

**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 general direction of the Supervising Veterinarian, the Veterinarian (General) will plan, organize, and implement programs and scientific research studies focused on wildlife and domestic livestock interface, as well as on livestock disease prevention, surveillance, and mitigation. The incumbent will act as a technical scientific consultant to ensure that when livestock are threatened, Department actions are consistent with wildlife and environmental protections and the statewide environmental impact report for wildlife damage management. The Veterinarian (General) will work with headquarters and field personnel to develop, implement, and evaluate enhanced surveillance systems for animal health threats with a wildlife risk focus. The incumbent will work independently to complete assigned work, communicate effectively and professionally with a variety of individuals and organizations, think critically to make appropriate decisions and recommendations, 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.

Rev 7.22.2022

\*\*Applicants who do not possess a valid Veterinary Medical license but are eligible to take the State Board Examination or the Reciprocity Examination may be appointed; however, they must secure the required license within 12 months from the date of appointment.

Classification: Veterinarian General

Position Number: 014-110-0177-004

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<b>Employee</b>	<b>Vacant</b>
<b>Position Number:</b>	<b>014-110-0177-004</b>
<b>Classification:</b>	<b>Veterinarian (General)</b>
<b>Working Title:</b>	<b>Veterinarian General – Wildlife Interface</b>
<b>License or Other Requirement:</b>	<b>CA Driver’s License, CA Doctor of Veterinary Medicine*</b>
<b>Division/Branch/DAA:</b>	<b>Animal Health and Food Safety/ Animal Health Branch</b>
<b>Location:</b>	<b>Sacramento</b>
<b>Date Prepared:</b>	<b>July 22, 2022</b>
<b>Work Hours/Shift:</b>	<b>40 hours/week</b>

## **II. Essential and Non-Essential Job Functions**

### **A. Essential Functions:**

#### **Function #1: Participate in Animal Health Projects Associated with Wildlife-Domestic Animal Interface - 35%**

- Participate in the establishment and administration of programs that mitigate disease and other animal health threats that impact multiple species with a focus on domestic-wildlife interface.
- Drive and travel as needed to participate in interagency meetings and work groups, traveling as needed, to coordinate with partner agencies such as (but not limited to) other CDFA programs and Divisions; United States Department of Agriculture (USDA): Veterinary Services and Wildlife Services; California Department of Public Health; California Department of Fish and Wildlife; California Environmental Protection Agency; United States Center for Disease Control and Prevention; United States Food and Drug Administration (FDA); various agricultural programs and entities; various zoos; and institutes or schools within the University of California or California State University system.
- Collaborate in the development of disease detection, evaluation and control with project goals and objectives.
- Serve as a liaison with producers and other state and federal agencies for field research studies and trials.
- Compose and present written and oral assessments documenting the results and conclusions of studies or projects using the data collected in the investigation, field study or project, to management, producers, and other state and federal agencies
- Drive and travel as needed to represent the CDFA and AHB at professional and industry meetings and on state and national committees, including traveling inter and intra-state to attend meetings.
- Provide outreach and educational opportunities to other AHB and Division staff related to program issues and projects.

**Function #2: Wildlife Damage Management Program (WDM)– 30%**

- Function as the AHB liaison to the AHFSS WDM program and provide veterinarian general knowledge and support for WDM program activities.
- Maintain relationships, drive and travel as necessary, within CA Dept of Fish and Wildlife, USDA Wildlife Services (WS) and with county Agricultural Commissioners that have wildlife damage management programs independent of USDA WS or in cooperation with WS.
- Drive and travel to attend meetings and represent CDFA as appropriate where WDM issues are discussed including CA Farm Bureau Federation, CA Cattlemen's Association, Woolgrowers, etc.
- Maintain a working knowledge of the WDM Statewide Environmental Impact Report (EIR) and help to gather and analyze data relevant to activities covered in the EIR
- Maintain relationships with and provide veterinarian general knowledge and support to the Vertebrate Pest Program (Plant Health Division) when their activities are relevant to the WDM program
- Create activity reports, articles and other WDM outreach or public engagement products
- Review, analyze and summarize relevant data and other information and brief the Division Director
- Participate in or lead meetings relevant to WDM activities, drive or travel as needed.
- Interact with the Division Director, Division Legal Liaison and CDFA Legal related to WDM issues

**Function #3: Participate in Animal Health Surveillance, Disease Mitigation, and Training and Outreach Activities - 10%**

- Plan, organize, coordinate, and analyze animal health surveillance and disease mitigation activities, such as:
  - Gathering, interpreting, analyzing, and maintaining livestock and captive wildlife 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
  - Participating in herd or flock testing as needed
  - Planning and implementing appropriate disease mitigation measures
  - Operating and maintaining all equipment necessary to complete required jobs
- Through formal and informal continuing education, maintain a broad knowledge of:

- Livestock and poultry diseases and movement patterns in California
  - Disease surveillance and mitigation techniques
  - Health requirements for livestock and poultry imported into California
- Act as a subject matter expert for livestock and captive wildlife health surveillance
- Develop training modules, outreach materials, and presentations for staff, the industry, and backyard enthusiasts

**Function #4: Participate in Animal Health Emergency Management**

**Activities - 10%**

- Drive and travel to respond to outbreaks of emergency animal disease or natural disasters anywhere in the State potentially for two to three week deployments;
- Maintain the capability to fill an Incident Command System (ICS) position that could entail a leadership role;
- Attain and maintain ICS position credentialing through attendance at online and in-person courses and training events;
- Once trained, conduct foreign animal disease investigations as requested; complete and submit associated documentation.
- As needed to support District staff, perform field veterinarian general duties including but not limited to:
  - Examine animals, perform tests and necropsies, and collect samples from animals and the environment, produce required case documentation, forms, database entries, etc.
  - Euthanize and dispose of livestock and poultry carcasses; attain ICS position credentialing for this role
- Provide staff support during emergencies to a field-level Incident Command Post(s), the Department Operation Center, State Operation Center, Regional Emergency Operation Center(s) and/or County Emergency Operation Center(s).
- Maintain a broad knowledge of:
  - Emergency management issues and the Incident Command System in California
  - Exotic livestock and poultry diseases that are a threat to California
- Participate in:
  - Planning activities and exercises as well as development of standard operating procedures to prepare for animal health emergencies (disease and natural disaster)
  - Educational programs with organizations and groups working on these issues

**Function #5 - Assist in the Administration of AHB - 10%**

- 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 Scientists, Environmental Scientists, and office personnel when appropriate
- Assist the Supervising Veterinarian and Veterinary Specialists with administration of their programs
- Maintain a working knowledge of, and provide updates for, the AHB Field Manual
- Contribute to AHB publications and outreach
- Participate in strategic planning for AHB, AHFSS, and CDFA
- Represent the AHB at professional and industry meetings
- Administer the animal health functions of the Disease Mitigation and Surveillance Section in the absence of the Supervising Veterinarian
- Coordinate and administer special projects and assignments
- Analyze, provide comments for, or respond to, letters, legislation, regulations, and other inquiries that may affect the function of AHB
- Serve on ad hoc committees for AHB

#### **B. Non-Essential Functions:**

##### **Function #1 - Special Projects and Assignments- 5%**

- Perform other job-related duties as requested by supervisor

#### **III. Work Environment**

The duties of this position are mostly conducted indoors, however incumbent may occasionally be required to work outside, under difficult conditions, and in non-standard office environments.

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.

Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy.

Indoor activities may include:

- Working in livestock facilities at various locations including saleyards and milking parlors

- Operating a computer with various software programs, including e-mail and word processing
- 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

Outdoor activities may include:

- Inspecting livestock at farms, ranches, and saleyards or other livestock facilities
- Taking samples from livestock at farms, ranches, and saleyards or other livestock facilities
- Frequent travel by State vehicle or other modes of transportation to various locations in the district
- Occasional travel to other areas of the State for assignments, exercises, or meetings

The incumbent may encounter:

- Confrontational, unfriendly, or irate people
- Quickly moving heavy gates
- Stampeding livestock
- Crowded milking parlors
- Heavy machinery
- Extremes in dusty conditions, temperature, and wind
- High levels of noise
- Various unpleasant or noxious odors

This position occasionally involves close contact with:

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

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

- Walking, 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:

- Lift and carry 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 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

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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.