

**California Department of Food and Agriculture  
Division of Inspection Services  
Feed, Fertilizer, and Livestock Drugs Regulatory Services Branch  
Fertilizing Materials Inspection Program / Organic Input Materials Program**

**Senior Environmental Scientist (Supervisory)**

**Duty Statement**

**I. Program/Position Identification**

The Feed, Fertilizer, and Livestock Drugs Regulatory Services Branch (FFLDRS) assures the safety of fertilizer, feed, and food products for people and the environment by regulating sales, labeling, and distribution of fertilizing materials, livestock feed, and livestock drug products. The Feed and Livestock Drug Inspection Program (FLDIP) is responsible for enforcement of state law and regulations pertinent to the labeling, manufacturing, and distribution of livestock feed, registration of livestock drugs, and their proper use. FLDIP mitigates the overuse of livestock drugs in animals that produce food for human consumption through its Anti-microbial Use and Stewardship (AUS) Program; AUS staff work closely with AUS Program of the Department's Animal Health and Food Safety Services Division. FLDIP also fosters voluntary compliance with the laws and regulations that apply to animal feeds to improve the safety of feed through the Safe Animal Feed Education (SAFE) program. The Fertilizing Materials Inspection Program (FMIP), is responsible for regulating the manufacturing and distribution of fertilizing materials in California, registration of fertilizing materials labels, and supporting research to advance the agronomic use of fertilizing materials while protecting the environment through the Fertilizer Research and Education Program (FREP). FREP is responsible for developing and facilitating research, education, and outreach projects in the areas of efficient use of fertilizing materials, and agronomic and environmental impacts of fertilizing materials use and management. The Branch Office Support Staff (BOSS) Unit is responsible for supporting, coordinating, and facilitating FFLDRS activities necessary to carry out the sensitive nature of each of the branch's programs.

The Senior Environmental Scientist (Supervisor) is the first supervisory level of the series. Incumbents supervise and direct the work of professional or technical staff. The incumbent, under the direction of the Environmental Program Manager I, performs all duties related to the supervision of the Environmental Scientist staff including, but not limited to, the assignment of work and the evaluation of staff performing the assigned work. Furthermore, the incumbent will be required to provide direction and oversight to staff while conducting fertilizing materials review. The incumbent, as a scientific expert, performs a broad range of work concerning present and future environmental, environmental health, and State's natural resources management issues related to the use of fertilizing materials.

As a leader in State government, the incumbent is responsible to develop and inspire their workforce and deliver great results for Californians and CDFA. The incumbent must set a clear vision to achieve productive results by developing plans to meet goals, leverage staff skills, and solve problems; build collaborative relationships and foster an inclusive environment for consensus-building and decision-making; coach, guide, train, instruct, and develop team members; empower staff through a sense of shared ownership and decision-

making; create an open and transparent environment for the exchange of information; foster a team environment through the support and recognition of team members; promote customer service and accountability; motivate loyalty to the Department's mission and commitment to drive continuous improvement for better results. The incumbent must inspire personal credibility through authenticity, confidence, consistency, courage, decisiveness, generosity, honesty, integrity, and judgment.

<b>Classification:</b>	<b>Senior Environmental Scientist (Supervisory)</b>
<b>Working Title:</b>	<b>Senior Environmental Scientist Supervisor</b>
<b>License or Other Requirement:</b>	<b>Bachelor's or advanced degree in biological, chemical or closely related scientific discipline</b>
<b>Position Number:</b>	<b>018-711-0764-001</b>
<b>Division/Branch:</b>	<b>Inspection Services/FFLDRS</b>
<b>Location:</b>	<b>Sacramento, CA</b>
<b>Date Prepared:</b>	<b>March 2024</b>
<b>Work Hours/Shift:</b>	<b>8:00 a.m. to 5:00 p.m. Monday - Friday</b>

## II. Essential and Non-Essential Job Functions

### A. Essential Functions:

#### **Function #1 Administration and Supervision 40%**

- Plan, organize, and direct scientific and technical staff in the performance of their duties to ensure uniform training and compliance with Departmental policies and procedures.
- Review, assign, and prioritize tasks and delegate assignments to fertilizer registration staff based on classification and job duties.
- Recruit, hire, transfer, promote, and discipline staff.
- Establish measures to effectively monitor and measure performance of staff to ensure Program goals and objectives are being met.
- Evaluate staff performance, prepare probationary reports and performance appraisals, and take appropriate commendatory or disciplinary action, when necessary.
- Counsel employees and perform regular "check-ins" with staff to address performance issues or disciplinary problems and consult with management.
- Ensure deadlines are met for reports and special projects.
- Evaluate program demands and workload to establish staffing level and resources needed.

- Approve personnel paperwork, vacations, travel expense claims, out-of-state trip requests etc.
- Maintain a high-quality work environment that contributes to the expansion of employee organizational skills and customer service through guidance and formal training.
- Prepare and review correspondence to the industry, other agencies, and the public.
- Keep staff apprised of new policies, and changes to the California Food and Agricultural Code (FAC) and the California Code of Regulations (CCR) to ensure registration staff activities comply.
- Engage in the lead role facilitating registration staff meetings.

**Function #2 Oversees Staff and Fertilizing Materials Product Review 35%**

- Provide direction and oversight to scientific and technical staff while conducting fertilizing materials review.
- Supervise the registration staff in applying scientific methods and principles in the research and evaluation of fertilizing material product label registration applications, including efficacy data and supporting documentation.
- Review environmental hazard assessment for hazardous contaminants in fertilizing materials, including the environmental fate of those materials relative to potential for contamination of air, soil, and water.
- Analyze and evaluate submitted research, statistical data, and studies for assessment of fertilizing materials efficacy, environment, impacts data regarding use and labeling claims.
- Evaluate independent review of scientific studies submitted to meet Department requirements for registration of fertilizing materials.
- Provide recommendations and solutions to complex regulatory issues to management on product registrations and approval.
- Provide technical training of hazardous materials identification and guidance in label review to staff performing fertilizing materials registration.
- Review and approve technical reviews and reports containing results and recommendations on registration decisions following a product review to determine if applications and labels meet requirements for completeness on fertilizing material applications and supporting data packages.
- Evaluate the potential environmental impact of fertilizing materials use and management.

**Function #3 Research and Outreach 10%**

- Collaborate with University of California researchers and other scientists in specialized fields of plant physiology, agronomy, or other related sciences.
- Review efficacy data and provide written recommendations for novel fertilizing material ingredients and labeling claims.
- Oversee and contribute in the development, and monitor research done by the university researchers to determine comprehensive and environmentally responsible heavy metal standards/regulations for fertilizing materials.
- Attend and make scientific and expert presentations for the Department at various scientific meetings and hearings.
- Attend industry conferences, workshops, and hearings to speak, engage, and education, which may include, but are not limited to that Association of American Plant Food Control Officials (AAPFCO), National Organic Standards Board (NOSB), California Plant & Soils Conference, and California Small Farm Conference.
- Collaborate across Divisions and Offices within CDFA and with various California Environmental Protection Agency Departments, such as the Air Resources Board, Water Resources Control Board, Resources Recycling and Recovery (CalRecycle), Toxic Substances Control, Pesticide Regulation, and Environmental Health Hazard Assessment, and provide technical consultation on various issues of mutual concern.
- Participate in the development of environmental standards for proposed regulations affecting fertilizing materials.
- Direct and organize registration staff to prepare and present presentations at FMIP's annual industry workshop and registration clinics.

**Function #4 Policy, Legislation and Regulation Support 10%**

- Provide scientific expertise regarding environmental impacts of fertilizing materials for legislation, rule and regulation promulgation, and policy development.
- Develop legislative and regulatory proposals to enhance environmental stewardship and improve clarity.
- Prepare Legislative Bill Analyses to advise the Secretary and legislators on the bill's impact to the Department, environment, and the public.
- Provide expert analysis of legislative initiatives for potential impact to agricultural soils and environments.
- Represent the program and act as a subject expert to the FIAB to keep industry apprised of ongoing events, issues, and data analysis.

- Act as subject expert in communications with the United States Department of Agriculture National Organic Program, NOSB, and Material Review Organizations of organic input materials.
- Provide a high level of scientific expertise in areas such as legislation, rule and regulation promulgation, or policy development, or in technical contract administration.

**B. Non-Essential Functions:**

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

- Prepare and review letters to the industry, other agencies, and the public for approval and signature at the appropriate level in the Department.
- Participate in internal and external meetings with industry representatives, advisory boards, and other government agencies on various issues.
- Perform any other job-related projects, duties, or assignments deemed necessary by management.

**III. Work Environment**

This position primarily teleworks the majority of the time. The incumbent is supplied with all of the necessary equipment and supplies to perform their duties, including, but not limited to, a mobile phone, a laptop computer with various software programs with various software programs, and a multifunction print/scan/copy machine. The designated headquarters location for this position is 2399 Gateway Oaks Drive, Sacramento, CA 95833. When in the office, the duties of this position are performed indoors in a cubicle environment. Each cubicle contains a chair, computer monitor, docking station, printer, a telephone, portable and stationary filing drawers, and cabinets.

Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy. Duties will require travel to other locations throughout California and occasionally out-of-state using private vehicle, state vehicle, air, or other transportation system to attend meetings and training. Overnight stays or travel in severe weather may be occasionally required.

**IV. Other Information**

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within thirty (30) days of appointment, on an annual basis, and upon vacating the position. The incumbent must complete an Ethics orientation training course within six months of assuming a Form 700 covered position, and every two (2) years thereafter, by December 31 of each numbered year. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

**V. 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.