

**California Department of Food and Agriculture
Animal Health and Food Safety Services Division - Administration
Analyst II
Duty Statement**

I. Program/Position Identification

The Animal Health and Food Safety Services Division (AHFSS) is responsible for the safety and security of meat, poultry, and dairy products, along with other foods of animal origins. AHFSS provides services to protect the public and animal health through prevention, detection, and eradication of livestock and poultry diseases and dairy contamination incidents, including support for the Animal Health and Food Safety laboratory network in California. In addition, the Division protects cattle owners against loss of animals by theft, straying or misappropriation through ongoing inspections and investigative services. The Division also provides services to prolong the effectiveness of antimicrobials through monitoring use in livestock and providing stewardship guidance and provides animal care oversight by ensuring covered products sold in California are from animals meeting minimum housing standards. The Division provides oversight for animal blood banks that provide blood products used in the practice of veterinary medicine within California. Finally, the Division works with the California Governor's Office of Emergency Services to support animal needs during disasters.

Under the direction of the Staff Services Manager I (SSM I), the Analyst II is independently responsible for the development of complex legislative, regulation, and policy proposals, including accurate completion of all rulemaking supporting documents, most often in collaboration with branch and division scientific experts. The Analyst II will also review and analyze externally proposed legislation as well as regulations proposed at the State or Federal level and conduct special projects as assigned by Division Office management. The incumbent provides consultative services to branch management on the implications of such proposals and makes recommendations as appropriate. The incumbent must maintain cooperative working relationships with CDFA staff at the branch, division, legal and executive management levels, Office of Administrative Law (OAL) legal staff, members of regulated industries and their advocate groups, parties commenting on regulations, and the public.

Classification:	Analyst II
Working Title:	Analyst II
License or Other Requirement:	None
Position Number:	014-101-5393-001
Division/Branch:	Animal Health Food Safety Services/ Administration

Location:	Sacramento, CA
Date Prepared:	January 2026
Work Hours/Shift:	Monday- Friday, 40 hours per week

II. Essential and Non-Essential Job Functions

A. Essential Functions:

Function #1: Development of Regulations 35%

- Conduct meetings with the Branch Chief and Division Director to develop and maintain a rule-making plan for the upcoming year.
- Answer complex questions and provide consultative services to branch staff on the rule-making process.
- Implement and develop proposed regulations as required, by consulting technical program experts and by applying knowledge in the regulation development process, including the completion of:
 - Informative Digest which contains an analysis of existing laws and regulations as related to the proposed action, the effect of the proposed regulation, the significant differences between the proposed action and existing comparable federal or state regulations/statutes (if any), and any standards, policies or other criteria being incorporated by reference.
 - Initial Statement of Reasons, which contains an analysis of the public problem, administrative requirement or condition that each adoption is intended to address, the specific purpose of each adoption, the rationale for the determination that each section, proposed for adoption, is necessary to do what is intended, any specific technologies or equipment mandated and a statement of the reasons they are required, each technical, theoretical and empirical study, report or document relied upon in the development of the regulatory proposal.
 - Statement of Determinations, which includes an analysis of alternatives to the regulation, the Department's reasons for rejecting any alternatives considered, alternatives that would lessen adverse impact on small business (if any), and any mandates on local agencies or school districts and associated required reimbursements.
 - Economic Impact Statement, which includes an analysis of facts, evidence, documents, testimony or other evidence used to support a finding that the action will not have significant adverse effect on business or private persons, the types of businesses affected, description of projected reporting/recordkeeping, and other requirements that would result, and a discussion of alternatives considered to lessen impact with supporting information, the creation or elimination of jobs within the State of California, the creation of new businesses or elimination of existing businesses within California, expansion of business currently operating within the State of California

- Fiscal Impact Estimate which includes an analysis of direct costs or savings, matching funds from the Federal Government (if any), mandated costs to local agencies or school districts, potential costs on private persons or businesses
- Regulatory Text (in consultation with technical program staff) and addresses the following: the statutory authority and reference, standards or other criteria being incorporated by reference, license, certificate, registration, permit, involved, specific text of regulation
- Draft the Public Notice to announce the proposed regulation; works with OAL and Legal to schedule public hearings as required; receives, analyzes and prepares responses to any public or industry comments; revises the proposed regulation to incorporate any public/industry comments deemed appropriate; updates the Informative Digest, Final Statement of Reasons and Fiscal/Economic Statements and works with the Legal Office to finalize the proposed regulation.
- Coordinate with program staff if necessary to file documents with OAL. Answer complex questions regarding the proposal under review with OAL.

Function #2: Legislative Bill Analysis

30%

- Act as lead to division staff to track proposed legislation through the analysis process to ensure deadlines are met and appropriate versions of prior analysis are relied upon.
- Analyze proposed state and federal legislation and regulatory proposals and compose comments as required.
- Integrate input from appropriate experts, requesting advice from the SSM I or Division Director to resolve conflicting information as needed.
- Review and develop the Bill Analysis document fully discussing the impacts, alternatives, the pros and cons, economic impacts, fiscal requirements, and proposed position in a well written, cohesive manner.
- Analyze all subsequent versions of the bill and prepare for the Enrolled Bill Report, which goes to the Governor's Office to recommend approval or veto.

Function #3: Contract Management

20%

- Serve as a lead consultant to Branches by independently providing technical advice in the preparation and processing of contracts, vehicle, information technology and other large or complicated purchases.
- Review all large Branch contract and purchase requests to ensure proposed scope of work and other contract and procurement specifications are clearly defined and appropriate, and that adequate funding is available.
- Ensure required documentation and justifications are included in all Division contract submissions and make recommendations to the Director for approval or disapproval.
- Review, monitor, and track Division contracts to ensure they are valid and in compliance.
- Coordinate with Branch staff on all contract submissions for the Division to ensure they are submitted in a timely manner for processing.

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- Provide consultative services and recommendations to management when contracts can be terminated without fault for statewide budget reduction purposes.

Function # 4: Maintain Up-to-Date Manuals with New Laws

10%

- Collaborate with technical program staff in assessment of regulatory/legislative changes on field manuals.
- Analyze and provide comments for improvement on new manual sections consistent with new laws, regulations or policies at the request of branch or division staff.

B. Non-Essential Functions:

Function #1: Special Projects

5%

- The incumbent will complete special projects as assigned by supervisor.

III. Work Environment

The duties of this position are conducted indoors. The office is located on the third floor of a four-floor building. However, regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy. The State of California has provided a laptop computer for use in telework.

IV. Employee's 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

_____ 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

CC: Employee
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.

**California Department of Food and Agriculture
Animal Health and Food Safety Services
Division Administration
Analyst I
Duty Statement**

I. Program/Position Identification

The Animal Health and Food Safety Services Division (AHFSS) is responsible for the safety and security of meat, poultry, and dairy products, along with other foods of animal origins. AHFSS provides services to protect the public and animal health through prevention, detection, and eradication of livestock and poultry diseases and dairy contamination incidents, including support for the Animal Health and Food Safety laboratory network in California. In addition, the Division protects cattle owners against loss of animals by theft, straying or misappropriation through ongoing inspections and investigative services. The Division also provides services to prolong the effectiveness of antimicrobials through monitoring use in livestock and providing stewardship guidance and provides animal care oversight by ensuring covered products sold in California are from animals meeting minimum housing standards. The Division provides oversight for animal blood banks that provide blood products used in the practice of veterinary medicine within California. Finally, the Division works with the California Governor's Office of Emergency Services to support animal needs during disasters.

Under the supervision of the Staff Services Manager I (SSM I), the Analyst I is responsible for assisting in the development of legislative, regulation, and policy proposals, including accurate completion of all rulemaking supporting documents, most often in collaboration with branch and division scientific experts. The Analyst I will also review and analyze externally proposed legislation as well as regulations proposed at the State or Federal level and conduct special projects assigned by Division Office management. The incumbent provides technical advice and consultation to branch management on the implications of such proposals and makes alternative recommendations as appropriate. The incumbent must maintain cooperative working relationships with CDFA staff at the branch, division, legal and executive management levels, Office of Administrative Law (OAL) legal staff, members of regulated industries and their advocate groups, parties commenting on regulations, and the public.

Classification:	Analyst I
Working Title:	Analyst I
License or Other Requirement:	None
Position Number:	014-101-5157-XXX
Division/Branch:	Animal Health Food Safety Services/

	Administration
Location:	Sacramento, CA
Date Prepared:	January 2026
Work Hours/Shift:	Monday- Friday, 40 hours per week

II. Essential and Non-Essential Job Functions

A. Essential Functions:

Function #1: Development of Regulations 35%

- Assist the Branch Chief and Division Director to develop and maintain a rule-making plan for the upcoming year.
- Answer questions and provide guidance to branch staff on the rulemaking process.
- Assist with developing proposed regulations as required, by consulting with technical program experts and by applying knowledge in the regulation development process, including the completion of:
 - Informative Digest which contains an analysis of existing laws and regulations as related to the proposed action, the effect of the proposed regulation, the significant differences between the proposed action and existing comparable federal or state regulations/statutes (if any), and any standards, policies or other criteria being incorporated by reference.
 - Initial Statement of Reasons, which contains an analysis of the public problem, administrative requirement or condition that each adoption is intended to address, the specific purpose of each adoption, the rationale for the determination that each section, proposed for adoption, is necessary to do what is intended, any specific technologies or equipment mandated and a statement of the reasons they are required, each technical, theoretical and empirical study, report or document relied upon in the development of the regulatory proposal.
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- Assist in drafting the Public Notice to announce the proposed regulation; works with OAL and Legal to schedule public hearings as required; receives, analyzes and prepares responses to any public or industry comments; revises the proposed regulation to incorporate any public/industry comments deemed appropriate; updates the Informative Digest, Final Statement of Reasons and Fiscal/Economic Statements and works with the Legal Office to finalize the proposed regulation

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30%

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20%

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- Review all large Branch contract and purchase requests to ensure proposed scope of work and other contract and procurement specifications are clearly defined and appropriate, and that adequate funding is available.
- Ensure required documentation and justifications are included in all Division contract submissions and make recommendations to the Director for approval or disapproval.
- Monitor and track Division contracts to ensure they are valid and in compliance.
- Coordinate with Branch staff on all contract submissions for the Division to ensure they are submitted in a timely manner for processing.

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Function # 4: Maintain Up-to-Date Manuals with New Laws

10%

- Collaborate with technical program staff in assessment of regulatory/legislative changes on field manuals.
- Review and provide comments for improvement on new manual sections consistent with new laws, regulations or policies at the request of branch or division staff.

B. Non-Essential Functions:

Function #1: Special Projects

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_____	_____	_____	_____
Employee Signature²	Date	Supervisor Signature	Date

_____	_____
Print Name	Print Name

CC: Employee
Employee Personnel File
Supervisor's Drop File

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