



Delta Mosquito & Vector Control District

Job Description:

Vector Control Operations Analyst

DEFINITION: The Vector Control Operations Analyst plays a crucial role in supporting both the operational and administrative functions of the Delta Mosquito and Vector Control District. Reporting to the Operations Program Manager, this position is responsible for managing data integrity, assisting in the administration of District activities, and supporting specialized field projects. The Vector Control Operations Analyst ensures that data from field operations is accurately captured, reviewed, and integrated into District records, promoting continuity and precision in data management. This position requires some proficiency with a variety of software, including GIS, spreadsheets, databases, and word processors, and a strong understanding of vector control practices.

POSITION STATUS: Full-time, FLSA non-exempt, probationary position.

PAYSCALE: Five-step pay scale \$75,456 to \$94,320 annual salary. Health, vision, and dental insurance for the employee is provided. Paid District holidays and vacation accrual are offered.

ESSENTIAL FUNCTIONS:

- **Data Management and Analysis:** Review, verify, and manage data collected from field operations, ensuring accuracy and consistency between operational activities and administrative records. Utilize GIS software, spreadsheets, and databases to organize, analyze, and report data related to mosquito control activities.
- **Administrative Support:** Provide general administrative support by answering service calls and entering associated data, maintaining attendance records, organizing files, and managing service requests from the public. May provide secondary support for fiscal operations of the District. Ensure proper documentation of District operations and maintain efficient filing systems.
- **Operational Support:** Collaborate with field staff to review treatment records, validate data accuracy, and provide feedback to ensure compliance with District procedures. Work with the scientific program staff to integrate surveillance data into daily operations. Participate in specialized operations, including source reduction projects and advanced control tools (i.e. UAS). Participate in specialized field projects, which may include collecting data and supporting ongoing operations as required.

- **Communication:** Effectively communicate with the public, District staff, and other stakeholders to answer questions, provide information, and assist with service requests. Maintain a professional and customer-focused approach in all interactions.
- **Project Participation:** Support specialized field projects, including collecting and analyzing field data, to further the District's mission of vector control and public health protection.
- **General Duties:** Assist in ensuring that all assigned projects are completed efficiently and on time. Support both operational and administrative staff as needed to fulfill District goals.

QUALIFICATIONS

A combination of education and experience that demonstrates the required knowledge and abilities to perform the essential functions of the role.

EDUCATION: Minimum: High school diploma, G.E.D. equivalency, or high school proficiency certificate. Additional training in vector control or related fields is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong understanding of public health vector control principles, including control techniques and field operations.
- At least moderate proficiency with GIS software, spreadsheets, databases, and other data management tools used to analyze and report on District activities.
- Knowledge of modern office procedures, including filing systems, proper grammar usage, and effective communication practices.
- Computer operations, utilizing word processing, spreadsheet, database and other various software applications such as Excel, QuickBooks, Google applications, Timekeeping software, Dropbox, and Microsoft Access.
- Basic mathematics skills and the ability to perform data analysis to support operational decisions.
- Review and verify data for accuracy, ensuring consistency between field operations and administrative records.
- Work independently with minimal supervision, managing multiple tasks efficiently to meet deadlines.
- Handle confidential information with discretion and professionalism.
- Provide excellent customer service when interacting with the public and responding to inquiries about District programs.
- Build and maintain positive working relationships with co-workers, District staff, and the general public.
- Establish and maintain good working relationships with the public and fellow employees.
- Make accurate observations and maintain detailed records, field notes, and maps.
- Record data accurately using various electronic devices (computer, mobile devices, etc.)
- Navigate to various locations using a mobile device and/or paper maps.

- Understand Safety Data Sheets and chemical or pesticide label information.
- Accurately calculate, measure, and apply pesticides according to instructions and EPA product labels.

CERTIFICATIONS AND LICENSES

- Possession of a valid California Class C driver's license with a good driving record during the entire time of employment. Employees are enrolled in the DMV Pull Notice Program.
- Must qualify for insurance coverage by the District's insurance carrier during employment. No major violations and no more than 3 points in a 12-month period, 5 in a 24-month, or 7 in a 36-month period on driving record. A DMV printout is required.
- Must be at least 18 years old.
- Successful completion of pre-employment physical examination and drug screening paid for by the District.
- Must obtain California Department of Public Health (CDPH) Vector Control Technician Certification (Categories A, B, C, and D) within one year of employment.

EXPERIENCE: Prior experience in Public Health Vector Control is preferred.

EMPLOYMENT CONDITIONS

- **Time Distribution:** Expected distribution of time is 70% Office/Clerical work and 30% Field Work, subject to change based on District needs

- **Confidential Employee**

- **Appointment and Removal Authority:** General Manager

WORKING CONDITIONS & SUPPLEMENTAL INFORMATION

A portion of the work in this position is performed in high humidity and/or temperature environments including outdoors in varying temperatures and within and around various types of aquatic habitats including polluted water sources. Hazards may include insect bites, chemicals, fumes, dust, hazardous materials, venomous insects, vectors and vector-borne diseases, rough terrain, inclement weather conditions, vicious animals, poisonous plants, and venomous animals. This position requires driving of automatic and/or manual transmission vehicles as well as getting in and out of vehicles frequently.

The following list of mental and physical demands are required to successfully perform the essential job duties of this class:

- Be physically able to perform manual labor, lift weights up to 50 pounds.
- Work under hot and unpleasant weather and environmental conditions, outdoors and indoors.

- Perform repetitive motions such as those associated with mobile device usage and loading/unloading work vehicles.
- Walk long distances and traverse rough, sloping and/or uneven ground such as yards, fields, dirt banks, stream beds, and shallow ponds.
- Be able to swim.
- Be able to tolerate insect bites and stings such as mosquito bites and, bee stings, etc.
- Be able to be vaccinated for various diseases to which the employee may be exposed to in the course of duties. Vaccinations may be required, at District expense, depending on changing exposure risk.

Physical Demands:

Physical Activities	Rarely*	Sometimes*	Often*
Stand			X
Walk			X
Sit		X	
Use hands to manipulate, feel, hold, or handle			X
Reach with hands and arms			X
Climb or balance			X
Stoop, kneel, crouch, bend, or crawl			X
Talk or hear			X

Taste or smell			X
Lift up to 10 pounds			X
Lift up to 25 pounds		X	
Lift up to 50 pounds		X	
Lift up to 100 pounds	X		
Lift over 100 pounds	X		

* Rarely refers to 0-33%, Sometimes is 33-66%, and Often is 66-100% of the work day.

Vision Requirements

Close vision (clear vision at 20 inches or less): Identification of species and stage of larval development, and driving.

Distance vision (clear vision at 20 feet or more): Environmental evaluation, control of vector sources, safety, and driving.

Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point): Environmental evaluation, control of mosquito vector source, safety, and driving.

Depth perception (three-dimensional vision, ability to judge distances and spatial relationships): Environmental evaluation, control of mosquito vector source, safety, and driving.

Environmental Working Conditions

Work Environment	Rarely*	Sometimes*	Often*
Wet or humid			X

Near moving mechanical parts		X	
Outdoor weather conditions			X
Fumes of airborne particles		X	
Toxic or caustic chemicals		X	
Extreme heat			X
Moderate Noise levels consistent with light traffic			X
Elevated Noise levels consistent with automotive repair shop		X	

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The Delta Mosquito and Vector Control District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, ancestry, national origin, gender, marital status, sexual orientation, religion, age, veteran status, or disability.

The Delta Mosquito & Vector Control District reserves the right to modify, delete, augment, or supplement the duties, qualifications, and requirements stated at its sole and absolute discretion.

I, _____, have read and understand the job description for the Field Operations Data Analyst position including the essential work functions of this position. I am fully capable of performing all aspects of the Laboratory Technician II position while employed by the Delta Mosquito and Vector Control District.

Signature

Date