

**California Department of Food and Agriculture
Inspection Services Administration
Office of Farm to Fork**

**Duty Statement
Associate Governmental Program Analyst
Office of Farm to Fork Special Programs Coordinator
Limited Term**

I. PROGRAM/POSITION IDENTIFICATION

In order to protect and promote California's agricultural industry, California Department of Food and Agriculture (CDFA) oversees the production of safe food and fiber for the consumers of California agricultural commodities through responsible environmental stewardship and the regulation of the marketplace standards ensuring a fair and competitive marketplace. The Inspection Services Division (Division) fulfills its mission by providing professional services which support and contribute to a safe, abundant, quality food supply, environmentally sound agricultural practices, and an equitable marketplace for California agriculture. The Division's priority is to provide the highest degree of consumer protection, analytical services, and grading services. The Division is comprised of three branches: Center for Analytical Chemistry; Feed Fertilizer & Livestock Drugs Regulatory Services; Inspection & Compliances and, an Administration Unit. Within the Division's Administration Unit is the Office of Farm-to-Fork (Office), which currently operates the statewide California Nutrition Incentive Program (CNIP), the California Urban Agriculture Grant Program, the California Farm to Community Food Hub Grant Program (Food Hub), the California Farm to School Program (including the California Farm to School Incubator Grant Program), and the Healthy Refrigeration Grant Program (HRGP).

This is a 12-month limited term position with the possibility of being extended to a maximum of 24-months or may become permanent.

Under the general direction of the Staff Services Manager I, the Associate Governmental Program Analyst (AGPA) provides administrative and analytical support to the Office with grant program development, grant administration, and analysis from the application process through grant agreements and management. The incumbent must have initiative, good judgement, independent action, timeliness, prioritization of multiple projects, good verbal and written communication skills, proficient computer skills and knowledge of a variety of software, including but not limited to: Microsoft Word, Microsoft Excel, Power Point, Outlook and internet social media functions.

Classification:	Associate Governmental Program Analyst
Working Title:	Office of Farm to Fork Special Programs Coordinator
License/Other Requirements:	Valid CA Driver's License
Position Number:	014-772-5393-982
Division/Branch:	Inspection Services/Administration
Location:	2399 Gateway Oaks, Sacramento, 95833
Date Prepared:	November 2023
Work Hours/Shift:	Limited Term/Full Time, Monday-Friday, 8:00 a.m. – 5:00 p.m.

II. ESSENTIAL AND NON-ESSENTIAL JOB FUNCTIONS

A. Essential Functions:

Function #1: Grant Management 35%

- Serve as point of contact for Office of Farm to Fork programming, including the California Farm to School Incubator Grant Program, CNIP, California Urban Agriculture Grant Program, HRGP, and other Office initiatives.
- Develop, maintain, and refine CDFA online grant platforms and related documents that simplify and increase effectiveness of grant programs as needed. This includes developing application questions, review categories, scoring guides, FAQ's, grant writing resources, application templates, Q+A's, and other necessary resources.
- Conduct, review, draft, and analyze studies and stakeholder surveys to ensure programs reflect community needs, including applicant communications, public comment period, webinars, award notifications, contracts, and grant agreements, press releases, project descriptions, and online information regarding grant opportunities.
- Analyze internal and external stakeholder feedback to formulate procedures and policies for the Office Programs, especially during the review processes and recruiting, tracking, and training grant reviewers.
- Analyze the Office's grant applications and make recommendations on a broad spectrum of administrative and program-related problems.

Function #2: Grant Tracking Activities 30%

- Draft and organize reports, newsletters, blogs, social media posts, surveys, information guides, grant award letters, and resource libraries regarding the Office's programs.
- Serve as point of contact for grant agreement process for grantees, including refining grant agreements, grantee onboarding, and invoicing, billing, and reporting processes.
- Analyze invoices in alignment with the Office programmatic guidelines and procedures.
- Analyze, track, and maintain records for the Office programs, activities, compiling statistics and other relevant impact data.

Function #3: Administrative 20%

- Travel to coordinate and support virtual and in-person events with CDFA staff regarding the Office events, including listening sessions, tours, webinars, peer to peer learning, advisory board meetings, and best practice sharing as needed.
- Attend Office management meetings to provide effective input and updates on work status.
- Research other grant opportunities and best practices in grants management to effectively update grant platforms and practices.
- Implement work plans and projects, analyze workload, and determine personnel and budget needs for office staffing.
- Research and analyze agricultural industry statutes, codes and regulations regarding issues which may impact the development and process of the Office; prepare analysis of findings and provide management with potential recommendations for stakeholders.
- Review and analyze proposed legislation and advise management on potential impacts.
- Conduct policy analysis and make recommendations to management regarding future Office initiatives.
- Coordinate activities with CDFA Office of Grants Administration staff and updates grant timelines as needed.

Function #4: Internal / External Communication 10%

- Act as internal team leader for the Office programs; provide consultative services and management to others as needed regarding program administration or development.

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- Draft special event communications, including press releases, websites, and other online platforms, occasionally creating graphics or other necessary communications materials.
- Serve as team lead for contracts processes for special events, including communicating with external stakeholders regarding contracting opportunities.

B. Non-Essential Functions:

Function #1: Other Duties as Needed 5%

- Performs other duties as required by supervisor.

III. Work Environment

The duties of this job are performed indoors 80% of the time. The incumbent in this position teleworks at least 90% of the time. The incumbent is supplied with the necessary tools and supplies to perform the assigned duties, including, but not limited to, a cell phone, a laptop computer with various software programs, and a multifunction print/scan/copy machine.

Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy. Travel by private vehicle, State vehicle or public transportation to various locations throughout the State such as conferences, site visits or outreach events may be required. A valid driver's license is required.

Incumbent must be able to establish and maintain effective working relationships with those contacted during the course of work; work well under pressure, make appropriate decisions and well-thought-out recommendations, work independently in completing assignments and meeting required deadlines.

