

**California Department of Food and Agriculture  
Animal Health and Food Safety Services  
Milk and Dairy Food Safety Branch  
Environmental Program Manager II  
Duty Statement**

**I. Program/Position Identification**

The Milk and Dairy Food Safety Branch (MDFS) is responsible for ensuring that milk, dairy products, and products resembling milk products (PRMPs) are safe, unadulterated, and properly labeled to safeguard public health. The Branch inspects dairy farms, bulk milk tanker trucks, and milk processing plants; issues permits and licenses to dairy farms and processing facilities; collects samples for regulatory testing to ensure compliance with food safety and quality standards; reviews product labels for conformance with regulations to avoid misleading information for consumers; completes in-depth reviews and food safety assessments of complex equipment or novel processing methods, and evaluates and licenses technical food safety competencies of dairy industry workers. The Branch also responds to food safety incidents, and initiates product impounds and recalls as warranted. Branch personnel provide training and supervision for county Approved Milk Inspection Services and conduct ratings and inspections of farms, processors, and manufacturers of single-service dairy containers for compliance with requirements of the United States Food and Drug Administration (FDA) to ensure approval of California dairy products in interstate commerce. In addition, the Branch ensures that commercial and industry laboratory testing used to determine conformance with microbiological standards for milk or for screening of milk for drug residues prior to processing is conducted according to required methods to protect consumers and the marketplace.

Under administrative direction of the Director of Animal Health and Food Safety Services, the Environmental Program Manager II (EPM II) performs a wide range of high-level managerial work concerning the regulatory activities of the Milk and Dairy Food Safety Branch. This includes statewide enforcement of sensitive and complex environmental health laws, formulating and administering policies pertaining to milk, dairy products and products resembling milk products, and coordinating strategic planning efforts to improve environmental health and the sustainability of California agriculture.

As a leader in State government, the incumbent is responsible to develop and inspire their workforce to deliver beneficial results for Californians and CDFFA. 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; and demonstrate loyalty to the Department's mission and a commitment to drive continuous program improvement. The incumbent must inspire personal credibility through authenticity, confidence, consistency, courage, decisiveness, generosity, honesty, integrity, and judgment.

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.

**Classification:** Environmental Program Manager II

**Working Title:** Branch Chief

**License or Other Requirement:** Valid California Driver's License

**Position Number:** 014-165-0769-001

**Division:** Animal Health and Food Safety Services

**Branch:** Milk and Dairy Food Safety Branch

**Location:** Sacramento, CA

**Date Prepared:** January 2026

**Work Hours/Shift:** Full-Time

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

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

#### **Function #1: Program Development and Administration**

**35%**

- Develop and propose new policies and procedures for the Milk and Dairy Food Safety Branch involving dairies, milk, milk products, products resembling milk products, and milk and dairy processing facilities as authorized under administrative regulations and the Food and Agricultural Code
- Develop and propose new policies and procedures to effectively and efficiently use agency resources to meet program goals and objectives that ensure milk, dairy products, and products resembling milk products are safe, unadulterated and properly labeled to safeguard public health
- Advise the Division Director, Deputy Secretary, Undersecretary, and Secretary of Agriculture on research, environmental health investigations, and current scientific best practices on the limits, risks, and detection of pathogens important to understanding and preventing contamination of milk and milk products or products resembling milk products to ensure that the public consumption of these products is safe
- Develop partnership agreements and memoranda of understanding as necessary, review current scientific reports and milk and dairy product research reports and data related to or impacting Division programs
- Propose legislation, regulations, plans, policies, procedures, criteria, instructions and correspondence related to administrative functions, milk and dairy food safety management, emergency management and special programs to the Executive Management as necessary
- Review, analyze and recommend positions on legislation associated with administrative functions, milk and dairy food safety emergency management and special programs
- Administer Departmental programs and policies relating to the work of the Division and develop procedures for implementation

**Function #2: Program Management**

**25%**

- Plan, organize and direct activities of the Branch to administer the provisions of the Food and Agricultural Code and associate regulations, policies and procedures related to dairies, milk, milk products, products resembling milk products milk and dairy processing facilities
- Direct staff to prepare proposals requesting grant funding from federal agencies related to milk and dairy food safety management
- Manage staff to ensure adequate dairy food safety and public health protection, including prompt response to consumer complaints and state or local Public Health Department reports of food borne illness potentially linked to dairy products
- Approve the review of all information compiled laboratory analyses and statistical data obtained from research, environmental health impact reports and feasibility studies, environmental investigations and milk and dairy food product safety projects, and approve written conclusions based on sound scientific reasoning
- Supervise the first line Branch staff supervisors
- Recruit and/or direct staff to recruit the hiring and training of new personnel.
- Ensure on-going scientific training related to dairy food safety, emerging sampling and testing new technologies and environmental health hazard mitigation is provided to all MDFS staff
- Oversee and evaluate the work of a multi-disciplinary professional program and administrative staff, integrates the activities of a critical and sensitive program to attain common goals
- Evaluate performance of employees annually
- Create individual development plans and work plans for directly supervised staff
- Address and correct unacceptable performance or behavior
- Take disciplinary action when it is appropriate
- Review environmental health inspection and compliance reports and personnel activity reports
- Respond to employee complaints or grievances working with program management, the Human Resources Branch, and CalHR to achieve appropriate resolution.
- Coordinate appropriate responses to employee issues such as employee assistance programs, benefits, pay, requests for absences, etc.

**Function #3: Budget Management**

**15%**

- Plan, allocate and monitor the Branch budget by studying past trends, future expectations, and available resources, oversee the development of budget change proposals, forecast future revenues and expenditures
- Ensure monthly budget allotments, expenditures, revenues, projections, cash status reports and potential issues are correctly identified, and budget shortfalls or surpluses are brought to the attention of the Director to discuss and determine feasible options to resolve issues
- Develop proposals for modifying fee structures and amounts as needed to address revenue shortfalls or program costs
- Administer the approved budget and ensure fiscal solvency

**Function #4: Branch/Department Representation**

**15%**

- Represent the Branch in various meetings with representatives from industry stakeholders, the National Conference of Interstate Milk Shipments, Western Institute for Food Safety and Security, California Animal Health and Food Safety Laboratory system, Food and Drug Administration, other State agencies, County agencies and the County Agriculture Commissioners
- Attend meetings and conferences with governmental agencies, industry groups, university officials and public forums to address and anticipate new issues and develop expertise and solutions prior to and during an emergency outbreak that could impact the Division's ability to protect the public and California's agricultural economy

- Represent the Branch in roles as assigned during multi-program or multi-agency emergency responses to animal or human illness outbreaks
- Prepare clear and complete reports, letters, and memorandums as required
- Consult with dairy industry on proposed regulations relating to milk and milk products and changes in existing regulations
- Conduct hearings and supervise enforcement actions as required
- Represent the Department during public and media inquiries as required
- Testify before the Legislature as needed
- Prepare information and act as an expert witness for legal cases to be prosecuted by the Attorney General or local district attorney as directed by Department counsel

**B. Non-Essential Functions:**

**Function #1: Act for the Division Director**

**5%**

- Perform the duties of the Division Director in his/her absence
- Perform other job-related duties as requested by a supervisor

**Function #2: Continuing Education and Training**

**5%**

- Attend local, State, Federal and national professional meetings
- Participate in seminars and classes to improve administrative skills
- Read professional and scientific journals

**III. Work Environment**

The duties of this position are primarily conducted indoors on the third floor of a four-story office building in Sacramento. The office is accessible through a street entrance, lobby, and wide hallway. An elevator and stairway off the lobby provides access to third story of the building. The office includes a cubicle type workstation, desk chair, file cabinets, computer with various software programs, including a printer and a telephone with voicemail.

Occasional travel (including nights and weekends) may be required for meetings and events, including out-of-state.

The incumbent must follow CDFCA, 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 CDFCA's Telework Policy.

**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**

**CC:     Employee  
         Personnel File  
         Supervisor's Drop File**

**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.

**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 with a revised duty statement to sign.