

**California Department of Food and Agriculture  
Inspection Services Division  
Duty Statement  
Associate Governmental Program Analyst  
Regional Producer Engagement Specialist  
California Farm to School Program  
Bay Area Region**

**I. PROGRAM/POSITION IDENTIFICATION**

In order to protect and promote California's agricultural industry, 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, the California Urban Agriculture Grant Program, the California Farm to Community Food Hub Grant Program, the California Farm to School Program (including the California Farm to School Incubator Grant Program), and the Healthy Refrigeration Grant Program.

Under the general direction of the Staff Services Manager II, the Associate Governmental Program Analyst (AGPA) serves as an independent field analyst who collects, analyzes, and evaluates complex data collected from California food producers, distributors, processors, food hubs or other value chain partners. The Regional Producer Engagement Specialists work with CDFA Farm to School Regional Network Leads, the CDFA Farm to School Network, and regional partners to create solutions that serve the California school food community and advance CDFA's Farm to School Roadmap.

This position will serve the Bay Area Region which includes the following counties: Sonoma, Napa, Solano, Marin, San Francisco, San Mateo, Santa Cruz, Santa Clara, Alameda, and Contra Costa.

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>Associate Governmental Program Analyst</b>
<b>Working Title:</b>	<b>Farm to School Regional Producer Engagement Specialist (Bay Area Region)</b>
<b>License/Other Requirements:</b>	<b>Driver's License</b>
<b>Position Number:</b>	<b>014-730-5393-003</b>
<b>Division/Branch:</b>	<b>Inspection Services/Administration</b>

## Associate Governmental Program Analyst

Position # 014-730-5393-003

Page | 2

<b>Location:</b>	<b>Remote/Telework</b>
<b>Date Prepared:</b>	<b>July 2023</b>
<b>Work Hours/Shift:</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: Program Development and Grant Management –45%**

- Design, create, evaluate, and refine a community asset mapping tool within the California Farm to School Network Region. This includes conducting a landscape analysis of California school food stakeholders like producers, distributors, processors, food hubs, or other value chain stakeholders
- Establish interview schedule, interview script, and interview record keeping system, conducting interviews, and regularly reviewing, updating, and analyzing information shared by community stakeholders.
- Once collected, utilize data to create and present reports for CDFA internal stakeholders as well as regional stakeholders. Analyze the data to develop potential policy and administrative solutions and make recommendations to best achieve program goals. Reports will succinctly analyze stakeholder input and identify areas for collaboration across local, regional, and State resources, and make program policy recommendations on a regional and statewide basis.
- As needed, design, test, implement, and evaluate new solutions to support stakeholder needs.
- Develop and implement the California Farm to School Incubator Grant Program, which includes making recommendations on grant program design and implementation based on data collected during ongoing landscape analysis; creating opportunities for public information sessions regarding grant application; and creating, implementing, and evaluating scoring criteria for funding. Once funding is distributed, create regular check-in schedules, interview scripts, data collection tools, evaluation schedules, and reports on grant progress, successes, and challenges.
- Identify issue areas and independently direct necessary resources to solve challenges in the field.
- Conduct stakeholder engagement sessions and relationship building activities with California food producers, Tribal producers, and food system partners, and utilize information to make recommendations on a broad spectrum of administrative and program-related problems. Develop procedures, policies, and program alternatives for the California Farm to School Network and the California Farm to School Incubator Grant Program.

#### **Function #2: Program Outreach and Communications – 40%**

- Design, perform, and evaluate local food procurement activities with California school food stakeholders, specifically California school districts, food producers, distributors, processors, food hubs, or other value chain partners.
- Using data collected from ongoing landscape analysis, determine the proper type of value chain coordination, create procurement solutions, establish budget, coordinate partners, create required materials, design matchmaking agendas, facilitate procurement, analyze procurement outcomes, write and publish procurement reports, and implement post-procurement communications with stakeholders.
- Design, test, utilize, evaluate, and redesign a regional database of California school food stakeholders in order to strategically identify, engage, and collaborate with solution partners across the State.

## **Associate Governmental Program Analyst**

**Position # 014-730-5393-003**

**Page | 3**

### **Function #3: Administrative Duties –10%**

- Attend CDFA-Office's regular meetings to provide effective inputs and updates on work status.
- Prepare status reports for supervisor on a regular basis, including tracking community stakeholder contacts and relationship status.
- Coordinate and discuss farm to school programs and opportunities with regional and statewide farm to school staff.

### **B. Non-Essential Functions: Other Duties as Needed – 5%**

- Perform other job-related duties, projects, or assignments deemed necessary by management.

### **III. Work Environment**

The duties of this job are performed indoors 75% 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.

