

**California Department of Food and Agriculture
Animal Health and Food Safety Services
Bureau of Livestock Identification
Brand Inspector Duty Statement**

I. Program/Position Identification

Through ongoing inspection and investigative services, the Bureau of Livestock Identification protects cattle owners in California against loss of animals by theft, straying or misappropriation. The Bureau's program consists of registration of livestock brands; inspection of cattle for lawful possession prior to transportation, sale, or slaughter, and recording of the information obtained by such inspections; and assisting local law enforcement with investigations and prosecutions involving cattle theft. These activities are financed, in its entirety, through brand registration and inspection fees paid by the livestock owners.

Under the supervision of the Agriculture Program Supervisor I, the Brand Inspector independently performs brand inspection of livestock at stockyards, shipping points, ranches, slaughterhouses, feedlots and facilitate livestock transfer of ownership transactions; assure lawful ownership, enforce brand registration and inspection laws. Must have knowledge of methods of branding and marketing cattle; principles and practice of animal husbandry and the operation of livestock ranches; methods of operation used by cattle thieves; apply provisions of laws and regulations designed to prevent theft of cattle. Ability to detect altered brands; assist in theft and estray investigations; should be familiar with animal care standards.

The Brand Inspector must have the ability to read and write English at a level required for successful job performance; detect altered brands; conduct investigations; analyze situations accurately and take effective action; develop and maintain cooperative relations with people contacted; understand and follow directions; make arithmetical calculations; write legibly, spell correctly, use good English, prepare clear and accurate reports; assist higher level staff in the administration of the livestock identification program.

This position requires the incumbent to pass a Medical Evaluation, a valid California Driver's License, maintaining a good driving record, and a willingness to work long and irregular hours, including holidays, in all weather conditions.

Classification:	Brand Inspector
Working Title:	Brand Inspector
License or Other Requirement:	Valid California Driver's License
Position Number:	018-182-0303-996
Division:	Animal Health and Food Safety Services
Branch:	Bureau of Livestock Identification
Location:	Tulare County (Southern Region)
Date Prepared:	April 2026
Work Hours/Shift:	Indeterminate (159 Hours/Month)

II. Essential and Non-Essential Job Functions

A. Essential Functions:

Function #1: Cattle Inspection and Brand/Mark Identification 50%

- Traveling by car to inspect cattle for identifying marks and brands for the prevention of theft and verify ownership.
- Collect inspection fees and forward personal checks (for cash collected), money orders and cashier's checks to the Cashier's office in Sacramento on a weekly basis.
- Respond to requests for information from the public, livestock industries, law enforcement, and other governmental agencies.
- Handle stray and estray animals by locating owners.
- Refer to the provisions of the Food and Agricultural Code and the California code of Regulations pertaining to livestock identification during the course of daily duties and relay information to clients as needed.
- Work closely with Brand Registrar to determine the lawful possession of cattle.
- Work closely with Special Investigator for cattle not in legal possession.
- Work closely with headquarters for verification of inspection fees and/or brand fees.
- Travel by car to livestock markets, feedlots, slaughter plants, and ranches for livestock inspections using state-assigned or privately-owned vehicles.
- Work only within the assigned area, unless directed otherwise.

Function #2: Enforcement of Hide and Brand Law 15%

- Maintain knowledge of proper procedures pertaining to the Hide and Brand Law.
- Takes enforcement action, which includes writing Notices of Violation upon detection of a violation. Violations include, but are not limited to, the use of an unrecorded brand, shipping cattle out-of-state without an inspection, sales of cattle without inspection, and theft. This also includes taking action to hold or seize livestock when ownership is in question.
- If being subpoenaed, to testify in court as a witness for the prosecution.

Function #3: Report Writing 15%

- Work closely with the accounting unit in headquarters for inspection fee accountability and reconciliation.
- Submit all brand inspection reports, inspector's daily reports, inspection certificates, crime reports, stray reports, estray reports, notice of violations and revenue transmittals on a weekly basis.
- Complete inspection reports on a daily basis for supervisor's review.
- Complete various administrative paperwork; Time and Attendance Report, Travel Expense Claims on a monthly basis to supervisor for review and approval.
- Reports should be written accurately and clearly as it may be subpoenaed for court hearings.

Function #4: Assists & Cooperates with Allied Agencies 10%

- Assist other law enforcement agencies on cattle theft investigations; work closely with animal control agencies to identify loose or stray animals.
- Work closely with other states to assist in the enforcement of brand inspection laws on cattle movement interstate

- Notify Regional Supervisor when documentation is in question and or not verifiable.
- Attend meetings and seminars to continuously enhance knowledge of animal identification.
- Take proactive steps on animal care issues.

Function #5: Maintain State Equipment **5%**

- Follow preventive procedures as indicated on the Preventative Maintenance Schedule (Form OFA-35)
- As required by vehicle maintenance schedule, take State vehicle to approved/authorized automotive shop for regular service and repairs as needed, upon supervisor approval.
- Completes auto repair form and repair invoices to headquarters immediately after completion of repairs.
- Complete the Monthly Vehicle Travel Log daily and submit it to headquarters by the end of each month.
- Use a state assigned cell phone to conduct regular state business to communicate with the public, supervisor and headquarters.
- If any equipment is lost or stolen, immediately notify local law enforcement agencies and or Highway Patrol.

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 performed indoors and outdoors. The Brand Inspector's primary work area is located outdoors in livestock markets, feedlots, slaughter plants and ranches. The incumbent may occasionally work under difficult conditions and be exposed to extremes in temperature, high levels of noise, heavy machinery, and various odors. Report writing is usually performed indoors but may be required to be completed outdoors.

Indoor activities may include:

- Working in livestock facilities at various locations including saleyards and feedlots.
- Operating a computer with various software programs, including e-mail and word processing
- Entering data in a computer database
- Operating a telephone, fax, calculator, and copier
- Operating various filing drawers and bins
- Processing reports and handling paperwork

Outdoor activities may include:

- Inspecting livestock at farms, ranches, and saleyards or other livestock facilities
- Travel in muddy and/or rocky terrain
- Frequent travel by private vehicle or assigned State vehicle or other modes of transportation to various locations in the district
- Occasional travel to other areas of California for assignments, exercises, or meetings

The incumbent may encounter:

- Confrontational, unfriendly, or irate people
- Quickly moving heavy gates
- Stampeding livestock
- Slaughter establishments
- Heavy machinery
- Other potentially hazardous contacts

This position regularly involves close contact with:

- Animals of various sizes and temperaments
- Knives, needles, clippers, and other instruments
- Potentially hazardous conditions
- The head and legs of horned cattle

Physical requirements for this position include mobility, agility, dexterity, alertness and strength. Hazards of the position include kicking cows/bulls, lunging animals with horns, surfaces wet with water and manure, pushing/slamming by the hind quarters of one or more fully grown cows.

Brand Inspection regularly involves close contact with livestock weighing from 100 to 1800 pounds. Livestock is frequently unpredictable. Even restrained livestock can move quickly and forcefully with part(s) of their body. Work very near the head of horned cattle is common, as is standing directly behind, in close contact with the rear legs.

Typical activities and environments include quickly moving heavy gates, stampeding livestock, crowded milking parlors, and slaughter establishments. Bending/pulling while standing off the ground on the middle of a fence are common and necessary. Identify the work environment here – i.e. location, indoor/outdoor, cubicle environment or office or field and standard equipment used.

