

<input type="checkbox"/>	Current
<input checked="" type="checkbox"/>	Proposed

Classification / Working Title Analyst I / Fairgrounds Operations Analyst	Employee Name
Position Number 014-000-5157-999	Supervisor Name / Classification Dori Rose Inda / Secretary Manager III
Division / Branch / Unit Marketing / Fairs & Expositions / 14th DAA	Effective Date
Collective Bargaining Unit Identifier (CBID) R01	Work Week Group (WWG) 2
Tenure Permanent	Timebase Full-Time
Physical Location 2601 East Lake Ave, Watsonville, CA	Division / Program Hyperlink https://www.santacruzcountyfair.com/
<p>As an employee of the California Department of Food and Agriculture (CDFA), we are stewards of public resources, we operate in a transparent, authentic, and ethical manner and are accountable for our actions. We expect true, open partnership with our colleagues within CDFA and with our partners outside of CDFA. We demonstrate courtesy, dignity, compassion, and consideration in every interaction. Together, we strive to create a workplace and implement programs that promote diversity, equity, belonging, and accessibility. We base our vision for the future and our everyday decisions on fair, objective measures and cutting-edge science.</p>	
<p>Division / Branch / DAA Information: The 14th District Agricultural Association (DAA) strives to maintain and promote its facilities in a manner that encourages year-round use and annually produces the Santa Cruz County Fair. The fairgrounds are located in Watsonville, CA on a 105-acre property. The annual fair is held in September, and the fairgrounds rent the buildings and grounds for interim and community events.</p>	
<p>Position Identification:</p> <p>Under the supervision of the Secretary Manager III (CEO) the Analyst I performs analytical, administrative, and program support duties related to Fairgrounds operations including buildings, grounds, utilities, infrastructure systems, and Fairtime coordination. This position supports operational readiness by assisting with deferred maintenance tracking, regulatory compliance documentation, event and department layouts, and coordination among internal teams.</p> <p>The Analyst I applies basic analytical skills and exercises independent judgment within established guidelines to gather and analyze operational data; assist with planning, monitoring, and evaluating facilities-related activities; support infrastructure systems tracking; and help ensure compliance with applicable statutes, regulations, policies, and procedures. The incumbent supports year-round operations and Fairtime activities through documentation, coordination, reporting, and administrative analysis.</p>	
<p>Special Requirements:</p> <p><input type="checkbox"/> Conflict of Interest Filer (Form 700) <input type="checkbox"/> California Driver's License</p>	

<input type="checkbox"/> Medical Clearance <input type="checkbox"/> License / Certificate Required <input type="checkbox"/> Bilingual: Pass a State written and/or verbal proficiency exam in _____ <input type="checkbox"/> Telework (TW) Eligible: The amount of telework is at the discretion of the CDFA. It is based on the current TW policy and is subject to change.	<input type="checkbox"/> Travel Required over 10% - Employer Pull Notice (EPN) Required <input type="checkbox"/> Field Work: ____% <input type="checkbox"/> Other (Specify): _____
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Essential Functions:	
45%	<p>1. Buildings, Grounds, Utilities & Infrastructure Support</p> <ul style="list-style-type: none"> • Provide administrative support for buildings, grounds, utilities, and infrastructure systems including stormwater, water, sewer, fiber, drainage, and related assets to support safe, reliable, and efficient Fairgrounds operations. • Maintain compliance records for inspections, permits, licenses, certifications, repairs, and service agreements; track renewals and discrepancies to support regulatory compliance, operational readiness, and accurate recordkeeping. • Track and maintain inventory of equipment and assets, including condition, assignments, maintenance schedules, and replacement needs to support operational planning, equipment accountability, and maintenance coordination. • Assist with deferred maintenance tracking, condition assessments, and repair/improvement planning to support prioritization of maintenance needs, facility preservation, and long-term operational planning. • Compile and analyze facilities and infrastructure data to support planning, prioritization, and forecasting. • Support compliance documentation related to accessibility, fire/life safety, and occupancy requirements to help ensure facilities operate in accordance with applicable laws, regulations, and safety standards. • Assist with facility layouts and coordinate with departments regarding space use and operational needs to support efficient event setup, operational planning, and facility readiness. • Coordinate with staff and external contractors to support maintenance, repairs, and service delivery to help ensure timely completion of operational and facility-related work. • Perform administrative verification of facility information, including site visits when needed.
30%	<p>2. Fairtime Operations & Department Coordination</p> <ul style="list-style-type: none"> • Coordinate with departments on Fairtime layouts, space assignments, equipment needs, and operational requirements. • Maintain and update department layouts, schedules, and logistics tracking. • Track equipment assignments and availability for Fairtime operations. • Coordinate documentation, timelines, permits, and interdepartmental communication to support organized operations, timely project completion, and effective coordination during Fairtime activities. • Monitor readiness and document operational issues for post-event evaluation to support continuous improvement, operational planning, and issue resolution.

	<ul style="list-style-type: none"> • Support administration of Department Head and Judge contracts, including tracking documentation and deadlines to support timely processing, compliance, and accurate recordkeeping. • Maintain Fairtime website content, ticketing systems, and exhibit applications to support public access to information, event participation, and customer service. • Assist with development of the Fair Exhibit Entry Guide to support exhibitor communication, program organization, and accurate distribution of Fairtime information. • Support department budget tracking, purchasing, and related administrative processes to assist with fiscal accountability, operational planning, and department support activities. • Support Fairtime related promotion including fair themes, art contest, banners, sponsorships, etc.to assist with community engagement, event promotion, and public awareness of Fairtime activities
20%	<p>3. Analytical, Administrative & Program Support</p> <ul style="list-style-type: none"> • Gather, compile, reconcile, and analyze operational, compliance, inventory, and facilities data to support reporting, operational planning, compliance tracking, and management decision-making. • Prepare reports, summaries, and documentation for management to support communication, recordkeeping, and operational oversight. • Assist in developing procedures and improving workflows to support operational efficiency, consistency, and effective program administration. • Support planning, monitoring, and evaluation of projects and initiatives to assist with timely completion, operational coordination, and program effectiveness. • Conduct research and provide recommendations to support analysis, problem-solving, and informed decision-making. • Coordinate with staff, contractors, vendors, and stakeholders to support communication, operational coordination, and project implementation. • Respond to public and internal inquiries and route issues as appropriate to support customer service and effective communication. • Provide limited front office support including phones, visitors, and correspondence to support daily office operations and public assistance. • Assist with training materials and onboarding documentation to support staff training, operational consistency, and knowledge transfer. • Apply applicable statutes, regulations, policies, permits, and procedures to support compliance and consistent operational practices. • Participate in cross-training to support continuity of operations during absences, peak workloads, or emergency situations. • Apply relevant duties of the position to support Fairgrounds operations as a County-designated Emergency Relocation Site including preparedness planning, facility readiness, coordination with internal and external partners, and operational support during emergency activations as directed.
Non-Essential/Marginal Functions:	
5%	Other related duties as assigned.
Required Qualifications:	
<p>Desirable Qualifications:</p> <ul style="list-style-type: none"> • Proficient in verbal and written communications and employ active listening skills. • Manage multiple assignments with limited direct supervision. • Ability to interpret and apply laws, rules, regulations, policies, etc. 	

- Detail oriented with strong organizational skills.
- Proficiency in Microsoft Office Suite and other relevant software.
- Work independently and cohesively in a team environment.
- Excellent/predictable attendance.
- Excellent time management and organizational skills.
- Ability to multi-task and meet strict deadlines with changing priorities.
- Willingness to work extended and irregular hours

Work Environment and Equipment Used: Works in office with artificial lighting, works in inclement weather, uses office equipment like computer, phone, copier.

Employee Certification

This duty statement reflects the typical duties of the essential functions described for the position. It is not considered an all-inclusive list of work requirements. I have read and discussed the duties of this position with my supervisor and understand I may perform other duties as assigned, including but not limited to, work in other functional areas to cover absences, peak work periods, or balance workload.

I certify I possess qualifications, including but not limited to, integrity, initiative, dependability, good judgement, and the ability to work cooperatively with others. Additionally, I am able to perform the assigned duties with or without reasonable accommodation. Should I have any concerns about performing the assigned duties, I will discuss them with the hiring manager who will provide the required information for the Office of Civil Rights.

I have read the duty statement and discussed the duties with my supervisor.

Employee Name (Print)	Signature	Date
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Supervisor Statement:
 I have discussed the duties outlined in the duty statement and provided a copy to the employee.

Supervisor Name (Print)	Signature	Date
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CC: Employee
 Official Personnel File
 Supervisor's Drop File