

**California Department of Food and Agriculture
Animal Health and Food Safety Services Division Administration
Agricultural Technician I (Seasonal)
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. Finally, the Division works with the Office of Emergency Services to support animal needs during disasters.

AHFSS strives to support innovation and agricultural diversity. One way to support these efforts is by working with future generations by offering an annual summer internship program, with the goal of engaging students in agriculture, promoting future agriculture ambassadors, and serving as a long-term recruitment tool to promote opportunities available through AHFSS and CDFA.

Under supervision of the Supervisor I, the Agricultural Technician I performs non-professional assignments of average difficulty in the field or office setting. These assignments may include activities related to animal health, food safety, emergency management and other special programs and functions. The Agricultural Technician I must have knowledge of the Microsoft Office suite, the ability to communicate and follow both oral and written instructions and the ability to work with others as a team.

Employee:	Vacant
Classification:	Agricultural Technician I (Seasonal)
Working Title:	Summer Technician
Position Number:	014-101-0034-982
Division/Branch	Animal Health and Food Safety Services/ Division Administration
Location:	Sacramento
Date Prepared:	March 19, 2026
Work Hours/Shift:	Hours May Vary

II. Essential and Non-Essential Job Functions

A. Essential Functions:

Function #1: Participate in Animal Health and Food Safety Management Activities - 40%

- Gather, review, and summarize research data from program databases, research documents, and sample reports
- Compile information and data into a concise report for distribution to various stakeholders both internal and external
- Compile and format charts and data for the division annual report to summarize program work outcomes
- Develop PowerPoint presentations for dispersal of program information as needed, which may include summary of research findings
- Make copies of documents as appropriate and compile data in an organized manner for cataloging and future reference

Function #2: Job Shadowing and Special Projects - 40%

- Attend advisory board meetings throughout the state to learn about AHFSS' various programs
- Observe and participate in working group sessions to understand current issues and topics affecting agriculture
- Participate in ride-alongs and job shadowing of field inspections and assist field staff in gathering and packing samples to gain field experience
- Participate in various meetings and provide notes as requested

Function #3: General Office Support - 15%

- Create, maintain, and update electronic and paper files and records for AHFSS
- Purge files and records regularly according to the current retention schedule
- Enter information into databases, such as mailing address changes, outreach material distribution and emergency contacts
- Receive incoming telephone calls and direct to the appropriate staff
- Maintain knowledge of modern office methods, supplies and equipment, and operate copier machines, fax machines, and calculators
- Process mail and documents, using various databases, mail merge programs and e-mail
- Proofread and edit documents
- Prepare clear, concise, and comprehensive reports as needed

B. Non-Essential Functions:

Function #1 - Miscellaneous duties – 5%

- Perform other job-related duties as requested by supervisor

III. Work Environment

The duties of this position are mostly conducted indoors, however incumbent may occasionally be required to work outside and under difficult conditions.

Indoor activities may include:

- Operating a computer with various software programs, including e-mail and word processing
- Entering data in a computer database
- Operating a telephone, facsimile, calculator, and copier
- Operating various filing drawers and bins
- Processing paperwork and samples
- Presenting to large groups

Outdoor activities may include:

- Working in livestock facilities at various locations including saleyards and milking parlors
- Inspecting livestock at farms, ranches, and saleyards or other livestock facilities
- Taking samples from livestock at farms, ranches, saleyards, or other livestock facilities
- Frequent travel by State vehicle or other modes of transportation to various locations in California
- Standing for extended periods of time
- Potential exposure to allergens

The incumbent may encounter:

- Confrontational, unfriendly, or irate individuals
- Quickly moving heavy gates
- Stampeding livestock
- Crowded milking parlors, feedlots, swine pens and broiler barns
- Heavy machinery
- Extremes in temperature
- High levels of noise
- Various unpleasant odors
- Sick and diseased animals
- Steep or uneven terrain

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

IV. Employee 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.