

**California Department of Food and Agriculture
Animal Health and Food Safety Services
Animal Health Branch
Veterinarian (General)**

Duty Statement

I. Program/Position Identification

As part of the California Department of Food and Agriculture (CDFA) and the Animal Health and Food Safety Services (AHFSS) Division, The Animal Health Branch (AHB) functions as California's organized, professional veterinary medical unit to protect public health, animal agriculture, and the economy from catastrophic animal diseases and other related health and agricultural problems. AHB addresses livestock diseases and issues that require statewide coordinated resources; implements programs that protect public health and animal agriculture; and ensures the availability, affordability, and wholesomeness of food.

Under the general direction of the Supervising Veterinarian, the Veterinarian (General) will plan, organize, and carry out scientific research studies focused on poultry surveillance for avian influenza, poultry diseases in general, poultry care issues, and food safety. The incumbent will act as a technical scientific consultant on epidemiologic or biostatistical investigations of poultry diseases and outbreaks and serve as an expert or lead in one or more of the poultry programs or functions.

The incumbent will work independently to complete assigned work, work well under pressure, meet required deadlines, and take effective action while establishing and maintaining an effective working relationship with officials of Federal, State, local governments, university academia, private research companies, industry organizations, and advocacy groups. The incumbent is responsible for providing technical guidance and training to lower level professional and support staff regarding poultry issues and poultry inspection programs.

Employee:	Vacant
Classification:	Veterinarian (General)
Working Title:	Veterinarian (General)
License or Other Requirement:	CA Driver's License, CA Doctor of Veterinary Medicine License**
Position Number:	014-110-0177-004
Division/Branch/DAA:	Animal Health and Food Safety Services

Location:	Sacramento County
Date Prepared:	August 03, 2021
Work Hours/Shift:	Full time

II. Essential and Non-Essential Job Functions

A. Essential Functions:

Function #1 - Participate in Poultry Health Surveillance, Disease Mitigation, Training and Outreach Activities -50%

- Plan, organize, develop, coordinate, and analyze poultry health surveillance, training, outreach, and disease mitigation activities, such as:
 - Gathering, interpreting, analyzing, and maintaining disease surveillance data
 - Diagnosing livestock and poultry diseases
 - Reviewing completed disease investigations for appropriate actions
 - Investigating the epidemiology of livestock and poultry disease outbreaks
 - Preventing, controlling, monitoring, and eradicating livestock and poultry diseases
 - Planning and implementing appropriate disease mitigation measures
 - Developing training modules and outreach for staff, the poultry industry and backyard poultry enthusiasts
 - Advising field staff on California Egg Quality Assurance Program (CEQAP), National Poultry Improvement Plan (NPIP), and Highly Pathogenic Avian Influenza Indemnity program biosecurity inspections, and approving Flock Plans
- Maintain a broad knowledge of:
 - Livestock and poultry disease and movement patterns in California
 - Disease surveillance and mitigation techniques
 - Health requirements for livestock and poultry imported into California

Function #2 - Assist in the Administration of AHB - 15%

- Act as poultry expert for health surveillance and disease mitigation
- Analyze available information and prepare clear, concise, and comprehensive oral and written letters, memos, reports, and other documents as necessary
- Review and enforce the laws, regulations, and policies of CDFA, as well as those of various local, State, and Federal government agencies, in all aspects of assigned duties
- Plan, organize, direct, coordinate, review and evaluate the effectiveness of AHB procedures and when appropriate, develop and recommend alternative practices and procedures
- Lead Livestock Inspectors, Research and Environmental Scientists, and office personnel when appropriate
- Assist the Supervising Veterinarians and Poultry Lead (Veterinary Specialist) with administration of their programs
- Develop training materials and presentations for AHB personnel on the poultry programs administered by AHB
- Provide updates and maintain a working knowledge for/of the AHB Field Manual
- Participate in strategic planning for AHB, AHFSS, and CDFA

- Represent the AHB at professional and industry meetings
- Communicate:
 - Frequently and regularly with supervisor and associates
 - With academic, extension or practicing veterinarians, producers and individuals from other groups, agencies or livestock and poultry industry associations

Function #3 - Participate in Animal Health Emergency Management

Activities - 10%

- Travel and respond immediately for extended periods of time anywhere within California to incidents involving reportable animal disease conditions, disasters, or emergencies, in assigned field-level ICP(s), the Department Operation Center, State Operation Center, Regional Emergency Operation Center(s) and/or County Emergency Operation Center(s).
- Attain and maintain ICS position credentialing through attendance at online and in-person courses and training events.
- Respond to natural disasters affecting animals in the State and provide statewide oversight of animal care using the standardized emergency management system on all issues relevant to their welfare, rescue, transportation, sheltering and veterinary care.
- Participate in:
 - Planning activities and exercises as well as development of standard operating procedures to prepare for animal health emergencies
 - Educational programs with organizations and groups working on these issues

Function #4 - Participate in Food Safety Activities - 10%

- Plan, organize and coordinate food safety activities, such as:
 - Maintaining a broad knowledge of poultry production food safety issues in California
 - Planning and participating in field studies, research and educational programs to enhance knowledge of poultry production food safety issues
 - Coordinating resources, providing expertise and establishing working relationships with organizations and groups working on these issues
 - Participating in investigations that assist in evaluating human illness due to physical, chemical and microbiological hazards associated with livestock or poultry
 - Reviewing and providing guidance on food safety quality assurance plans for egg producers and processors
 - Responding to animal production food safety emergencies

Function #5 - Participate in Poultry Care Activities - 5%

- Maintain a broad knowledge of poultry care issues in California
- Plan and participate in field studies, research and educational programs related to poultry care issues
- Respond to and participate in field investigations related to poultry care complaints
- Respond to animal care issues during disasters and emergencies

Function #6 - Continue Education and Training - 5%

- Attend classes, meetings, or seminars to maintain license and professional competence
- Participate in classes, meetings, or seminars to improve administrative skills
- Read professional journals and other educational materials

B. Non-Essential Functions:

Function #1 - Miscellaneous duties – 5%

- Administer the functions of the poultry programs in the absence of the Poultry Lead (Veterinary Specialist)
- Coordinate and administer special projects regarding poultry issues and assignments
- Analyze, provide comments for, or respond to letters, legislations, regulations, and other inquiries that may affect the function of AHB
- Serve on ad hoc committees for AHB
- Perform other job-related duties as requested by supervisor

III. Work Environment

The incumbent performs most duties indoors but may occasionally work outdoors and under difficult conditions. Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy. Any employee who is teleworking must adhere to all telework policies and procedures. Travel (including nights, weekends, and holidays) for extended periods may be required for meetings and events as well as during an emergency response. Travel on short notice may be required upon activation for emergency response. During emergency response periods, duties may require working long shifts at hours other than the normal work hours. The incumbent must follow CDFA, Division, and Branch employee health and safety policies.

Indoor activities may include:

- Operating a computer with various software programs, including e-mail and word processing, spreadsheets, and presentations
- Gathering data from and entering information into a computer database
- Operating an office and cellular telephone, fax, calculator and copier
- Operating various filing drawers and bins
- Processing paperwork and samples
- Working in poultry facilities at various locations including live bird markets, poultry auctions and production facilities.

Outdoor activities may include:

- Inspecting poultry and poultry facilities at farms, ranches, live bird markets and auctions or other facilities involved with poultry production, selling or shipping.

- Taking samples from poultry and euthanizing poultry at farms, ranches, live bird markets or other poultry facilities
- Traveling by State vehicle or other modes of transportation to various locations in the state for assignments, exercises or meetings

The incumbent may encounter:

- Confrontational, unfriendly or irate people
- Poultry cages and enclosures in poor conditions with protruding wires and nails
- Small and/or crowded poultry enclosures with slippery footing
- Heavy machinery
- Harsh environmental conditions, to include variations in temperature, wind, elevated noise levels, high concentrations of dust and debris, and various unpleasant or noxious odors

This position may involve close contact with:

- Animals of various sizes and temperament
 - Heads and legs of livestock
 - Beaks and talons of poultry
- Knives, needles and other instruments
- Potentially hazardous materials

Depending on the task, the incumbent must be able to spend significant amounts of time:

- Moving, sitting, or bending
- Typing or working on a computer
- Reaching above, at, or below shoulder height
- Twisting at the waist
- Move neck freely in all directions.

The incumbent must be able to:

- Move or transport up to 25 pounds
- Drive long distances (up to 8 hours) to reach destinations

IV. Employee's Statement

(Initial applicable statement)

_____ I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation¹ and how it applies to essential functions. I can perform the duties of this job without Reasonable Accommodation.

OR

¹ 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.

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_____ I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation¹ 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 Signature² Date

Supervisor Signature Date

Print Name

Print Name

² 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.