

**California Department of Food and Agriculture  
Animal Health and Food Safety Services  
Environmental Scientist  
Duty Statement**

**I. Program/Position Identification**

As part of the California Department of Food and Agriculture (CDFA) and the Animal Health and Food Safety Services (AHFSS) Division, the Animal Health Branch (AHB) functions as California's organized, professional veterinary medical unit to protect public health, animal agriculture, and the economy from catastrophic animal diseases, natural disasters that impact animals, and other related health and agricultural problems. AHB addresses livestock diseases and issues that require statewide coordinated resources; implements programs that protect public health and animal agriculture; and ensures the availability, affordability, and wholesomeness of food.

Under the supervision of the Supervising Veterinarian, the Environmental Scientist (ES) will carry out assignments related to animal health and disease, livestock and poultry movement and traceability, and animal disease prevention, surveillance, and mitigation. The incumbent will apply scientific methods and principles in the identification, research, and solution of problems impacting California livestock and poultry industries; analyze situations accurately and make appropriate decisions using sound scientific theories, principles, and methods that lead to effective and reliable recommendations related to disease risk associated with livestock and poultry movement into and throughout California. The incumbent will engage directly with industry stakeholders in collaboration with headquarters and field personnel to develop, implement, and evaluate enhanced surveillance systems for animal health threats with a focus on animal identification and disease traceability. The incumbent will be expected to develop outreach, correspondence and training for industry stakeholders in advancing animal disease traceability (ADT) objectives; facilitate the development of ADT policies and procedures in concert with program staff and implementation of alternative technologies, practices, and guidelines; and engage directly with industry stakeholders and staff to enhance compliance with pertinent laws and regulations concerning California and Federal ADT requirements.

The incumbent will work independently to complete assigned work, communicate effectively and professionally in fostering multi-agency collaboration, think critically to make appropriate decisions and recommendations, work well under pressure, and meet required deadlines. The incumbent will take effective action while establishing and maintaining an effective working relationship with industry stakeholders such as Federal, State and local government officials, university academia, industry organizations, advocacy groups, and the general public. The incumbent is responsible for providing technical guidance and training to lower-level professional and support staff regarding livestock issues and livestock inspection programs. The incumbent will be required to visit Animal Health Branch District offices, CDFA border stations, and livestock or poultry farms throughout the state in advancing ADT objectives.

<b>Classification:</b>	<b>Environmental Scientist</b>
<b>Working Title:</b>	<b>Environmental Scientist</b>
<b>Position Number:</b>	<b>014-110-0762-005</b>
<b>Location:</b>	<b>Sacramento Headquarters</b>
<b>Date Prepared:</b>	<b>March 2026</b>
<b>Tenure/Timebase:</b>	<b>Permanent/Full-Time</b>
<b>License or Other Requirement:</b>	<b>Driver's License</b>

## II. Essential and Non-Essential Job Functions

### A. Essential Functions:

#### **Function #1 – Animal Disease Traceability (ADT), Electronic Identification Device (EID), and Information Technology (IT) related activities 40%**

*Due to the emergency response aspect of these positions, pre-planning of travel may not be possible. Employees are expected to be able to personally operate a vehicle whether personal, rental or government. Additionally, most of the response locations such as farms, premises, and saleyards are not accessible by public transport or rideshare.*

- Coordinate the collection, storage, sharing, analysis, and reporting of ADT data
- Monitor and ensure data integrity in the Emerging Threats database (ET) and facilitate timeliness and accuracy of field staff data entry of ADT records
- Engage with IT staff to facilitate the advancement of ADT objectives to include development of associated support platforms
- Direct engagement with AHB District staff, producers, veterinarians, and industry stakeholders to facilitate the implementation of electronic ADT technology and data management via:
  - Training AHB District staff on ADT EID use, data collection, and data retrieval
  - Conducting other field activities to implement ADT program objectives
  - Working with producers, markets, processors and staff on the collection of electronic ID information and associated data management
  - Working directly with industry for integration of electronic ID with livestock management systems
- Manage ADT equipment purchases, distribution, and training of AHB staff, practitioners and livestock market personnel
- Travel throughout the state to advance the use of electronic ID and transmission and management of electronic identification device data
- Recommend and facilitate enhancements in livestock permitting, traceability, disease surveillance, and monitoring systems, including recommending new software or hardware to enhance disease monitoring and traceability

- Collaborate with other fADT program staff in the advancement of ADT Goals within the state to:
  - Advance electronic data-sharing between industry, private veterinarians, and regulatory animal health officials
  - Enhance individual animal traceability from farm of origin by developing and contributing to systems to augment data tracking
  - Advance the use and transmission of electronic animal health certificates from accredited veterinarians to state animal health officials
  - Improve efficiency of completion of USDA Trace Performance Measurements, other trace exercises, and real-world disease traces

**Function #2- Participate in Livestock Movement Section Activities**

**20%**

- Review and enforce the laws, regulations, and policies of CDFA, as well as those of various local, State, and Federal government agencies, in all aspects of assigned duties and responsibilities. Specifically,
  - Implement and communicate the California Food and Agricultural Code (FAC), California Code of Regulations (CCR), and Federal laws as they pertain to livestock and poultry movement into and within California
  - Facilitate understanding and enforcement of the FAC and CCR by program field staff through direct engagement
  - Facilitate industry compliance and understanding of the FAC and CCR through active engagement and educational outreach with stakeholders
  - Recommend and review changes in policies, procedures, regulations, and legislation to address current livestock movement and disease mitigation concerns
  - Collaborate with ADT program staff and Supervising Veterinarian on code and regulation packages
- Collaborate with other ADT program staff on compliance and legal issues pertaining to the ADT program including:
  - Facilitate investigations of incomplete or non-compliant animal movement and inspection issues
  - Administer enforcement and compliance actions with the relevant laws, regulations, policies, and procedures to include issuing letters of violation under the guidance of the Supervisory Veterinarian, and collection of violation data for referral to CDFA Special Investigator, or USDA Program Manager
  - Coordinate enhanced ADT compliance activities through coordination between headquarters and district offices on special entry permits, approved tagging site/approved livestock market agreements, and Border Protection Station crossings
  - Work with Special Investigators and District staff to conduct compliance investigations of violations of the California Code of Regulations, such as:
    - Following up on Border Protection Station reports, data, and communications
    - Promoting targeted educational and outreach engagement following importation of livestock or poultry in violation of the California Code of Regulations
  - Respond to requests for information from the public, livestock industries, and other government personnel in the advancement of ADT objectives and regulatory compliance
  - Assist with public records requests, subpoenas for records, and investigations of movement violations

**Function #3: Participate in Animal Health Surveillance, Disease Mitigation, and Training and Outreach Activities** **15%**

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- Organize, coordinate, and analyze impact of animal health surveillance and disease mitigation activities, such as:
  - Gathering, interpreting, analyzing, and maintaining disease surveillance data
  - Reviewing completed disease investigations for appropriate actions and referral
  - Prevention, control, monitoring, and eradication activities of livestock and poultry diseases
  - Participating in TB herd tests and other herd/flock activities as needed
  - Facilitating the implementation of appropriate disease mitigation measures
  - Operating and maintaining all equipment necessary to complete required jobs
  - Assisting senior staff with the development and preparation of technical papers, fact sheets for public education and information, and scientific articles for publication in scientific journals
  - Assisting senior staff and Districts with the preparation of materials on ADT best management practices for inter-departmental cross-training
  - Collaborating with staff veterinarians to develop methods, techniques, and procedures for effective data collection from research studies and field trials related to disease traceability
  - Preparing written assessments documenting the findings and conclusions associated with research studies and field trials for presentation to management
- Maintain a broad knowledge of:
  - Livestock and poultry movement patterns into, out of, and within California
  - Health requirements for livestock and poultry imported into California
  - Livestock and poultry diseases of agricultural concern
  - Disease surveillance and mitigation techniques
  - Different types of livestock identification devices and methods, including Electronic Identification Device (EID), RFID technology and data management
  - Use of different RFID wands and readers and technical troubleshooting
- Act as a subject matter expert for livestock disease traceability and its role within livestock disease surveillance programs
  - Develop, distribute and deliver training modules, outreach materials, and presentations for staff, and industry stakeholders including traveling throughout the state of California to provide training and direct industry engagement
  - Assist with documentation of findings and conclusions for disease or animal movement investigations or study projects using sound, scientific theories and principles for subsequent presentation to management
  - Develop grant applications for Animal Disease Traceability, electronic identification and records management systems.
  - Develop and contribute to reports, articles, tangible web materials, and presentations for industry and public regarding ADT
  - Participate in local, statewide, and national livestock industry meetings on ADT in collaboration with ADT program staff and Supervising Veterinarian

**Function # 4 - Animal Health Emergency Management and Disaster Response 10%**

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- Respond to outbreaks of emergency animal disease; Maintain the capability, expertise, training, and experience in one or more Incident Command System (ICS) positions, serving as an Incident Management Team member during emergency response. Attain and maintain ICS credentialing through attendance at online and in-person courses and training events.
- Serve as a resource on livestock, poultry and product movement and traceability issues by advising industry and the public on movement and biosecurity requirements.
- Travel in-state with occasional overnight stays for Emergency Programs training and exercises.
  - Participate in planning activities and exercises as well as development of standard operating procedures and educational programs to prepare for animal health emergencies
- Maintain proficiency within various software programs and systems of record for data management and reports to include, USDA Emergency Management Response System (EMRS) and Emerging Threats (ET).

**Function #5 - Assist in the Administration of the Animal Health Branch 10%**

- Analyze program needs and provide industry-sensitive recommendations for improvements and advancement of program objectives
- Organize, coordinate, review, and evaluate the effectiveness of AHB procedures and when appropriate, develop and recommend alternative practices and procedures
- Collaborate with staff across programs when needed
- Assist the Supervising Veterinarian and Veterinary Specialists with administration of their programs
- Maintain a working knowledge of, and provide updates for, the AHB Field Manual
- Contribute to AHB publications and outreach
- Represent the AHB at professional and industry meetings
- Assist in administering animal health programs to prevent, control, monitor, and eradicate livestock and poultry diseases
- Participate in the development and providing of animal health public outreach and information on programs to a variety of groups including but not limited to CDFA staff, Border Protection Station personnel, industry organizations, students, and general public
- Attend meetings and seminars to improve knowledge of job related functions.
- Continue education and participate in training to maintain and improve knowledge related to job functions

**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, under difficult conditions, and in non-standard office environments.

Travel (including nights, weekends, and holidays) for extended periods may be required for meetings and events as well as during an emergency response. Travel on short notice may be required upon activation for emergency response. During emergency response periods, duties may require working long shifts at hours other than normal work hours.

The incumbent must follow CDFA, Division, and Branch employee health and safety policies.

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

#### **Indoor activities may include:**

- Working in livestock facilities at various locations including saleyards and milking parlors
- Operating a computer with various software programs, including e-mail, word processing, and spreadsheets
- Entering information into a computer database
- Operating an office and cellular telephone, fax, calculator, and copier
- Operating various filing drawers and bins
- Processing paperwork and samples

#### **Outdoor activities may include:**

- Inspecting livestock at farms, ranches, and saleyards or other livestock facilities
- Working with livestock and poultry industry personnel at farms, ranches, and saleyards or other livestock facilities
- Assisting with performing of tests on livestock and poultry.
- Frequent travel by State vehicle or other modes of transportation to various locations in the state
- Occasional travel to other areas of the State for assignments, exercises, or meetings

#### **The incumbent may encounter:**

- Confrontational, unfriendly, or irate people
- Quickly moving heavy gates
- Stampeded livestock
- Crowded milking parlors
- Heavy machinery
- Extremes in dusty conditions, temperature, and wind
- High levels of noise
- Various unpleasant or noxious odors

#### **This position occasionally involves close contact with:**

- Animals of various sizes and temperament
- Knives, needles, and other instruments
- Potentially hazardous materials
- Heads and legs of livestock

**Depending on the task, the incumbent must be able to spend significant amounts of time:**

- Moving, walking, sitting, or bending
- Typing or working on a computer
  - Reaching above, at, or below shoulder height
  - Twisting at the waist
  
- Move neck freely in all directions

**The incumbent must be able to:**

- Lift and carry 25 pounds
- Drive long distances (up to 8 hours) to reach destinations

#### IV. Employee Statement

**(Initial applicable statement)**

\_\_\_\_\_ I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation<sup>1</sup> 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 Accommodation<sup>1</sup> 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 Signature<sup>2</sup>                      Date

\_\_\_\_\_  
Supervisor Signature                      Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

**CC:        Employee  
            Employee Personnel File  
            Supervisor's Drop File**

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<sup>1</sup> 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.  
<sup>2</sup> 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.