

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-XXX-9030-XXX
Classification: Chief, Food and Drug Branch	Tenure/Time Base: Permanent / Full-time
Working Title: Branch Chief	Work Location: Various locations available. Location to be determined upon hire.
Collective Bargaining Unit: M07	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Environmental Health / Division of Food and Drug Safety	Branch/Section/Unit: Food and Drug Branch

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by promoting health and wellness and improving state health outcomes by advancing protective measures and reducing risks.

The Chief, Food and Drug Branch (Branch Chief) is responsible for planning, organizing, and directing the statewide program and administrative operations of the Food and Drug Branch (FDB) to ensure the work of the Branch interfaces closely with local environmental health programs, United States Food and Drug Administration (FDA), and United States Department of Agriculture. The FDB serves

as a partner of the Food and Drug Laboratory Branch (FDLB), the Center for Infectious Diseases, the Center for Chronic Diseases, and various state, local, and federal entities engaged in similar activities. The Branch Chief provides leadership and coordinates enforcement activities and research studies involving local, State, and Federal public health agencies; manages the execution of the food safety inspection and rapid response cooperative agreements with the FDA.

This position is designated as peace officer per California Penal Code 830.3 (f) and (h). This position performs the full range of peace officer duties and responsibilities in the accomplishment of their assignments and must comply with the California Commission on Peace Officer Standards and Training (CA POST). During the course of employment, this position is required to carry a firearm and be proficient in its use. Furthermore, the incumbent must be knowledgeable in the use of force, demonstrating appropriate use as prescribed in department policy.

The incumbent works under the administrative direction of the Chief of the Division of Food and Drug Safety (DFDS).

Special Requirements

- ☒ Conflict of Interest (COI)
- ☒ Background Check and/or Fingerprinting Clearance
- ☒ Medical Clearance
- ☒ Travel: Up to 30% in-state and out-of-state travel is required, which may include overnight stay(s).
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☒ License/Certification: CA POST Certificate
- ☒ Other:
 - Psychological Evaluation Clearance
 - Meet CA POST requirements and demonstrate quarterly peace officer proficiencies:
 - The position requires successful completion of the CA POST Certified Basic Peace Officer Training Course (basic academy).
 - The incumbent is required to meet CA POST requirements for Continued Professional Training, attend, participate and successfully complete CA POST certified and/or FDB mandated training courses, including but not limited to, weapons qualifications and defensive tactics training, as well as training required by the Department.

Essential Functions (including percentage of time)

- 30% The Branch Chief, on a daily basis, plans, organizes, coordinates, and directs the statewide work of the FDB staff engaged in education, consultation, inspection, investigation, research, and enforcement and administration of State laws and regulations relating to the safety of foods, drugs, medical devices, cosmetics, and industrial hemp.

- 30% The Branch Chief, on a weekly basis, evaluates the strategic direction of FDB; develops and applies administrative policies and procedures to adjust the direction, as needed; administers and oversees FDB's budget; and advises the Division Chief and Center Deputy Director on the regulatory mandates of the FDB to ensure alignment with FDB's goals. The Branch Chief, collaborates with staff and subject matter experts to prepare recommendations on the safety of regulated products that have been evaluated, including levels of contamination or adulteration and the likely exposure and risk to consumer health. The Branch Chief works directly with FDB's Section Chiefs to initiate scientific and public health research studies for use in public health prevention and control programs; reviews and approves proposed scientific research; and evaluates completed projects to ensure they meet Department requirements and are suitable for submission for publication.
- 20% The Branch Chief, on a monthly basis, conducts or supervises hearings on alleged violations of Sherman Food, Drug, and Cosmetic laws and regulations; directs and coordinates the FDB's activities in the preparation of cases and in the prosecution of violators; coordinates the scientific and law enforcement work with Federal, State, and local law enforcement agencies. Coordinates with the FDLB in the planning and development of policies and control measures necessary to protect the public from mislabeling, adulteration, and misrepresentation of all regulated food commodities; issues annual licenses/registrations to manufacturers of foods, drugs, medical devices, cosmetics, and industrial hemp, and establishes needed legislation and regulations. Provides scientific consultation on environmental health science.
- 10% The Branch Chief, on an ongoing basis, provides leadership and executive oversight of FDB; makes decisions for FDB on personnel and operational matters; recruits, trains, and mentors personnel; develops and implements corrective measures to address personnel performance or operational issues; and evaluates supervisory and staff performance to foster a positive and efficient work environment that aligns with the FDB's and the Department's goals. The Branch Chief receives mandatory peace officer training consistent with function and CA POST certification requirements.

Regions

Region	Counties	Available Headquarter Locations
Region I	Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo	Sacramento
Region II	Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma	Contra Costa, Santa Clara
Region III	Fresno, Inyo, Kings, Madera, Mariposa, Merced, Mono, Tulare, Kern	Fresno

Region IV	Orange, San Luis Obispo, Santa Barbara, Ventura, San Bernardino, Los Angeles	Los Angeles, Orange, San Bernardino
Region V	Imperial, Riverside, San Diego	San Diego

Marginal Functions (including percentage of time)

- 5% Advises the Cannery Board on licensing and regulations pertaining to the cannery industry; maintains liaison and consults with federal food, drug, medical device, cosmetic, and hazardous substance regulatory agencies, and with industry partners regarding the state laws, rules, and regulations they must comply with in the manufacturing, processing, canning, and labeling of their products.
- 5% Prepares articles for publication and addresses interested groups; directs public information and educational projects and oversees the preparation and issuance of reports; prepares correspondence and reports. Represents the Department in state and national scientific meetings and committees regarding the safety of items regulated by the Branch. Performs other job-related duties as required.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name: David M. Mazzer	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: Nathalia Klyn

Date: 01/22/2026