

**California Department of Food and Agriculture
Inspection Services Administration/Urban Agriculture Grant Program
Analyst II - Urban Agriculture Specialist (Limited Term)
Duty Statement**

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 Supervisor II, the Analyst II provides analytical support to the Office and the Urban Agriculture program with the special projects administered within the Office of Farm to Fork, including grant required site visits, grant administration technical assistance, regional and virtual gatherings, database technology adoption and implementation, and other related projects throughout the State of California. Travel is required; potential overnight stays may be required.

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:	Analyst II - (Limited Term)
Working Title:	Urban Agriculture Specialist
License/Other Requirements:	Valid California Driver's License
Position Number:	014-714-5393-982
Division/Branch:	Inspection Services/ Office of Farm to Fork
Location:	To Be Determined

Date Prepared: January 2026
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 Implementation and Communications **45%**

- Travel to conduct grant required site visits throughout California, provide urban agriculture technical assistance, organize and participate in regional and virtual gatherings related to program implementation, and other in-person programmatic activities.
- Act as technical assistance team leader for CDFA Urban Agriculture stakeholders, providing consultative services and management to others as needed regarding program administration or development.
- Formulate procedures, policies, and programs for the California Urban Agriculture Grant Program, including the California Urban Agriculture Grant, grantee gatherings, virtual gatherings, grantee office hours, and other relevant urban agriculture projects.
- Make recommendations on a broad spectrum of administrative and program related problems, including program communications, professional development, and technology solutions for CDFA Urban Agriculture team members.
- Coordinate program communications, including press releases, websites, and other online platforms, creating graphics or other necessary communications materials.
- Conduct, review, and communicate findings from surveys completed by staff, event attendees, and other stakeholders.
- Serve as lead for urban agriculture technical assistance, including communicating with external stakeholders regarding best practices in urban agriculture.
- Review and analyze patterns in event participation and use feedback to improve process and experiences for network members.
- Collaborate with CDFA-F2F team to implement other special projects to support the mission of the agency.

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

- Attend the Office's management meetings to provide effective input and updates on work status.
- Research other grant opportunities and best practices in grants management to effectively update grant platforms and practices.
- Develop work plans and projects, analyze workload and determine personnel and budget needs for Office staffing.

- Research agricultural industry statutes, codes and regulations regarding issues which may impact the development and process of the Office in order to prepare analysis of findings and make recommendations to stakeholders.
- Revise and analyze proposed legislation and advise management on the impact.
- Conduct policy analysis and make recommendations to management regarding future Office initiatives.

Function #3: Program Outreach

10%

- Participate in outreach events including conferences and events with other agencies throughout California.

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 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.

Travel will be required for up to 80% of the time. This may include overnight travel.

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 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
Official 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 a revised duty statement to sign.