

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

**Duty Statement  
Administrative Assistant I  
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 & Compliance 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 position 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 direction of the Special Assistant, the Administrative Assistant I (AA I) performs a variety of administrative tasks and special projects to assist the Special Assistant in carrying out their administrative duties and responsibilities. The AA I will assist the Office's leadership in developing criteria on which to evaluate the use of resources including personnel and budgets and make recommendations. The AA I will review and study proposed policy, procedures, and program changes; prepare reports; assists in interpreting Department and institution policies to operating programs, and advises management on possible impact. The AA I may supervise and review the work assignments of office staff. The AA I will support the overall mission and immediate goals of the Office and perform duties as necessary to provide better delivery of program services.

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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.

<b>Classification:</b>	<b>Administrative Assistant I</b>
<b>Working Title:</b>	<b>Administrative Assistant I</b>
<b>License/Other Requirements:</b>	<b>Valid Driver's License</b>
<b>Position Number:</b>	<b>014-772-5361-XXX</b>
<b>Division/Branch:</b>	<b>Inspection Services/Administration</b>
<b>Location:</b>	<b>2399 Gateway Oaks, Sacramento, 95833</b>
<b>Date Prepared:</b>	<b>November 2023</b>
<b>Work Hours/Shift:</b>	<b>Full Time/Limited Term</b> <b>Monday-Friday, 8:00 a.m. – 5:00 p.m.</b>

**II. ESSENTIAL AND NON-ESSENTIAL JOB FUNCTIONS**

**A. Essential Functions:**

**Function #1: Coordination and Evaluation Activities 30%**

- Review, analyze, evaluate, process, and coordinate various administrative assignments as requested by management.
- Study, interpret, and evaluate problems or issues. Identify, organize, and evaluate the issues and necessary resources involved in each assignment; keep management informed on assignment status; identify problems and make recommendations or request assistance if needed.
- Research, compile, and interpret data to prepare program-specific monthly reports.
- Independently prepare responses to requests for information from the Office leadership and other high-level managers by researching the appropriate information and preparing a response for the Special Assistant review.

**Function #2: Document Management and Issue Resolution 30%**

- Assist the Special Assistant in reviewing and streamline processing documents for California Farm to School related initiatives, including grant reporting, routing, grant opportunities, budget drills, trainings, Public Records Act requests, and other related programmatic areas.

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- Maintain regular communication with the Special Assistant on program progress and issue areas.
- Coordinate the transfer process and prepare for the arrival of new staff. Approve forms, prepare chronological documents, notify appropriate Office staff regarding programmatic developments. Ensure communication complies with the Public Records Act and is within Department regulations.

**Function #3: Technical Support 20%**

- Prepare and edit letters, forms, and memos, track and distribute general files and confidential correspondence and reports.
- Create and maintain spreadsheets, charts, and other written communications.
- Screen calls and visitors and route calls and information requests to the appropriate staff.
- Assist the Special Assistant in disciplinary matters and other confidential and sensitive issues by preparing confidential documents and handling confidential requests.
- Schedule meetings and other business appointments when appropriate.
- Travel to and attend events such as the California Farm to School Conference, CA Farm to School Regional Gatherings, Ag Day and other relevant events that require administrative leadership and on the ground coordination.

**Function #4: Operations/ Strategic Planning 15%**

- Serve in the pool of administrative staff resources to enhance institution work efficiencies and staff cross-training across the entirety of the Office including the CNIP, the HRGP, the California Urban Agriculture Grant Program, the Food Hub program, or other Office initiatives.

**B. Non-Essential Functions:**

**Function #1: Other Duties as Needed 5%**

- Perform 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,

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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.

**IV. Employee's Statement**

**(Initial applicable statement)**

\_\_\_\_\_ I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation<sup>1</sup> and how it applies to essential functions. I can perform the duties of this job without Reasonable Accommodation.

**OR**

\_\_\_\_\_ I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation<sup>1</sup> and how it applies to essential functions. I will need Reasonable Accommodation to perform one or more of the essential functions described in this duty statement.

\_\_\_\_\_  
Employee Signature<sup>2</sup>

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

**CC: Employee  
Official Personnel File  
Supervisor's Drop File**

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<sup>1</sup> A reasonable accommodation is an adjustment or modification to a job or workplace that allows qualified employees or prospective employees to perform the essential functions of the job successfully.

<sup>2</sup> Duties of this position are subject to change and may be revised as needed or required. If/when duties change you will be provided a revised duty statement to sign.