

- Current
- Proposed

**California Department of Food and Agriculture
Nursery, Seed, and Cotton Program
Environmental Scientist (Limited Term)
Duty Statement**

I. Program/Position Identification

As part of the Pest Exclusion Branch, the Nursery, Seed, and Cotton Program (NS&C) is responsible for the enforcement of laws and regulations that ensure the quality and orderly marketing of nursery, seed, and cotton plant products. The mission of the program is to prevent the introduction and spread of agricultural pests and diseases in nursery and seed products, thereby protecting California's environment, agricultural systems, and consumers against economic losses. The program coordinates statewide regulatory and inspection activities with county agricultural commissioners. In addition, the program maintains registration and certification services which provide the agricultural industry with clean planting stock.

The California Industrial Hemp Farming Act (CIHFA) requires CDFA to establish a registration program for the commercial cultivation of industrial hemp. The NS&C Program is responsible for administering the CIHFA and developing regulations and guidelines for registration by the county agricultural commissioner. Under a grant agreement with the Department of Fish and Wildlife (CDFW), the Evaluation and Remediation of Illegal Hemp Cultivation (ERIHC) was created to ensure non-compliant hemp cultivation sites are appropriately identified, remediated, and monitored and undergo all necessary cleanup. Under the agreement, CDFA will ensure that these activities are executed consistently across California in coordination with County Agricultural Commissioners (CACs) and other state and local agencies.

Under the varying levels of direction from the Senior Environmental Scientist (SES), the Environmental Scientist (ES) performs a broad range of scientific and professional office and field duties involving environmental analysis, research, surveys, investigations, and studies in support of ERIHC from within the NS&C Program. The ES is also responsible for preparing reports and correspondences commensurate with their classification and experience. The ES must establish effective working relationships and maintain cooperative liaison relationships with government agencies, agricultural industry, and the general public. This position is necessary to provide technical support to CACs and facilitate interagency coordination for addressing non-compliant hemp cultivation activities.

Incumbents may be required to travel to various locations (federal, state, county offices and project sites; businesses; and field stations) to conduct all aspects of essential and non-essential functions. Travel overnight and on weekends may be required.

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.

*****Only applicable for incumbents placed in the Environmental Scientist, Range C.***

Classification:	Environmental Scientist (Limited Term)
Working Title:	Environmental Scientist (Field)
License or Other Requirement:	Bachelor of Science Degree or Equivalent
Position Number:	018-406-0762-996
Division/Branch/DAA:	Plant Health and Pest Prevention/Pest Exclusion Branch
Location:	Sacramento, CA
Date Prepared:	February 2026
Work Hours/Shift:	Monday-Friday, 40 hours per week

II. Essential and Non-Essential Job Functions

A. Essential Functions:

Function #1: Administration of Environmental Program Activities

<u>Range A</u>	<u>Range B</u>	<u>Range C</u>
40%	35%	30%

- Provide recommendations to management to ensure that appropriate procedures, laws, rules, and regulations are followed.
- Collaborate with County Agricultural Commissioners (CACs), State, federal, and local agencies to provide technical consultation regarding compliance issues related to hemp cultivation.
- Monitor program effectiveness and recommend improvements to the SES (Sup) to ensure program success and compliance with State laws and regulations.
- Develop training and educational information, and provide technical training for State, county, and industry personnel regarding proper procedures for the inspection, testing, and enforcement of industrial hemp cultivators.

- Oversee planning and preparation for public meetings. This includes the review of agendas and preparation of materials.

Function #2: Regulatory Compliance and Stakeholder Involvement

<u>Range A</u>	<u>Range B</u>	<u>Range C</u>
30%	35%	40%

- Collaborate with other state, federal, and local agencies and provide technical consultation regarding environmental issues related to cultivation of industrial hemp.
- Collaborate with other state, federal, and local agencies on outreach to the industry and public regarding state, federal, and local laws and regulations that may affect industrial hemp growers.
- Develop advisories, training aids, manuals, and other resources used by state, county, and industry personnel regarding inspection, sampling, and testing of industrial hemp to ensure regulatory requirements are met, and that all protocols are implemented consistently and correctly statewide.
- Coordinate with the SES (Sup) to evaluate, develop, and implement guidelines, procedures, and policies to ensure statewide program activities meet statutory requirements.
- Review, track, audit, and analyze industrial hemp inspection reports and related documentation from CACs for accuracy, completion and to rectify discrepancies.

Function #3: Communication and Outreach Activities **15%**

- Meet and confer with growers, ranchers, nurseries and commercial agricultural entities as well as stakeholders to provide regulatory guidance in order to obtain compliance with current laws and regulations.
- Serve as a consultant in regulatory and enforcement programs to county departments of agriculture by responding to written and oral inquiries from other cooperating agencies regarding industrial hemp cultivation and regulatory requirements.
- Stay up to date on new environmental research and technology by reading technical journals and other scientific publications. Maintain knowledge of California's environmental programs and policies relating to industrial hemp.

Function #4: Training Activities **10%**

- Prepare and present scientific information at training sessions on the inspection, sampling, testing, and environmental issues, as well as other regulations on the cultivation of industrial hemp. Presentations may be presented to County Agricultural Commissioner's staff, CDFA, industry representatives, relevant stakeholders and members of the general public.

B. Non-Essential Functions:

Function #1 - Miscellaneous Duties – 5%

- Transport, operate, and uphold all State property including State vehicles in a safe, working condition.
- Perform other job-related duties as requested by supervisor.

III. Work Environment

The duties of this job are performed indoors approximately ninety percent (95%) of the time in an office. The employee's workstation is located inside an office building equipped with standard office equipment. The remainder of the time is spent traveling to meetings or district offices, outdoor locations, warehouses or facilities of industrial hemp production or sale. The employee may be exposed to extremes in temperature, dust, fumes, gases, and odors.

Overnight and/or extended travel to various locations throughout the State may be required to accomplish work objectives in various environments. State vehicles are used to travel to these worksites. Rental vehicles and/or air travel may also be used. Incumbent may be required on short notice to work on emergency projects for the Branch or any other program for the Plant Division.

Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA'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 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.