

Human Resources Branch Memorandum

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| SUBJECT: Pesticide Qualified Applicators Certification Classifications | NUMBER: HRB 22-023 |
| | DATE ISSUED: September 1, 2022 |
| DISTRIBUTION: All CDFW Managers/Supervisors | EXPIRES: Until Superseded |

Action Required

Informational Only

Control Agency Directive

Purpose

The purpose of this memorandum is to inform the California Department of Fish and Wildlife (CDFW) managers/supervisors of classifications that **may** be required to obtain and maintain a Pesticide Qualified Applicators Certification (QAC).

These requirements shall only be applied to positions vacant on or after the release of this memorandum. These requirements shall not be added to positions currently filled by CDFW employees.

Authority

[Bargaining Unit Memorandum of Understandings](#)
[California Code of Regulations \(CCR\) section 6000](#)

Pesticide QAC

The requirement of a Pesticide QAC is at the discretion of the hiring manager/supervisor. In accordance with [CCR section 6000](#), a Pesticide QAC is required to apply or supervise the application of federally restricted use pesticides or state restricted materials for any purpose or on any property other than that provided by the definition of a private applicator.

Any position requiring a Pesticide QAC must have the following language included in the duty statement:

Apply or supervise the application of federally restricted use pesticides or state restricted materials (Pesticide Qualified Applicators Certificate required).

Positions without this requirement listed in the duty statement **cannot** be required to obtain a Pesticide QAC.

Job Advertisements must include the following language:

A Pesticide Qualified Applicators Certificate is required for this position. This certificate must be obtained within the probationary period of employment and must be maintained during the course of employment.

The Pesticide QAC may be obtained following appointment. Managers/supervisors have the discretion to determine the timeframe (must be within the probationary period) needed to obtain the license.

Additionally, employees appointed into positions requiring the Pesticide QAC shall be granted state time to obtain the required certificate.

In the event an employee fails to obtain a Pesticide QAC within the probationary period or does not maintain it during employment, the manager/supervisor must reach out to the [Performance Management Unit](#) as this will result in disciplinary action up to and including dismissal.

Classifications

The following is a list of classifications that **may** be required to obtain and maintain a Pesticide QAC:

- Environmental Scientist
- Fish and Wildlife Scientific Aid
- Fish and Wildlife Seasonal Aid
- Fish and Wildlife Technician
- Fish Habitat Assistant
- Fish Habitat Specialist
- Fish Habitat Supervisor
- Fish Hatchery Manager I
- Fish Hatchery Manager II
- Maintenance Mechanic
- Senior Environmental Scientist (Specialist)
- Senior Environmental Scientist (Supervisory)
- Senior Fish and Wildlife Habitat Supervisor
- Tractor Operator Laborer
- Wildlife Habitat Assistant
- Wildlife Habitat Supervisor I
- Wildlife Habitat Supervisor II

Reimbursement

Employees required to obtain a Pesticide QAC will be reimbursed for filing, examination, and renewal fees associated with the acquisition of the certificate provided that:

1. The employee is authorized in advance to take the exam or renew the certificate; and
2. The employee successfully passes the required examination and is issued the Pesticide QAC.

The employee may submit a request through [CalATERS](#) for reimbursement. Proof of the license is required to authorize the reimbursement. Managers/supervisors must verify the employee has obtained or renewed their license prior to approving reimbursement through [CalATERS](#).

Contact

If you have any questions or need additional information, please contact your Classification & Pay Analyst.

Resource

- [Qualified Applicator License – California Department of Pesticide Regulation](#)