

**California Department of Food and Agriculture  
Inspection Services Administration  
Duty Statement  
Associate Governmental Program Analyst  
California Farm to School Program  
Farm to School Network Regional Lead  
San Joaquin 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 I, the Associate Governmental Program Analyst (AGPA) Farm to School Network Regional Lead serves as the lead for schools, institutions, and local governments for the California Farm to School Network within the Office. The AGPA will develop relationships with California school districts, Tribal organizations, local governments, community-based organizations, historically underserved and excluded communities, and institutional food providers, conduct quantitative and qualitative research, support the California Farm to School Incubator Grant Program, and serve as the point of contact for farm to school inquiries related to farm to school in their region.

This position will serve the San Joaquin Region which includes the following counties: Fresno, Inyo, Kern, Kings, Madera and Tulare counties.

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.

**Classification:** Associate Governmental Program Analyst  
**Working Title:** Farm to School Network Regional Lead  
(San Joaquin Region)  
**License/Other Requirements:** Driver's License

**Position Number:** 014-730-5393-013  
**Division/Branch:** Inspection Services/Administration  
**Location:** Remote/Telework  
**Date Prepared:** August 2022  
**Work Hours/Shift:** Monday-Friday, 8:00 a.m. – 5:00 p.m.

## II. ESSENTIAL AND NON-ESSENTIAL JOB FUNCTIONS

### A. Essential Functions:

**Function #1: Program Outreach and Communications – 45%**

- Serve as field representative and main point of contact for CDFA, the California Farm to School Network, and the California Farm to School Incubator Grant Program in the San Joaquin Region, building relationships with California school districts, Tribal organizations, local governments, community-based organizations, historically underserved and excluded communities, and other institutional food providers
- Conduct and/or review analytical studies, reports, and surveys related to farm to school programs, including resources from the United States Department of Agriculture, and communicating impacts and opportunities to regional stakeholders
- Conduct stakeholder engagement sessions and relationship building activities with regional farm to school stakeholders, especially historically underserved and excluded California communities, and utilize information to make recommendations on a broad spectrum of administrative and program-related problems, including developing procedures, policies, and program alternatives for the California Farm to School Network and the California Farm to School Incubator Grant Program
- Provide technical assistance and coaching to California schools to develop farm to school implementation plans while developing toolkits, templates, and trainings
- Develop, host, and facilitate opportunities for regional gatherings, networking events, peer learning circles, and meaningful engagement with farm to school stakeholders
- Review and analyze proposed legislation and advise management on the impact or potential impacts for California farm to school stakeholders
- Coordinate the efforts of CDFA staff, including regional farm to school producer engagement specialists, and various government agencies and community organizations on statewide farm to school efforts
- Represent CDFA at conferences, events, and convenings, including coordinating with California Farm to School Network partners to develop conference panels, learning/educational sessions, break-outs, and other similar opportunities
- Support development, review, and analysis for the California Farm to School Incubator Grant Program and other relevant funding opportunities

**Function #2: Administrative Duties – 40%**

- 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

**Function #3: Program Outreach– 10%**

- Participate in outreach events including, conferences and events with other agencies
- Develop promotional materials for CDFA newsletters, social media, and blog posts

**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.

**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.

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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.

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Employee Signature<sup>2</sup>

Date

Supervisor Signature

Date

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

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

<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.