survey, abate vectors, to place traps and use other equipment in mosquito, yellow jacket, and tick habitat. Must have the ability and range of flexibility to reach over the head, reach below the knees and to bend over, stoop, or squat down. Must be able to move quickly in fieldwork areas known to be inhabited with venomous snakes, or other potentially dangerous vectors and animals. Must be able to swim and/or tread water.

61401.7.3 Constant: Activity or condition existing 2/3 or more of the time. Must be able to conduct field operations, to carry equipment weighing up to 50 pounds. Be able to inspect and treat vector breeding sources and test control measures by climbing or hiking into areas to locate and spray breeding areas. Have mobility of arms to reach and legs to walk and dexterity of hands and fingers to grasp and manipulate small objects. Must be able to work in weather ranging from below freezing to above 100° Fahrenheit while wearing the appropriate personal protection equipment for eye protection, hearing protection and respirator if required.

61401.7.4 Frequently: Activity or condition existing from 1/3 to 2/3 of the time. Lifts, carries and uses equipment and supplies weighing up to 50 pounds. Standing and sitting for extended periods while running laboratory tests, record review, and performing office duties. The position requires the frequent operation of a computer keyboard ranging in length from short to extended periods of time. Be able to operate a motor vehicle with a standard and automatic transmission.

61401.7.5 Occasionally: Activity or condition existing up to 1/3 of the time. Requires being able to climb over or through fences, climb ladders, squat, bend over and lift equipment up to 25 pounds above the head. Be able to climb and hike areas to survey and treat vector habitat or test control materials in rice fields, pastures, wetlands, flood control channels, urban environments and similar areas with rough terrain. Must be able to ride a bicycle.

61401.7.6 Vision: The position requires adequate vision (which may be corrected) to read, write, drive during the day and at night and safely perform the essential functions of the job under the conditions listed above.

61401.8 Post Offer Requirements

61401.8.1 Qualifying person must pass a post-offer physical examination for his or her ability to perform the essential functions of the job and a drug screen at District expense.

61401.9 Other Information

61401.9.1 Anyone employed as Mosquito and Vector Control Specialist II at the time these amendments are adopted shall be considered to have met the education/experience requirements for this position.

61401.9.2 The District Manager and the Board of Trustees reserves the right to change or amend this job description at their pleasure.

Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Job Description - Mosquito and Vector Control Specialist III
POLICY NUMBER: 6142

6142.1 Nature of Work

6142.1.1 During the warmer months of the year, under the general direction of the District Manager and Assistant Manager and direct supervision of the Regional Supervisor, the Mosquito and Vector Control Specialist III performs vector surveillance, performs vector control operations, and provides public education within the District's service area, is assigned a geographic zone and/or specialized functions of a vector control agency, and performs work as required.

6142.1.2 During the cooler months of the year, under the general direction of the District Manager and Assistant Manager and direct supervision of the Regional Supervisor, the Mosquito and Vector Control Specialist III performs annual maintenance of spray equipment/machines, ATVs, vehicles, and facilities; performs personnel and equipment characterization and calibration; performs and assists with special projects; receives annual training and attend continuing education courses.

6142.2 Illustrative Tasks

6142.2.1 Surveys District service area and assigned zone for vector breeding sources, such as but not limited to, ponds, catch basins, marsh areas, dairy facilities, residential premises, swimming pools, managed wetlands, floodwater, ditches, pastures, agriculture sources, and maintains an awareness of irrigation patterns and other water holding sources conducive to vector breeding and determines or identifies species and/or stage of larval development and notes other factors such as weather conditions, type and extent of plant growth, water quality, and surroundings.

6142.2.2 Supervises assigned Mosquito and Vector Control Assistant in organizing the work of field inspections and control operations to meet the various needs and situations; requests personnel assistance to sections or areas and makes adjustments in assignments as necessary.

6142.2.3 Performs the application of pesticides and insures such applications and pesticides are applied in accordance with established laws, regulations, methods and techniques; selects appropriate pesticide for application; selects appropriate dosage rates in accordance with the label, and implements to obtain proper coverage and efficacy; FOLLOWS THE LABEL; records and submits accurate and proper paperwork (worksheets, weigh tags, fog sheets, service requests, weekly surveillance records, etc.).

6142.2.4 Arranges for and conducts fish planting in targeted areas; assists with the District's mosquitofish program; harvests fish, maintains facility and sentinel fish tanks, maintains District ponds, and provide recommend field harvest locations.

- 6142.2.5** As needed, initiates requests for aircraft applications and provides information, such as Genus/species, larval stage development, dip count, field location, acres needing treatment, and all other pertinent information.
- 6142.2.6** Re-inspects treated areas to evaluate efficacy, and keeps records of all work performed.
- 6142.2.7** Works with property owners and others and advises regarding vector problems and the need for vector control and source reduction; explains the reason(s) for the Specialist's presence on the property; advises property owners regarding improper maintenance of continuing sources of vectors.
- 6142.2.8** Assists with investigation work, water management, and construction projects as needed.
- 6142.2.9** Works with property owners and other agencies to make recommendations in prevention, reduction, or elimination of mosquito development and harborage sites. Promotes Best Management Practices to reduce mosquitoes and mosquito-breeding sites.
- 6142.2.10** Performs vector surveillance to ponds, catch basins, marsh areas, dairy facilities, residential premises, swimming pools, cemeteries, nurseries, managed wetlands, floodwater, ditches, pastures, agriculture sources, and maintains an awareness of irrigation patterns and other sources conducive to vector breeding.
- 6142.2.11** Reports conditions needing attention and action to management (i.e. denied access to property, interference of District staff to provide service, refusal of application, public complaint, etc.).
- 6142.2.12** Revises operational maps of zones and areas in the District including properties, sources, topographical characteristics, fogging routes, no sprays, bees, and other features relevant to vector surveillance and control operations; makes improvement suggestions to the GIS department.
- 6142.2.13** Performs, supervises, and assists in the task training of new personnel in field operations.
- 6142.2.14** Cuts vegetation and prepares trails for equipment and/or personnel movement; performs general labor and simple equipment operations.
- 6142.2.15** Performs annual maintenance of spray equipment, ATVs, vehicles, and facilities; calibrates spray equipment; assists with facility improvement/maintenance projects including, but not limited to, herbiciding, weed removal, fish pond and tank maintenance, janitorial, painting, and other related general labor activities; completes all required annual training, annual reading, and attends continuing education and training sessions.
- 6142.2.16** Ability to take management direction, communicate well with fellow employees, management, and the public.
- 6142.2.17** Make and maintain contacts with other agencies.
- 6142.2.18** Respond to questions and complaints regarding the District's program.
- 6142.2.19** Performs related work as required and other assigned tasks.

6142.3 Secondary Illustrative Tasks

6142.3.1 Due to work volume, financial and staffing constraints, and other unknown and/or unanticipated conditions, at times, this position may be assigned other tasks, including field surveillance and control operations; clerical and/or office operations; mechanical and maintenance operations; public education and outreach operations; and other operations as needed, requested, and/or required.

6142.4 Knowledge, Abilities, and Skills

6142.4.1 Working knowledge of the duties and responsibilities of the Butte County Mosquito and Vector Control District.

6142.4.2 Knowledge of the pesticides, methods, and techniques used in vector control activities.

6142.4.3 Knowledge of mosquitoes and other vectors, life habits, and characteristics, especially species preferred breeding sites.

6142.4.4 Working knowledge of databases, word-processing, and spreadsheet computer applications.

6142.4.5 Considerable knowledge of hazard and safety precautions of the work.

6142.4.6 Working knowledge of automotive equipment and pesticide application equipment used by the District and of the techniques and methods used in effecting minor repairs.

6142.4.7 Ability to identify using keys the various species of mosquitoes and other vectors found in the District's service area.

6142.4.8 Ability to conduct comprehensive surveys for mosquitoes and other vectors.

6142.4.9 Ability to establish and maintain effective working relationships with other employees, management, other agencies, businesses, and the public.

6142.4.10 Ability to keep records and make reports; ability to make arithmetical computations accurately.

6142.4.11 Ability to understand, follow, and transmit oral and written instructions.

6142.4.12 Ability to learn to operate an ATV, tractor, mowers, and similar equipment.

6142.4.13 Physical strength and ability to work out-of-doors and occasionally under adverse weather and public health situations

6142.4.14 Must be able to hear, read, speak and understand English and be able to communicate effectively both orally and by writing letters and reports regarding the District's control program.

6142.4.15 Working knowledge of chemical application calibration techniques.

6142.4.16 Working knowledge of pesticide safety and handling.

6142.4.17 Basic knowledge of federal, state, and local laws and regulations pertaining to driving, vector control, and disposal/storage of hazardous material.

6142.5 Working Conditions

6142.5.1 A Mosquito and Vector Control Specialist III may be exposed to pesticides, communicable diseases, and other health hazards; inclement weather conditions, and verbal confrontations from the public. A Mosquito and Vector Control Specialist III must be willing to occasionally work non-standard work schedules including evenings, weekends, and holidays.

6142.6 General Requirements

6142.6.1 A Mosquito and Vector Control Specialist III is required to have been a Mosquito and Vector Control Specialist II with the District for 10 years, including the previous five consecutive years with at least a Very Good Employee Performance Appraisal and no disciplinary actions taken. A Mosquito and Vector Specialist II must apply for the Mosquito and Vector Control Specialist III position.

6142.6.2 Possess or qualify for and immediately obtain and retain during the course of employment a valid California Driver's license, and have and maintain a safe driving record as required by the District's insurance carrier.

6142.6.3 Possession of valid certificates from the California Department of Public Health's certified technician in Mosquito and Vector Control categories A, B, C, and D and must be maintained throughout employment for this position.

6141.6.4 Have the ability to meet any requested experience and or education necessary to obtain any required licenses or certifications and retain such licenses or certification during the course of employment.

6141.6.5 Be able to provide clear verbal communication and be able to hear, read, understand and speak English.

6141.6.6 Be able to read and comprehend written instructions, including detailed technical instructions for repair, calibration, and operation of mechanical and electrical equipment, all spray equipment and safe handling instructions on pesticide labels.

6141.6.7 Be able to work safely with power and hand tools and is required, at all times, to wear any protective clothing and gear necessary for safe handling of those tools.

6141.6.8 Be willing to learn new and different skills and abilities as required by the District. A Mosquito and Vector Control Specialist III may be assigned other tasks, as required by changing District programs and needs, and must be willing to take on new challenges as necessary.

6141.6.9 Not obtain outside employment, if in the District Manager's judgment it will conflict with the District program, or reduce the Mosquito and Vector Control Specialist III's ability to satisfactorily perform required duties.

6141.7 Physical Requirements

6141.7.1 Employees are responsible for maintaining their physical condition in a state that will allow them to be able to perform the duties of their position and to be in a physical condition that does not increase the danger or likelihood of injury on the job.

6141.7.2 Body Movements: Must have full mobility and use of both arms. Must have the ability for full extension above the head to lift or remove equipment during normal daily activity. Must have full range of motion to climb and hike into surveillance and treatment areas that may include use of hands, legs and feet. Must have full mobility to assist in surveillance and control programs which involves climbing up and down steep brushy, muddy terrain to survey, abate vectors, to place traps and use other equipment in mosquito, yellow jacket, and tick habitat. Must have the ability and range of flexibility to reach over the head, reach below the knees and to bend over, stoop, or squat down. Must be able to move quickly in fieldwork areas known to be inhabited with venomous snakes, or other potentially dangerous vectors and animals. Must be able to swim and/or tread water.

6141.7.3 Constant: Activity or condition existing 2/3 or more of the time. Must be able to conduct field operations, to carry equipment weighing up to 50 pounds. Be able to inspect and treat vector breeding sources and test control measures by climbing or hiking into areas to locate and spray breeding areas. Have mobility of arms to reach and legs to walk and dexterity of hands and fingers to grasp and manipulate small objects. Must be able to work in weather ranging from below freezing to above 100° Fahrenheit while wearing the appropriate personal protection equipment for eye protection, hearing protection and respirator if required.

6141.7.4 Frequently: Activity or condition existing from 1/3 to 2/3 of the time. Lifts, carries and uses equipment and supplies weighing up to 50 pounds. Standing and sitting for extended periods while running laboratory tests, record review, and performing office duties. The position requires the frequent operation of a computer keyboard ranging in length from short to extended periods of time. Be able to operate a motor vehicle with a standard and automatic transmission.

6141.7.5 Occasionally: Activity or condition existing up to 1/3 of the time. Requires being able to climb over or through fences, climb ladders, squat, bend over and lift equipment up to 25 pounds above the head. Be able to climb and hike areas to survey and treat vector habitat or test control materials in rice fields, pastures, wetlands, flood control channels, urban environments and similar areas with rough terrain. Must be able to ride a bicycle.

6141.7.6 Vision: The position requires adequate vision (which may be corrected) to read, write, drive during the day and at night and safely perform the essential functions of the job under the conditions listed above.

6141.8 Post Offer Requirements

6141.8.1 Qualifying person must pass a post-offer physical examination for his or her ability to perform the essential functions of the job and a drug screen at District expense.

6141.9 Other Information

6141.9.1 Anyone employed as Mosquito and Vector Control Specialist III at the time these amendments are adopted shall be considered to have met the education/experience requirements for this position.

6141.9.2 The District Manager and the Board of Trustees reserves the right to change or amend this job description at their pleasure.

Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Job Description - Mosquito and Vector Control Specialist IV
POLICY NUMBER: 6143

6143.1 Nature of Work

6143.1.1 During the warmer months of the year, under the general direction of the District Manager and Assistant Manager and direct supervision of the Regional Supervisor, the Mosquito and Vector Control Specialist IV performs vector surveillance, performs vector control operations, and provides public education within the District's service area, is assigned a geographic zone and/or specialized functions of a vector control agency, and performs work as required.

6143.1.2 During the cooler months of the year, under the general direction of the District Manager and Assistant Manager and direct supervision of the Regional Supervisor, the Mosquito and Vector Control Specialist IV performs annual maintenance of spray equipment/machines, ATVs, vehicles, and facilities; performs personnel and equipment characterization and calibration; performs and assists with special projects; receives annual training and attend continuing education courses.

6143.2 Illustrative Tasks

6143.2.1 Surveys District service area and assigned zone for vector breeding sources, such as but not limited to, ponds, catch basins, marsh areas, dairy facilities, residential premises, swimming pools, managed wetlands, floodwater, ditches, pastures, agriculture sources, and maintains an awareness of irrigation patterns and other water holding sources conducive to vector breeding and determines or identifies species and/or stage of larval development and notes other factors such as weather conditions, type and extent of plant growth, water quality, and surroundings.

6143.2.2 Supervises assigned Mosquito and Vector Control Assistant in organizing the work of field inspections and control operations to meet the various needs and situations; requests personnel assistance to sections or areas and makes adjustments in assignments as necessary.

6143.2.3 Performs the application of pesticides and insures such applications and pesticides are applied in accordance with established laws, regulations, methods and techniques; selects appropriate pesticide for application; selects appropriate dosage rates in accordance with the label, and implements to obtain proper coverage and efficacy; FOLLOWS THE LABEL; records and submits accurate and proper paperwork (worksheets, weigh tags, fog sheets, service requests, weekly surveillance records, etc.).

6143.2.4 Arranges for and conducts fish planting in targeted areas; assists with the District's mosquitofish program; harvests fish, maintains facility and sentinel fish tanks, maintains District ponds, and provide recommend field harvest locations.

- 6143.2.5** As needed, initiates requests for aircraft applications and provides information, such as Genus/species, larval stage development, dip count, field location, acres needing treatment, and all other pertinent information.
- 6143.2.6** Re-inspects treated areas to evaluate efficacy, and keeps records of all work performed.
- 6143.2.7** Works with property owners and others and advises regarding vector problems and the need for vector control and source reduction; explains the reason(s) for the Specialist's presence on the property; advises property owners regarding improper maintenance of continuing sources of vectors.
- 6143.2.8** Assists with investigation work, water management, and construction projects as needed.
- 6143.2.9** Works with property owners and other agencies to make recommendations in prevention, reduction, or elimination of mosquito development and harborage sites. Promotes Best Management Practices to reduce mosquitoes and mosquito-breeding sites.
- 6143.2.10** Performs vector surveillance to ponds, catch basins, marsh areas, dairy facilities, residential premises, swimming pools, cemeteries, nurseries, managed wetlands, floodwater, ditches, pastures, agriculture sources, and maintains an awareness of irrigation patterns and other sources conducive to vector breeding.
- 6143.2.11** Reports conditions needing attention and action to management (i.e. denied access to property, interference of District staff to provide service, refusal of application, public complaint, etc.).
- 6143.2.12** Revises operational maps of zones and areas in the District including properties, sources, topographical characteristics, fogging routes, no sprays, bees, and other features relevant to vector surveillance and control operations; makes improvement suggestions to the GIS department.
- 6143.2.13** Performs, supervises, and assists in the task training of new personnel in field operations.
- 6143.2.14** Cuts vegetation and prepares trails for equipment and/or personnel movement; performs general labor and simple equipment operations.
- 6143.2.15** Performs annual maintenance of spray equipment, ATVs, vehicles, and facilities; calibrates spray equipment; assists with facility improvement/maintenance projects including, but not limited to, herbiciding, weed removal, fish pond and tank maintenance, janitorial, painting, and other related general labor activities; completes all required annual training, annual reading, and attends continuing education and training sessions.
- 6143.2.16** Ability to take management direction, communicate well with fellow employees, management, and the public.
- 6143.2.17** Make and maintain contacts with other agencies.
- 6143.2.18** Respond to questions and complaints regarding the District's program.
- 6143.2.19** Performs related work as required and other assigned tasks.

6143.3 Secondary Illustrative Tasks

6143.3.1 Due to work volume, financial and staffing constraints, and other unknown and/or unanticipated conditions, at times, this position may be assigned other tasks, including field surveillance and control operations; clerical and/or office operations; mechanical and maintenance operations; public education and outreach operations; and other operations as needed, requested, and/or required.

6143.4 Knowledge, Abilities, and Skills

6143.4.1 Working knowledge of the duties and responsibilities of the Butte County Mosquito and Vector Control District.

6143.4.2 Knowledge of the pesticides, methods, and techniques used in vector control activities.

6143.4.3 Knowledge of mosquitoes and other vectors, life habits, and characteristics, especially species preferred breeding sites.

6143.4.4 Working knowledge of databases, word-processing, and spreadsheet computer applications.

6143.4.5 Considerable knowledge of hazard and safety precautions of the work.

6143.4.6 Working knowledge of automotive equipment and pesticide application equipment used by the District and of the techniques and methods used in effecting minor repairs.

6143.4.7 Ability to identify using keys the various species of mosquitoes and other vectors found in the District's service area.

6143.4.8 Ability to conduct comprehensive surveys for mosquitoes and other vectors.

6143.4.9 Ability to establish and maintain effective working relationships with other employees, management, other agencies, businesses, and the public.

6143.4.10 Ability to keep records and make reports; ability to make arithmetical computations accurately.

6143.4.11 Ability to understand, follow, and transmit oral and written instructions.

6143.4.12 Ability to learn to operate an ATV, tractor, mowers, and similar equipment.

6143.4.13 Physical strength and ability to work out-of-doors and occasionally under adverse weather and public health situations

6143.4.14 Must be able to hear, read, speak and understand English and be able to communicate effectively both orally and by writing letters and reports regarding the District's control program.

6143.4.15 Working knowledge of chemical application calibration techniques.

6143.4.16 Working knowledge of pesticide safety and handling.

6143.4.17 Basic knowledge of federal, state, and local laws and regulations pertaining to driving, vector control, and disposal/storage of hazardous material.

6143.5 Working Conditions

6143.5.1 A Mosquito and Vector Control Specialist IV may be exposed to pesticides, communicable diseases, and other health hazards; inclement weather conditions, and verbal confrontations from the public. A Mosquito and Vector Control Specialist IV must be willing to occasionally work non-standard work schedules including evenings, weekends, and holidays.

6143.6 General Requirements

6143.6.1 A Mosquito and Vector Control Specialist IV is required to have been a Mosquito and Vector Control Specialist III with the District for 10 years, including the previous five years with at least a Very Good Employee Performance Appraisal and no disciplinary actions taken. A Mosquito and Vector Specialist III must apply for the Mosquito and Vector Control Specialist IV position.

6143.6.2 Possess or qualify for and immediately obtain and retain during the course of employment a valid California Driver's license, and have and maintain a safe driving record as required by the District's insurance carrier.

6143.6.3 Possession of valid certificates from the California Department of Public Health's certified technician in Mosquito and Vector Control categories A, B, C, and D and must be maintained throughout employment for this position.

6143.6.4 Have the ability to meet any requested experience and or education necessary to obtain any required licenses or certifications and retain such licenses or certification during the course of employment.

6143.6.5 Be able to provide clear verbal communication and be able to hear, read, understand and speak English.

6143.6.6 Be able to read and comprehend written instructions, including detailed technical instructions for repair, calibration, and operation of mechanical and electrical equipment, all spray equipment and safe handling instructions on pesticide labels.

6143.6.7 Be able to work safely with power and hand tools and is required, at all times, to wear any protective clothing and gear necessary for safe handling of those tools.

6143.6.8 Be willing to learn new and different skills and abilities as required by the District. A Mosquito and Vector Control Specialist IV may be assigned other tasks, as required by changing District programs and needs, and must be willing to take on new challenges as necessary.

6143.6.9 Not obtain outside employment, if in the District Manager's judgment it will conflict with the District program, or reduce the Mosquito and Vector Control Specialist IV's ability to satisfactorily perform required duties.

6143.7 Physical Requirements

6143.7.1 Employees are responsible for maintaining their physical condition in a state that will allow them to be able to perform the duties of their position and to be in a physical condition that does not increase the danger or likelihood of injury on the job.

6143.7.2 Body Movements: Must have full mobility and use of both arms. Must have the ability for full extension above the head to lift or remove equipment during normal daily activity. Must have full range of motion to climb and hike into surveillance and treatment areas that may include use of hands, legs and feet. Must have full mobility to assist in surveillance and control programs which involves climbing up and down steep brushy, muddy terrain to survey, abate vectors, to place traps and use other equipment in mosquito, yellow jacket, and tick habitat. Must have the ability and range of flexibility to reach over the head, reach below the knees and to bend over, stoop, or squat down. Must be able to move quickly in fieldwork areas known to be inhabited with venomous snakes, or other potentially dangerous vectors and animals. Must be able to swim and/or tread water.

6143.7.3 Constant: Activity or condition existing 2/3 or more of the time. Must be able to conduct field operations, to carry equipment weighing up to 50 pounds. Be able to inspect and treat vector breeding sources and test control measures by climbing or hiking into areas to locate and spray breeding areas. Have mobility of arms to reach and legs to walk and dexterity of hands and fingers to grasp and manipulate small objects. Must be able to work in weather ranging from below freezing to above 100° Fahrenheit while wearing the appropriate personal protection equipment for eye protection, hearing protection and respirator if required.

6143.7.4 Frequently: Activity or condition existing from 1/3 to 2/3 of the time. Lifts, carries and uses equipment and supplies weighing up to 50 pounds. Standing and sitting for extended periods while running laboratory tests, record review, and performing office duties. The position requires the frequent operation of a computer keyboard ranging in length from short to extended periods of time. Be able to operate a motor vehicle with a standard and automatic transmission.

6143.7.5 Occasionally: Activity or condition existing up to 1/3 of the time. Requires being able to climb over or through fences, climb ladders, squat, bend over and lift equipment up to 25 pounds above the head. Be able to climb and hike areas to survey and treat vector habitat or test control materials in rice fields, pastures, wetlands, flood control channels, urban environments and similar areas with rough terrain. Must be able to ride a bicycle.

6143.7.6 Vision: The position requires adequate vision (which may be corrected) to read, write, drive during the day and at night and safely perform the essential functions of the job under the conditions listed above.

6143.8 Post Offer Requirements

6143.8.1 Qualifying person must pass a post-offer physical examination for his or her ability to perform the essential functions of the job and a drug screen at District expense.

6143.9 Other Information

6143.9.1 Anyone employed as Mosquito and Vector Control Specialist IV at the time these amendments are adopted shall be considered to have met the education/experience requirements for this position.

6143.9.2 The District Manager and the Board of Trustees reserves the right to change or amend this job description at their pleasure.

Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Job Description - Mosquito and Vector Control Assistant (Seasonal)
POLICY NUMBER: 6150

6150.1 Nature of Work

6150.1.1 During the warmer months of the year, under the general direction of the District Manager and Assistant Manager and direct supervision of the Regional Supervisor and Mosquito and Vector Control Specialist, the Mosquito and Vector Control Assistant performs vector surveillance, performs vector control operations, and provides public education within the District's service area, is assigned a geographic zone and/or specialized function of a vector control agency and performs work as required.

6150.1.2 During the cooler months of the year, under the general direction of the District Manager and Assistant Manager and direct supervision of the Regional Supervisor and Mosquito and Vector Control Specialist, the Mosquito and Vector Control Assistant assists with the annual maintenance of spray equipment/machines, ATVs, vehicles, and facilities; performs personnel and equipment characterization and calibration; performs and assists with special projects; receives annual training; performs/assists with other work and/or tasks as needed or requested.

6150.2 Illustrative Tasks

6150.2.1 Assists with surveying District service area and assigned zone for vector breeding sources, such as but not limited to, ponds, catch basins, marsh areas, dairy facilities, residential premises, swimming pools, managed wetlands, floodwater, ditches, pastures, agriculture sources, and maintains an awareness of irrigation patterns and other water holding sources conducive to vector breeding and determines or identifies species and/or stage of larval development and notes other factors such as weather conditions, type and extent of plant growth, water quality, and surroundings.

6150.2.2 Assists and performs the application of pesticides and insures these are applied in accordance with established laws, regulations, methods and techniques; selects appropriate pesticide for application; selects appropriate dosage rates in accordance with the label, and implements to obtain proper coverage and efficacy; FOLLOWS THE LABEL; records and submits accurate and proper paperwork (worksheets, weigh tags, fog sheets, service requests, weekly surveillance records, etc.).

6150.2.3 Assists and conducts fish planting in targeted areas; assists with the District's mosquitofish program; harvests fish, maintains facility and sentinel fish tanks, maintains District ponds, and provide recommend field harvest locations.

6150.2.4 As needed, assists with requests for aircraft applications and provides information, such as Genus/species, larval stage development, dip count, field location, acres needing treatment, and all other pertinent information.

6150.2.5 Re-inspects treated areas to evaluate efficacy, and keeps records of all work performed.

6150.2.6 Works with property owners and others and advises regarding vector problems and the need for vector control and source reduction; explains the reason(s) for the staff member's presence on the property; advises property owners regarding improper maintenance of continuing sources of vectors.

6150.2.7 Assists with special projects as needed.

6150.2.8 Works with property owners and other agencies to makes recommendations in prevention, reduction, or elimination of mosquito development and harborage sites. Promotes Best Management Practices to reduce mosquitoes and mosquito-breeding sites.

6150.2.9 Performs vector surveillance to ponds, catch basins, marsh areas, dairy facilities, residential premises, swimming pools, cemeteries, nurseries, managed wetlands, floodwater, ditches, pastures, agriculture sources, and maintains an awareness of irrigation patterns and other sources conducive to vector breeding.

6150.2.10 Reports conditions needing attention and action to management (i.e. denied access to property, interference of District staff to provide service, refusal of application, public complaint, etc.).

6150.2.11 Performs routine maintenance of spray equipment, ATVs, vehicles, and facilities; assists with the calibration spray equipment; assists with facility improvement/maintenance projects including, but not limited to, herbiciding, weed removal, fish pond and tank maintenance, janitorial, painting, and other related general labor activities; completes all required annual training and annual reading.

6150.2.12 Ability to take management direction, communicates well with fellow employees, management, and the public.

6150.2.13 Responds, if comfortable, or refers to management, questions and complaints regarding the District's program.

6150.2.14 Performs related work as required and other assigned tasks.

6150.3 Secondary Illustrative Tasks

6150.3.1 Due to work volume, financial and staffing constraints, and other unknown and/or unanticipated conditions, at times, this position may be assigned other tasks, including field surveillance and control operations; clerical and/or office operations; mechanical and maintenance operations; public education and outreach operations; and other operations as needed, requested, and/or required.

6150.4 Knowledge, Abilities, and Skills

6150.4.1 Knowledge of the duties and responsibilities of the Butte County Mosquito and Vector —Control District.

6150.4.2 Knowledge of general biology and/or entomology.

6150.4.3 Knowledge of general safe work practices.

- 6150.4.4** Working knowledge of computers and computer applications.
- 6150.4.5** Knowledge of the hazards and safety precautions of the work.
- 6150.4.6** Ability to identify using keys the various species of mosquitoes and other vectors found in the District's service area.
- 6150.4.7** Ability to establish and maintain effective working relationships with other employees, —management, other agencies, businesses, and the public.
- 6150.4.8** Ability to keep records and make reports; ability to make arithmetical computations accurately.
- 6150.4.9** Ability to understand, follow and transmit oral and written instructions.
- 6150.4.10** Ability to learn to operate an ATV, tractor, forklifts, mowers, and similar equipment.
- 6150.4.11** Ability to work out-of-doors and occasionally under adverse weather and public health conditions.
- 6150.4.12** Must be able to hear, read, speak and understand English and be able to communicate effectively both orally and by writing letters and reports regarding the District's control program.
- 6150.4.13** Ability to learn pesticide safety and handling.
- 6150.4.14** Knowledge of federal, state, and local laws and regulations pertaining to driving.

6150.5 Working Conditions

6150.5.1 A Mosquito and Vector Control Assistant may be exposed to pesticides, communicable diseases, and other health hazards; inclement weather conditions, and verbal confrontations from the public. A Mosquito and Vector Control Assistant must be willing to occasionally work non-standard work schedules including evenings, weekends, and holidays.

6150.6 General Requirements

- 6150.6.1** A Mosquito and Vector Control Assistant is required to be 18 years of age or older.~~have a high school diploma or GED.~~
- 6150.6.2** Possess and retain during the course of employment a valid California Driver's license, and have and maintain a safe driving record as required by the District's insurance carrier.
- 6150.6.3** Possession of valid certificates from the California Department of Public Health's certified technician in Mosquito and Vector Control categories A, B, C, and D, is preferable.
- 6150.6.4** Be able to provide clear verbal communication and be able to hear, read, understand and speak English.
- 6150.6.5** Be able to read and comprehend written instructions, including detailed technical instructions for repair, calibration, and operation of mechanical and electrical equipment, all spray equipment and safe handling instructions on pesticide labels.

6150.6.6 Be able to work safely with power and hand tools and is required, at all times, to wear any protective clothing and gear necessary for safe handling of those tools.

6150.6.7 Be willing to learn new and different skills and abilities as required by the District. A Mosquito and Vector Control Assistant may be assigned other tasks, as required by changing District programs and needs, and must be willing to take on new challenges as necessary.

6150.6.8 Not obtain outside employment, if in the District Manager's judgment it will conflict with the District program, or reduce the Mosquito and Vector Control Assistant's ability to satisfactorily perform required duties.

6150.7 Physical Requirements

6150.7.1 Employees are responsible for maintaining their physical condition in a state that will allow them to be able to perform the duties of their position and to be in a physical condition that does not increase the danger or likelihood of injury on the job.

6150.7.2 Body Movements: Must have full mobility and use of both arms. Must have the ability for full extension above the head to lift or remove equipment during normal daily activity. Must have full range of motion to climb and hike into surveillance and treatment areas that may include use of hands, legs and feet. Must have full mobility to assist in surveillance and control programs which involves climbing up and down steep brushy, muddy terrain to survey, abate vectors, to place traps and use other equipment in mosquito, yellow jacket, and tick habitat. Must have the ability and range of flexibility to reach over the head, reach below the knees and to bend over, stoop, or squat down. Must be able to move quickly in fieldwork areas known to be inhabited with venomous snakes, or other potentially dangerous vectors and animals. Must be able to swim and/or tread water.

6150.7.3 Constant: Activity or condition existing 2/3 or more of the time. Must be able to conduct field operations, to carry equipment weighing up to 50 pounds. Be able to inspect and treat vector breeding sources and test control measures by climbing or hiking into areas to locate and spray breeding areas. Have mobility of arms to reach and legs to walk and dexterity of hands and fingers to grasp and manipulate small objects. Must be able to work in weather ranging from below freezing to above 100° Fahrenheit while wearing the appropriate personal protection equipment for eye protection, hearing protection and respirator if required.

6150.7.4 Frequently: Activity or condition existing from 1/3 to 2/3 of the time. Lifts, carries and uses equipment and supplies weighing up to 50 pounds. Standing and sitting for extended periods while running laboratory tests, record review, and performing office duties. The position requires the frequent operation of a computer keyboard ranging in length from short to extended periods of time. Be able to operate a motor vehicle with a standard and automatic transmission.

6150.7.5 Occasionally: Activity or condition existing up to 1/3 of the time. Requires being able to climb over or through fences, climb ladders, squat, bend over and lift equipment up to 25 pounds above the head. Be able to climb and hike areas to survey and treat vector habitat or test control materials in rice fields, pastures, wetlands, flood control channels, urban environments and similar areas with rough terrain. Must be able to ride a bicycle.

6150.7.6 Vision: The position requires adequate vision (which may be corrected) to read, write, drive during the day and at night and safely perform the essential functions of the job under the conditions listed above.

6150.8 Post Offer Requirements

6150.8.1 Qualifying person must pass a post-offer physical examination for his or her ability to perform the essential functions of the job and a drug screen at District expense.

6150.9 Other Information

6150.9.1 Anyone employed as Mosquito and Vector Control Assistant at the time these amendments are adopted shall be considered to have met the education/experience requirements for this position.

6150.9.2 The District Manager and the Board of Trustees reserves the right to change or amend this job description at their pleasure.

~~Adopted September 2012~~ Revised November 2022

Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Job Description - Lab Assistant (Seasonal)

POLICY NUMBER: 6160

6160.1 Nature of Work

6160.1.1 Under the general direction of the District Manager and direct supervision of the Entomologist II or Entomologist I / Biologist I, if an Entomologist II is not employed, the Lab Assistant, assists with vector surveillance, insect identification, pesticide efficacy trials, resistance studies, vector-borne disease surveillance, lab and surveillance equipment preparation and maintenance, tabulates data, and/or any other specialized function of a vector control agency and performs work as required.

6160.2 Illustrative Tasks

6160.2.1 Assists with studies and surveys of mosquito sources, vector populations ecology and species distribution; assists with surveillance collections, identifies, records, and evaluates findings; assists with biological and chemical laboratory work; assists with the vector-borne disease surveillance programs; assists with the preparation of reports, including maps, graphs, and analysis for program evaluation and development.

6160.2.2 Assists with the evaluations of pesticides used in mosquito and vector control; compares efficacy of materials in both the lab and in the field.

6160.2.3 Performs general insect/arthropod/arachnid identification for members of the public and staff; provides educational material to members of the public to assist in the reduction of a pest and/or nuisance.

6160.2.4 Keeps informed of current developments in vector control, reads professional literature, and participates in professional associations; works with the California Department of Public Health and universities if needed and/or requested.

6160.2.5 Monitors and proposes laboratory expenditures for consideration by the District Manager.

6160.2.6 Provide recommendations if needed, for the Entomologist II regarding maintenance and improvement of laboratory facility and equipment.

6160.2.7 Assists with studies to enhance the District's Integrated Vector Management Program.

6160.2.8 Assists with the organization and coordination of mosquito, yellowjacket, ticks, and mosquito-borne disease surveillance programs/equipment.

6160.2.9 Must maintain a safe and clean work environment in the lab.

6160.2.10 Performs related work and other assigned tasks/assignments as directed by management in a timely and efficient manner.

6160.3 Secondary Illustrative Tasks

6160.3.1 Due to work volume, financial and staffing constraints, and other unknown and/or unanticipated conditions, at times, this position may be assigned other tasks, including field surveillance and control operations; clerical and/or office operations; mechanical and maintenance operations; public education and outreach operations; and other operations as needed, requested, and/or required.

6160.4 Knowledge, Abilities, and Skills

6160.4.1 Knowledge of the duties and responsibilities of the Butte County Mosquito and Vector Control District.

6160.4.2 Knowledge of general biology and/or entomology.

6160.4.3 Knowledge of general safe work practices.

6160.4.4 Working knowledge of computers and computer applications.

6160.4.5 Knowledge of the hazards and safety precautions of the work.

6160.4.6 Ability to identify insects and insects of medical importance and arthropods/arachnids of medical importance.

6160.4.7 Ability to establish and maintain effective working relationships with other employees, management, other agencies, businesses, and the public.

6160.4.8 Ability to keep records and make reports; ability to make arithmetical computations accurately.

6160.4.9 Ability to understand, follow, and transmit oral and written instructions.

6160.4.10 Ability to learn to operate an ATV, tractor, mowers, and similar equipment.

6160.4.11 Ability to work out-of-doors and occasionally under adverse weather and public health conditions.

6160.4.12 Must be able to hear, read, speak and understand English and be able to communicate effectively both orally and by writing letters and reports regarding the District's control program.

6160.4.13 Ability to learn pesticide safety and handling.

6160.4.14 Knowledge of federal, state, and local laws and regulations pertaining to driving.

6160.5 Working Conditions

6160.5.1 The Lab Assistant may be exposed to pesticides, communicable diseases, and other health hazards; inclement weather conditions, and verbal confrontations from the public. The Lab Assistant must be willing to occasionally work non-standard work schedules including evenings, weekends, and holidays.

6160.6 General Requirements

6160.6.1 A Lab Assistant is required to be 18 years of age or older. ~~have a high school diploma or GED.~~

6160.6.2 Possess and retain during the course of employment a valid California Driver's license, and have and maintain a safe driving record as required by the District's insurance carrier.

6160.6.3 Possession of valid certificates from the California Department of Public Health's certified technician in Mosquito and Vector Control categories A, B, C, and D, is preferable.

6160.6.4 Be able to provide clear verbal communication and be able to hear, read, understand and speak English.

6160.6.5 Be able to read and comprehend written instructions, including detailed technical instructions for repair, calibration, and operation of mechanical and electrical equipment, all spray equipment and safe handling instructions on pesticide labels.

6160.6.6 Be able to work safely with power and hand tools and is required, at all times, to wear any protective clothing and gear necessary for safe handling of those tools.

6160.6.7 Be willing to learn new and different skills and abilities as required by the District. A Lab Assistant may be assigned other tasks, as required by changing District programs and needs, and must be willing to take on new challenges as necessary.

6160.6.8 Not obtain outside employment, if in the District Manager's judgment it will conflict with the District program, or reduce the Lab Assistant's ability to satisfactorily perform required duties.

6160.7 Physical Requirements

6160.7.1 Employees are responsible for maintaining their physical condition in a state that will allow them to be able to perform the duties of their position and to be in a physical condition that does not increase the danger or likelihood of injury on the job.

6160.7.2 Body Movements: Must have full mobility and use of both arms. Must have the ability for full extension above the head to lift or remove equipment during normal daily activity. Must have full range of motion to climb and hike into surveillance and treatment areas that may include use of hands, legs and feet. Must have full mobility to assist in surveillance and control programs which involves climbing up and down steep brushy, muddy terrain to survey, abate vectors, to place traps and use other equipment in mosquito, yellow jacket, and tick habitat. Must have the ability and range of flexibility to reach over the head, reach below the knees and to bend over, stoop, or squat down. Must be able to move quickly in fieldwork areas known to be inhabited with venomous snakes, or other potentially dangerous vectors and animals. Must be able to swim and/or tread water.

6160.7.3 Constant: Activity or condition existing 2/3 or more of the time. Must be able to conduct field operations, to carry equipment weighing up to 50 pounds. Be able to inspect and treat vector breeding sources and test control measures by climbing or hiking into areas to locate and spray breeding areas. Have mobility of arms to reach and legs to walk and dexterity of hands and fingers to grasp and manipulate small objects. Must be able to work in weather ranging from below freezing to above 100° Fahrenheit while wearing the appropriate personal protection equipment for eye protection, hearing protection and respirator if required.

6160.7.4 Frequently: Activity or condition existing from 1/3 to 2/3 of the time. Lifts, carries and uses equipment and supplies weighing up to 50 pounds. Standing and sitting for extended periods

while running laboratory tests, record review, and performing office duties. The position requires the frequent operation of a computer keyboard ranging in length from short to extended periods of time. Be able to operate a motor vehicle with a standard and automatic transmission.

6160.7.5 Occasionally: Activity or condition existing up to 1/3 of the time. Requires being able to climb over or through fences, climb ladders, squat, bend over and lift equipment up to 25 pounds above the head. Be able to climb and hike areas to survey and treat vector habitat or test control materials in rice fields, pastures, wetlands, flood control channels, urban environments and similar areas with rough terrain. Must be able to ride a bicycle.

6160.7.6 Vision: The position requires adequate vision (which may be corrected) to read, write, drive during the day and at night and safely perform the essential functions of the job under the conditions listed above.

6160.8 Post Offer Requirements

6160.8.1 Qualifying person must pass a post-offer physical examination for his or her ability to perform the essential functions of the job and a drug screen at District expense.

6160.9 Other Information

6160.9.1 Anyone employed as Lab Assistant at the time these amendments are adopted shall be considered to have met the education/experience requirements for this position.

6160.9.2 The District Manager and the Board of Trustees reserves the right to change or amend this job description at their pleasure.

[Adopted September 2012](#)[Revised November 2022](#)

Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Job Description - Shop / Hangar Assistant (Seasonal)
POLICY NUMBER: 6170

6170.1 Nature of Work

6170.1.1 Under the direction of the District Manager and direct supervision of the lead Pilot and/or Mechanic, to assist with vehicle and equipment maintenance, design, and fabrication of spray equipment, traps and other related equipment, and District facilities maintenance; to assist the Pilot with Air Operations such as load preparations, loading of the plane, and other pre/post flight operation procedures; to perform related work as requested or required.

6170.2 Illustrative Tasks

- 6170.2.1** Assists with the repairs and maintenance of automotive equipment, chemical application equipment, surveillance equipment, all-terrain vehicles, facilities, and small tools.
- 6170.2.2** Investigates problems with vehicles and equipment as reported by District personnel and determines whether the problem is mechanical or human error.
- 6170.2.3** Assists with design and fabrication of equipment for office, laboratory, and field use.
- 6170.2.4** Properly disposes of or properly stores in marked containers, all hazardous materials, waste chemicals, and engine lubricants/fluids.
- 6170.2.5** Provides inspections and maintenance of the District's Loader Truck as required by the District Pilot.
- 6170.2.6** Attends assigned training sessions, reads District manuals and keeps informed on policies and procedures; reads technical literature related to automotive repair and maintenance, Loader Truck Manual, and mosquito control tools and implements.
- 6170.2.7** Assists with oxyacetylene and electrical welding and fabrication.
- 6170.2.8** Assists with maintenance, janitorial, and repairs of District facilities and grounds.
- 6020.2.9** Assists any District Pilot with repairs, maintenance, and improvements as requested or as needed. Assists with Air Operations load preparations, loading of aircraft, and any pre and/or post flight procedure(s).
- 6170.2.10** Performs related work and other assigned tasks/assignments as directed by management in a timely and efficient manner.

6170.3 Secondary Illustrative Tasks

6170.3.1 Due to work volume, financial and staffing constraints, and other unknown and/or unanticipated conditions, at times, this position may be assigned other tasks, including field surveillance and control operations; clerical and/or office operations; mechanical and maintenance operations; public education and outreach operations; and other operations as needed, requested, and/or required.

6170.4 Knowledge, Abilities, and Skills

6170.4.1 Knowledge of the duties and responsibilities of the Butte County Mosquito and Vector Control District.

6170.4.2 Knowledge of general biology and/or entomology.

6170.4.3 Knowledge of general safe work practices.

6170.4.4 Working knowledge of computers and computer applications.

6170.4.5 Knowledge of the hazards and safety precautions of the work.

6170.4.6 Ability to identify insects and insects of medical importance and arthropods/arachnids of medical importance.

6170.4.7 Ability to establish and maintain effective working relationships with other employees, management, other agencies, businesses, and the public.

6170.4.8 Ability to keep records and make reports; ability to make arithmetical computations accurately.

6170.4.9 Ability to understand, follow, and transmit oral and written instructions.

6170.4.10 Ability to learn to operate an ATV, tractor, forklifts, Loader Truck, mowers, and similar equipment.

6170.4.11 Ability to work out-of-doors and occasionally under adverse weather and public health conditions.

6170.4.12 Must be able to hear, read, speak, and understand English and be able to communicate effectively both orally and by writing letters and reports regarding the District's control program.

6170.4.13 Ability to learn pesticide safety and handling.

6170.4.14 Knowledge of federal, state, and local laws and regulations pertaining to driving.

6170.5 Working Conditions

6170.5.1 The Shop/Hangar Assistant may be exposed to pesticides, communicable diseases, and other health hazards; inclement weather conditions, and verbal confrontations from the public. The Shop/Hangar Assistant must be willing to occasionally work non-standard work schedules including evenings, weekends, and holidays.

6170.6 General Requirements

- 6170.6.1** A Shop/Hangar Assistant is required to at 18 years of age or older.~~have a high school diploma or GED.~~
- 6170.6.2** Possess and retain during the course of employment a valid California Driver's license, and have and maintain a safe driving record as required by the District's insurance carrier.
- 6170.6.3** Possession of valid certificates of the California Department of Public Health's certified technician in Mosquito and Vector Control categories A, B, C, and D, is preferable.
- 6170.6.4** Be able to provide clear verbal communication and be able to hear, read, understand, and speak English.
- 6170.6.5** Be able to read and comprehend written instructions, including detailed technical instructions for repair, calibration, and operation of mechanical and electrical equipment, all spray equipment and safe handling instructions on pesticide labels.
- 6170.6.6** Be able to work safely with power and hand tools and is required, at all times, to wear any protective clothing and gear necessary for safe handling of those tools.
- 6170.6.7** Be willing to learn new and different skills and abilities as required by the District. A Shop/Hangar Assistant may be assigned other tasks, as required by changing District programs and needs, and must be willing to take on new challenges as necessary.
- 6170.6.8** Not obtain outside employment, if in the District Manager's judgment it will conflict with the District program, or reduce the Shop/Hangar Assistant's ability to satisfactorily perform required duties.

6170.7 Physical Requirements

- 6170.7.1** Employees are responsible for maintaining their physical condition in a state that will allow them to be able to perform the duties of their position and to be in a physical condition that does not increase the danger or likelihood of injury on the job.
- 6170.7.2 Body Movements:** Must have full mobility and use of both arms. Must have the ability for full extension above the head to lift or remove equipment during normal daily activity. Must have full range of motion to climb and hike into surveillance and treatment areas that may include use of hands, legs and feet. Must have full mobility to assist in surveillance and control programs which involves climbing up and down steep brushy, muddy terrain to survey, abate vectors, to place traps and use other equipment in mosquito, yellow jacket, and tick habitat. Must have the ability and range of flexibility to reach over the head, reach below the knees and to bend over, stoop, or squat down. Must be able to move quickly in fieldwork areas known to be inhabited with venomous snakes, or other potentially dangerous vectors and animals. Must be able to swim and/or tread water.
- 6170.7.3 Constant:** Activity or condition existing 2/3 or more of the time. Must be able to conduct field operations, to carry equipment weighing up to 50 pounds. Be able to inspect and treat vector breeding sources and test control measures by climbing or hiking into areas to locate and spray breeding areas. Have mobility of arms to reach and legs to walk and dexterity of hands and fingers to grasp and manipulate small objects. Must be able to work in weather ranging from below freezing to above 100° Fahrenheit while wearing the appropriate personal protection equipment for eye protection, hearing protection and respirator if required.

6170.7.4 Frequently: Activity or condition existing from 1/3 to 2/3 of the time. Lifts, carries and uses equipment and supplies weighing up to 50 pounds. Standing and sitting for extended periods while running laboratory tests, record review, and performing office duties. The position requires the frequent operation of a computer keyboard ranging in length from short to extended periods of time. Be able to operate a motor vehicle with a standard and automatic transmission.

6170.7.5 Occasionally: Activity or condition existing up to 1/3 of the time. Requires being able to climb over or through fences, climb ladders, squat, bend over and lift equipment up to 25 pounds above the head. Be able to climb and hike areas to survey and treat vector habitat or test control materials in rice fields, pastures, wetlands, flood control channels, urban environments and similar areas with rough terrain. Must be able to ride a bicycle.

6170.7.6 Vision: The position requires adequate vision (which may be corrected) to read, write, drive during the day and at night and safely perform the essential functions of the job under the conditions listed above.

6170.8 Post Offer Requirements

6170.8.1 Qualifying person must pass a post-offer physical examination for his or her ability to perform the essential functions of the job and a drug screen at District expense.

6170.9 Other Information

6170.9.1 Anyone employed as Shop/Hangar Assistant at the time these amendments are adopted shall be considered to have met the education/experience requirements for this position.

6170.9.2 The District Manager and the Board of Trustees reserves the right to change or amend this job description at their pleasure.

Adopted September 2012 Revised November 2022

Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Holidays
POLICY NUMBER: 7025

7025.1 These are the designated holidays to be observed by the District.

HOLIDAY	DAY CELEBRATED
New Year's Day	January 1st
Martin Luther King's B-day	Third Monday in January
Lincoln's Birthday	February 12th
President's Day	Third Monday in February
Cesar Chavez Day	March 31st
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Veteran's Day	November 11th
Thanksgiving Day	Designated Thursday
Christmas Day	December 25th

7025.2 All ~~full time permanent and probationary~~ employees who are required and/or requested to work on a designated holiday ~~shall be compensated as double time may have either equivalent paid time off, within 120 days after the holiday, or be credited 10 hours for the holiday and given time off with pay on the basis of 1-1/2 hours for each hour of actual work over a 40 hour work week in any consecutive Sunday through Saturday. Salaried employees that are required and/or requested to work on a designated holiday may have equivalent paid time off within 120 days after the holiday.~~ Required and/or requested holiday work schedules and/or equivalent paid time off days are at the discretion of the District Manager.

7025.2.1 Full time and part-time employees will be compensated by accruing 2 hours for every holiday hour worked as compensated time off (CTO).

7025.2.2 Salaried employees will be compensated by earning 2 personal holidays for every holiday worked. Earned personal holidays may be used within the calendar year to which they are earned, under normal circumstances.

7025.2.3 Seasonal employees will be compensated as double time for every holiday hour worked.

7025.3 Seasonal hourly employees shall be credited and compensated for holidays which fall on or are traditionally celebrated on the days which they normally would work. After such person has been employed for 3 or more years, they will be credited for 4th of July on the 3rd year, adding Labor Day on the 4th year, and Memorial Day on the 5th year. In order to be eligible for this benefit, an employee must be in compensated status on assigned work days immediately before and after the holiday to be credited. First and second year seasonal hourly employees are not eligible for any holiday.

7025.4 Each full time permanent and probationary employee shall be entitled up to four (4) personal holidays per calendar year, credited at the beginning of each quarter. Employees hired between January 1 and March 31 are entitled to four (4) personal holidays in that year. Employees hired between April 1 and June 30 are entitled to three (3) personal holidays in that year. Employees hired between July 1 and September 30 are entitled to two (2) personal holidays that year. Employees hired between October 1 and December 31 are entitled to one (1) personal holiday that year. The District Manager may require an employee to provide fourteen (14) calendar days notice in advance of the use of a personal holiday. In the event of an emergency the District Manager may deny the employee's holiday. Personal holidays shall be scheduled and taken off within the calendar year to which they are credited. Personal holidays are not compensable, if not taken, except under emergency conditions.

7025.5 Part-time permanent employees shall be credited with hourly pro-rata designated and personal holiday credit.

7025.6 At such time as the District is on a 4 day/40 hour work week, any designated holiday will be used or credited as follows (considering the work week to be Monday through Thursday):

7025.6.1 When a holiday falls on Monday through Thursday, they will be observed as a working day holiday.

7025.6.2 When a designated holiday falls on Friday or Saturday, they will be observed on the preceding Thursday. When the holiday falls on Sunday it will be observed on the following Monday.

7025.6.3 Any eligible part-time employee will be credited or charged on the basis of 10 hour working days or a proportionate part, consistent with the above listed days.

7025.6.4 The practice of celebrating a holiday on a Monday will not change the basis of determining whether it is a paid holiday or not, based on the day the holiday actually falls, and the standards listed above.

7025.6.5 Anyone on vacation will be credited for 10 hours per holiday, except part-time, which will be credited as stated on 7025.5.

7025.6.6 Personal holidays accrue to be used as full days on the basis of a day for day credited or use.

Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Pregnancy Disability Leave

POLICY NUMBER: 7035

7035.1 Pregnancy Disability Leave may be taken by an employee disabled by pregnancy, childbirth, or related medical conditions, as set forth below, and as required by law.

7035.2 Notice of the employee's right to request Pregnancy Disability Leave shall be posted in a place customarily used for the posting of employee notices.

7035.3 This section does not alter the District's obligation under law to provide reasonable accommodation for disability related to pregnancy, childbirth, or related medical conditions, or to engage in a timely, good faith interactive process to determine a reasonable accommodation, if any, under state and federal law.

7035.4 Eligibility: In order to be eligible for Pregnancy Disability Leave:

7035.4.1 The employee must be actually disabled due to pregnancy, childbirth, or related medical condition.

7035.4.2 The employee's qualified, duly licensed health care provider must certify that the employee is disabled due to pregnancy, childbirth or a related medical condition. The certification indicating disability and the need for leave shall contain (a) the date on which the employee became disabled due to pregnancy, childbirth, or related medical condition; (b) the probable duration of the period or periods of disability; and (c) an explanatory statement that, due to the disability, the employee is unable to work at all or is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.

7035.4.3 The employee shall notify the District of the need for Pregnancy Disability Leave and the anticipated timing and duration of the leave. Notice shall be provided at least thirty days in advance of the need for the Pregnancy Disability Leave, unless impracticable, in which case notice shall be provided as soon as practicable.

7035.5 Duration: Pregnancy Disability Leave may extend for the duration of the disability, up to four months (88 days for a regular full-time employee), for each pregnancy. The leave may be taken on an intermittent basis. Updated medical verifications shall be promptly provided upon request by the District.

7035.6 Salary: Pregnancy Disability Leave shall be without pay. An employee on Pregnancy Disability Leave is not eligible to receive holiday pay, unless the employee has used their District provided paid leave in the day immediately preceding and following holiday.

7035.6.1 An employee who is disabled by pregnancy may qualify for State Disability Insurance wage replacement while the employee is unable to work. Employees are encouraged to contact the California Employment Development Department (EDD) to apply for benefits. The EDD determines eligibility and the payment amount.

7035.6.2 If the employee is eligible for SDI, she may elect to use available sick leave during the waiting period for SDI payments to start if the State requires a waiting period. Employee must present documentation requesting the use of sick leave to Office Manager.

7035.6.3 When the employee is receiving SDI wage replacement benefits, the employee may elect to use available sick leave, vacation, or CTO to supplement the benefits received up to the employee's usual compensation.

7035.6.3.1 Employee must provide Office Manager documentation of wage replacement to include period of payment and amount.

7035.6.3.2 The use of any paid leave will not extend the duration of your PDL.

7035.7 Insurance Benefits: An employee on Pregnancy Disability Leave may continue to participate in the District provided health, life, and other insurance plans. As provided by state law, the District will continue to make its contributions toward group health coverage at the level and under the conditions that coverage would have been provided if the employee had continued in employment for the duration of the leave, but not to exceed four (4) months in a twelve (12) month period. District may seek reimbursement should the employee not return to work, as provided by law. Employee contributions toward health premiums, if any, must be delivered to the District Office no later than 15th of each month.

7035.8 Sick Leave/Vacation: Neither Sick Leave, Vacation, nor other paid time off will accrue while on Pregnancy Disability Leave. If the employee is in paid status during the Pregnancy Disability Leave solely because of the use of District provided vacation, CTO, or sick leave, the employee will accrue sick leave and vacation for the period in which the employee is in paid status to the extent the employee would otherwise be entitled to such accrual.

7035.9 Retirement Benefits: Upon return from the Disability Leave of absence the CalPERS member may elect to purchase service credit for the time the employee was on non-paid leave up to one year at the ~~employees~~employees' own expense as stated in the District contract with CalPERS. Costs of the service credit will be based on the CalPERS valuation.

7035.10 Longevity: Time spent on non-paid Pregnancy Disability Leave shall not be counted towards years of District employment.

7035.11 Return to Work: The District shall reinstate the employee to the same position, or unless (1) the employee would not otherwise have been employed in her same position at the time reinstatement is requested for legitimate business reason unrelated to the employee taking Pregnancy Disability Leave (such as lay-off) or (2) means of preserving the job or duties for the employee would substantially undermine the District's ability to operate safely and efficiently. In either of such cases the employee shall be reinstated to a comparable position, unless there is no comparable position available or, although a comparable position is available, the filling of such with the returning employee would substantially undermine the District's ability to operate safely and efficiently. The failure to return to work the next regular workday following the conclusion of Pregnancy Disability Leave shall be grounds for termination of employment, unless the employee's absence is otherwise authorized under these Personnel Policies.

7035.12 As a condition of the employee's reinstatement from leave, the employee shall obtain a release to "return to work" from a qualified, duly licensed health care provider, stating that she is able to resume her original job duties. Note that in some cases leave may end before exhaustion of the maximum allowable days; in others there may be a second allowable leave that is available at the conclusion of the first.

7035.13 Note: Pregnancy Disability Leave and California Family Right Act Leave, if otherwise eligible, may be taken consecutively.

REVISÉD 0511/20212

Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: California Family Rights Act (CFRA) Leave
POLICY NUMBER: 7045

7045.1 The CFRA provides up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period for eligible employees. Leave may be taken for any one, or for a combination, of the following reasons provided below.

7045.2 Eligibility: In order to be eligible for this leave:

7045.2.1 Employee must have been employed by the District for at least 12 months and have worked for at least 1250 hours during the 12-month period immediately preceding the commencement of the leave.

7045.3 CFRA leave may be taken for any of the following reasons:

7045.3.1 For the employee's own serious health condition (excluding pregnancy/childbirth).

7045.3.2 To care for the employee's immediate family member, spouse, registered domestic partner, child, child of registered domestic partner, parent, parent-in-law, grandparent, grandchild, or sibling with a serious health condition.

7045.3.3 Definitions:

7045.3.3.1 A 'serious health condition' is an illness, injury, impairment, or physical or mental condition that involves (a) either (1) inpatient care in a hospital, hospice, or residential health care facility, or any subsequent treatment in connection with such inpatient care, and either (2) any period of incapacity or (3) a continuing treatment by a health care provider, including but not limited to treatment for substance abuse.

7045.3.3.2 'Child' means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is either under 18 years of age or an adult dependent child.

7045.3.4 To bond and/or care for the employee's newborn child, new child by adoption, or foster care placement with the employee.

7045.3.5 Because of a qualifying exigency related to the covered call to order to covered active duty status of an employee's spouse, domestic partner, child, or parent of the Armed Forces of the United States, as specified in Section 3302.2 of the Unemployment Insurance Code, for deployment to a foreign country in support of a contingency operation or Regular Armed Forces for deployment to a foreign country.

7045.4 Notice: Employees must provide at least 30 days' advance notice before CFRA leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or a family member. If 30 days' notice is not practicable, such as because of a lack of knowledge of approximately when leave will be

required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable.

7045.5 Certification:

7045.5.1 Employees requesting leave because of their own, or a covered family member's serious health condition, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins.

7045.5.2 The District may require employees provide recertification of the medical conditions giving rise to the need for leave. If such recertification is required, the District will give the employee no less than 15 calendar days to provide medical recertification.

7045.5.3 Employee requesting leave to bond or care for newborn child, new child by adoption, or foster care placement must supply certification establishing relationship and/ or placement.

7045.5.4 For qualifying exigencies arising out of the covered active duty or call to covered active duty status of a military member, the employee must provide: 1) a copy of the military member's active duty orders or other documentation issued by the military indicating the military member is on covered active duty or call to active duty status and the dates of the military member's covered active duty service and, 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different covered active duty or call to covered active duty status of the same or a different military member.

7045.6 Duration:

7045.6.1 Qualifying Leave may extend for the duration of up to 12 weeks during a 12-month period.

7045.6.2 Leave can be taken for a period of consecutive days, weeks, or months.

7045.6.3 Leave can be taken intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee, a serious health condition of a covered family member, or the serious injury or illness of a covered servicemember. Intermittent leave can also be taken for any qualifying exigency.

7045.6.3.1 Employees must consult with the District Manager prior to the scheduling of treatment in order to work out a treatment schedule that best suits the needs of both the District and the employees, subject to the approval of the applicable health care provider.

7045.6.4 Employees are also eligible for intermittent leave for bonding with a child following birth, adoption, or placement. Intermittent leave for bonding purposes must be taken in two-week increments, when it is in the District's best interest. Agreement with District Manager must be set if leave is taken in intermittent increments.

7045.6.4.1 Leave for bonding must be completed within one year of the birth, adoption, or placement.

7045.6.6 If an employee's anticipated return to work date changes and it becomes necessary for the employee to take more leave than originally anticipated, the employee must provide the District with 2 business days' notice of the employee's changed circumstances and new return to work date. If

employee does not give the District unequivocal notice of their intent not to return to work, they will be considered to have voluntarily resigned and the District's obligation to maintain health benefits and to restore their positions will cease.

7045.6.7 If an employee's anticipated return to work date changes and it becomes necessary for the employee to take less leave than originally anticipated, the employee must provide the District with 1 business days' notice of the employee's changed circumstances and new return to work date.

7045.7 Salary: CFRA Leave shall be without pay. An employee on CFRA Leave is not eligible to receive holiday pay, unless the employee has used their District provided paid leave in the day immediately preceding and following a holiday.

7045.7.1 When the employee is receiving any wage replacement benefits, the employee may use available sick leave, vacation, or CTO to supplement the benefits received up to the employee's usual compensation.

7045.7.1.1 Employee must provide Office Manager documentation of wage replacement to include period of payment and amount.

7045.7.1.2 The use of sick leave, vacation, or CTO paid time off during CFRA leave time does not extend the length of any CFRA leave and the paid time off runs concurrently with any CFRA entitlement.

7045.7.2 Employees can request to substitute or use accrued paid time off while taking an unpaid CFRA leave as follows:

7045.7.2.1 If an employee requests CFRA leave because of their own serious health condition, the employee may use any accrued paid vacation, CTO, or sick leave during unpaid leave.

7045.7.2.2 If an employee requests CFRA leave to care for a covered family member with a serious health condition or to bond with a new child, the employee can use any accrued paid vacation and/or CTO during the unpaid family/medical leave. Once vacation is exhausted, upon request of an employee, the employee can decide to use paid sick leave during unpaid CFRA leave to care for a covered family member with a serious health condition but not to bond with the new child.

7045.7.2.3 If the employee requests military exigency leave, the employee may use vacation and/or CTO during the unpaid CFRA leave.

7045.7.3 When leave is paid because the employee is receiving wage replacement benefits, the employee is not required to substitute/use vacation, sick leave, or CTO paid time off during the leave.

7045.8 Insurance Benefits: The District shall maintain and pay for an employee's health coverage at the same level and under the same conditions as coverage would have been provided if the employee had not taken CFRA leave. Employee's contribution toward premiums must be delivered to the District Office no later than the 15th of each month.

7045.9 Sick Leave/Vacation: Neither Sick Leave, Vacation, nor other paid time off will accrue while on unpaid CFRA. If the employee is in paid status during the CFRA leave solely because of the use of District provided vacation, CTO, or sick leave, the employee will accrue sick leave and vacation for the period in which the employee is in paid status to the extent the employee would otherwise be entitled to such accrual.

7045.10 Retirement Benefits: Upon return from Leave, the CalPERS member may elect to purchase service credit for the time the employee was on non-paid leave up to one year at the [employeesemployees'](#) own expense as stated in the District contract with CalPERS. Costs of the service credit will be based on the CalPERS valuation.

7045.11 Longevity: CFRA leave shall not constitute a break in service or cause the employee to lose seniority.

7045.12 Return to Work: The District shall reinstate the employee to the same position, or unless (1) the employee would not otherwise have been employed in her same position at the time reinstatement is requested for legitimate business reason unrelated to the employee taking CFRA Leave (such as lay-off) or (2) means of preserving the job or duties for the employee would substantially undermine the District's ability to operate safely and efficiently. In either of such cases the employee shall be reinstated to a comparable position, unless there is no comparable position available or, although a comparable position is available, the filling of such with the returning employee would substantially undermine the District's ability to operate safely and efficiently. The failure to return to work the next regular workday following the conclusion of CFRA Leave shall be grounds for termination of employment, unless the employee's absence is otherwise authorized under these Personnel Policies.

7045.13 If business conditions require a reduction in force, an employee on CFRA Leave will be considered for layoff and treated as active employee for purpose of the layoff process.

Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Bereavement Leave

POLICY NUMBER: 7050

7050.1 This policy shall apply to ~~all probationary and permanent~~ employees ~~in all classifications~~.

7050.1.1 "Employee" means a person employed by the District for at least 30 days prior to the commencement of the leave.

7050.2 In the event of a death in the "immediate family" of an employee, the District Manager may, upon request, grant up to three (3) days bereavement leave with pay without charge to his/her accumulated sick leave credits or vacation eligibility.

7050.3 The District may grant an additional two (2) days bereavement leave upon request which shall be charged against the employee's accumulated sick leave credits in cases where needed.

7050.4 For the purposes of this section, the "immediate family" shall be restricted to family members covered which includes family, parents, children and spouses and are defined as follows:

7050.4.1 "Family" means brother, sister, brother-in-law, sister-in-law, stepbrother, stepsister, grandparents, grandchildren, aunts, uncles, nieces, and nephews.

7050.4.2 A "child" means a biological, adopted or foster child, a stepchild, a child by law (in-law), a legal ward or a child for whom an employee has accepted the duties and responsibilities of raising, such as where a grandparent raises his/her grandchild.

7050.4.3 A "parent" means a biological, foster or adoptive parent, a stepparent or legal guardian. Mother-in-law, father-in-law and grandparents are also considered "parents for purposes of this division.

7050.4.4 The term "spouse" is not defined in the legislation mandating kin care, but presumably applies to an individual to whom the employee is legally married or is legally registered domestic partner.

7050.4.5 Other person living in the immediate household of the employee.

Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Personal Vehicle Usage and Rental Vehicles

POLICY NUMBER: 7245

7245.1 When an employee is authorized to use his/her personal vehicle in the performance of District work, he/she shall be eligible for reimbursement for the cost of said use on the basis of total miles driven and at the rate specified in Section 7245.3.

7245.2 Use of personal vehicles shall not be authorized for the performance of District work if a suitable District vehicle is available and safely operational unless it makes operational sense and is cost effective for the District.

7245.3 Every attempt shall be made to coordinate work so that District vehicles are available and operational for the performance of said work.

7245.4 Prior to personal vehicle usage authorization, employees and trustees must first provide a Certificate of Insurance to the District with minimum limits of \$100,000/\$300,000/\$50,000 for bodily injury per person, bodily injury per accident, and property damage respectively (Proof of current coverage and limits must be kept on file at the district).

7245.5 Employees and trustees must ensure their vehicle is currently registered with the Department of Motor Vehicles.

7245.6 Operate the vehicle in accordance with California traffic safety laws including use of seatbelts.

7245.7 Any employee or trustee whose personal vehicle is damaged in a collision while the employee is performing duties within the course and scope of District business shall be reimbursed for the cost of a deductible up to a recommended amount of \$1,000, provided:

7245.7.1 The employee/trustee was not in violation of any state statute;

7245.7.2 The driver of the other vehicle is responsible for the accident as verified by a police report; and

7245.7.3 The employee/trustee was operating the vehicle within the course and scope of District business;

7245.7.4 The amount to be reimbursed by the District is not recoverable under any insurance policy available to the employee.

7245.7.5 The employee/trustee must provide verification of the cost of the damage to the District.

7245.8 Rented or Leased Vehicles; District employees are not permitted to use a rental car in conducting District business without prior approval from District Manager.

7245.8.1 When renting a vehicle, the employees/trustees personal insurance is primary. The District must ensure that employees/trustees operating rental vehicles on District business have adequate coverage for collision and liability in accordance with 7245.4.

7245.8.2 The rental company may offer an optional Loss Damage Waiver (LDW), if employee waives LDW protection, the employee/trustee (renter) assumes financial responsibility for damages to the rental car, loss of use of the car while is being repaired, miscellaneous administrative expenses of the rental company and liability and property damage to third parties. ~~The District does not~~ require employees to purchase the rental companies LDW, but employees/trustees may choose to purchase the optional LDW at their own expense. ~~loss damage waiver coverage.~~

Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Employee Driver Safety and Driving Record
POLICY NUMBER: 7255

7255.1 This policy applies to all District employees, trustees, and volunteers who drive on behalf of the District. Trustees are encouraged to provide their license information, but cannot be required to do so in accordance with State law.

7255.2 Butte County Mosquito and Vector Control District shall participate in the Department of Motor Vehicles (DMV) Employer Pull Notice Program (EPN). DMV issues Motor Vehicle Reports (MVR) on every person registered in the EPN Program. The DMV automatically issues MVR's annually and whenever the driver is involved with certain legal actions or activities. Records for anyone operating vehicles on District business shall be requested from DMV: (a) every year; (b) immediately in the event of new activity (e.g., moving violation, accident, address change, etc.). Employees who have terminated employment with the District will be deleted from the program.

7255.3 Information that will be generated during the record review will include, but not limited to: (a) type of license; (b) expiration date; (c) endorsements; (d) DMV action suspensions, revocations, and penal code violations; and, (d) Vehicle Code violations. Each employee's driving record will be checked periodically.

7255.4 Each employee who operates a motor vehicle as part of his/her district duties is expected to have and maintain a satisfactory driving record both on and off the job. The standard which the District will use primarily is an absence of excess convictions for violations, as evidenced by the employee's driving record based on California's Department of Motor Vehicle Negligent Operator Treatment System (NOTS) criteria, the point system on driver's licenses used by the Department of Motor Vehicles. Each employee is expected to operate District vehicles safely at all times.

7255.5 Each successful applicant for regular, part-time, and temporary employment which requires operation of a motor vehicle will be required to furnish a current DMV driving record report prior to the commencement of employment.

7255.6 Each employee who in the course or scope of his/her employment operates a District vehicle will be subject to the following standards as a condition of employment:

7255.6.1 Four (4) points in 12 months, Six (6) points in 24 months, Eight (8) points in 36 months: The District shall issue a warning letter to the employee with written acknowledgement to be signed by the employee; that employment may be jeopardized if there are additional violations or accidents, resulting in reassignment or termination in accordance to section 7255.6.6.

7255.6.1 Two (2) but less than three (3) DMV points: The District shall issue a warning letter to the employee. However, if the two DMV points are due to a conviction for driving while under the influence of alcohol or controlled substances (without injury), Section 7255.6.2, below for "3 or more points" shall apply.

~~7255.6.2 Three (3) or more DMV points: Notification from the District requiring written acknowledgment to be signed by the employee stating that upon receipt of any one or more additional points employee shall no longer be eligible for coverage.~~

~~7255.6.3 Any one or more additional DMV points over 3: Notification to the employee that the employee is uninsurable and therefore cannot drive a District vehicle and/or the employees' personal vehicle for District business. Uninsurable employees may be subject to the reassignment to work that does not require operation of a District vehicle, or termination (Section 7255.6.5 and 7255.6.6).~~

~~7255.6.34 _____ Felony convictions: Any employee receiving a felony conviction involving conduct while driving a _____ vehicle, including but not necessarily limited to, driving while under the influence of alcohol or a controlled substance (with injury), hit and run, and/or vehicular manslaughter (with or without gross negligence), shall automatically may become ineligible for coverage through the District and section 7255.6.6 may apply. Upon receipt of one or more additional points, Section 7255.6.3 above will apply and that employee shall no longer be eligible for coverage through the District.~~

7255.6.5 Revoked or suspended license: Any employee with a revoked or suspended license shall automatically be ineligible for coverage through the District.

7255.6.6 Any employee who is ineligible for liability insurance coverage by the District by reason of his/her driving record, may be assigned to work which does not require operation of a District vehicle, or if such a work assignment is not available or is not feasible, the employee shall be terminated. Termination under this Section shall be subject to Personnel Policy, Section 7110.5 and 7110.6, except that the employee may be placed on uncompensated administrative leave by the District Manager during the appeal process.

7255.6.7 Any decision to appeal the action of the District shall rest with the Board of Trustees.

7255.7 As part of this policy, it is understood that points are removed from a driving record over time as a person maintains a good driving record, so that any employee, with diligence can meet and maintain these standards.

7255.8 Other evidence may be used, separate from the point system, to make a determination that an employee is operating a District vehicle unsafely.

7255.9 An overreaching concern of the District is personal safety of employees during the performance of their duties and the public at large. Therefore, employees should use proper safety procedures at all times when using a cell phone/hand-held radio, but especially while operating equipment, driving on District business or performing similar duties. Additionally, after July 1, 2008, California Vehicle Code Section 23123 prohibits drivers from using a wireless telephone while operating a motor vehicle unless the driver uses a hands-free device.

7255.9.1 Hand-Held Radios: The District issued hand-held radio may be used for very short responses while operating a motor vehicle. The vehicle operator is required to pull over and stop the vehicle at a safe place off the roadway for all other communications. When employees are riding two to a vehicle, the passenger shall handle the communications duty.

7255.9.2 Cell Phones: The use of personal and/or District owned cell phones is prohibited at all times while driving on District business unless used with a hands-free device. Employees must limit personal cell phone use, including calls made or received and text messaging, to their assigned break and lunch. Employees may use personal cell phones for official District business

when authorized by their Supervisor or the District Manager. Additional cell phone policies are located within the Policy Manual, Section 7230.

7255.10 Other requirements per the Vector Control Joint Powers Agency;

7255.10.1 Authorized Drivers must be capable of demonstrating familiarity with the type of vehicles assigned. Those employees for which driving is designated as an “essential job function” or where driving is more than an occasional part of their job duties shall be required to attend a defensive driving course once every three years. Supervisory "ride alongs" may also be conducted based upon an employee’s motor vehicle report and/or reported/observed unsafe driving behavior; and,

7255.10.2 Authorized Drivers must be capable of passing physical examinations administered by a licensed physician when a question of fitness to drive arises or is required by regulation; and,

7255.10.3 An Authorized Driver may have his or her employment terminated or be reassigned to a non-driving position at the discretion of the District in the event his or her license is revoked or suspended by a court of a law or by an enforcement agency, or if it is determined that the employee does not meet the minimum driving standards of the district.

7255.11 Accident reporting procedures; When a District-owned vehicle or an employee-owned vehicle being operated on behalf of the District is involved in an accident, the following procedures will be followed, even if there do not appear to be any injuries and/or property damage:

7255.11.1 Assure injuries or medical needs are addressed either using first aid or calling for emergency services;

7255.11.2 If possible or needed move vehicles to a safe location, position warning signals (flares, etc);

7255.11.3 Immediately notify the police department or California Highway Patrol (CHP) and your supervisor of the accident. Do not admit negligence or liability. Leave the determination of liability to the responsible law enforcement agency;

7255.11.4 Do not attempt settlement, regardless of how minor the incident and do not admit fault;

7255.11.5 Utilize the Vehicle Accident Reporting Packet provided by the District, located in the glove box of District owned vehicles and follow the procedures below;

7255.11.5.1 Take photographs at the scene of the accident; to include damages that occurred during the accident, prior damage if any, undamaged portions of the vehicles involved, District’s vehicle damage, property damage, license plate(s) of vehicles involved, VIN number(s), and photographs of the accident site in all directions;

7255.11.5.2 Get the name, address, and phone number of all persons involved including any injured persons and witnesses, ensure information is legible. # possible. Take photographs of driver license(s) of all involved in the accident, if possible;

7255.11.5.3 Exchange vehicle identification and insurance information, including name of insurance company, a policy number, name of registered owner, and take photographs of insurance card(s).

7255.11.5.4 Turn all documentation over to a supervisor or manager within twenty-four (24) hours.

7255.12 Employee Acceptance. By signing this agreement, I hereby represent that I have read, understand, and agree to the District's Employee Driver Safety and Driving Record policy. This signed copy will be retained in the employees personnel file as receipt of acknowledgement of being informed of such policy.

Date

Signature

Print name here