

DUTY STATEMENT
 SO-92 (Est. 12/2025)

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

Classification / Working Title Environmental Program Manager II / Branch Chief	Employee Name
Position Number 014-165-0769-001	Supervisor Name / Classification Dr. Stephen Beam / Director
Division / Branch / Unit AHFSS / Milk and Dairy Food Safety	Effective Date
Collective Bargaining Unit Identifier (CBID) M10	Work Week Group (WWG) E
Tenure Permanent	Timebase Full-Time
Physical CDFA Headquarters Location 1220 N Street Sacramento, CA 95814	Division / Program Hyperlink AHFSS / CDFA - Animal Health and Food Safety Services Division

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.

Division / Branch / DAA Information:

The Milk and Dairy Food Safety Branch (MDFS) is responsible for ensuring that milk, dairy products, and products resembling milk products (PRMPs) are safe, unadulterated, and properly labeled to safeguard public health. The Branch inspects dairy farms, bulk milk tanker trucks, and milk processing plants; issues permits and licenses to dairy farms and processing facilities; collects samples for regulatory testing to ensure compliance with food safety and quality standards; reviews product labels for conformance with regulations to avoid misleading information for consumers; completes in-depth reviews and food safety assessments of complex equipment or novel processing methods, and evaluates and licenses technical food safety competencies of dairy industry workers. The Branch also responds to food safety incidents, and initiates product impounds and recalls as warranted. Branch personnel provide training and supervision for county Approved Milk Inspection Services and conduct ratings and inspections of farms, processors, and manufacturers of single-service dairy containers for compliance with requirements of the United States Food and Drug Administration (FDA) to ensure approval of California dairy products in interstate commerce. In addition, the Branch ensures that commercial and industry laboratory testing used to determine conformance with microbiological standards for milk or for screening of milk for drug residues prior to processing is conducted according to required methods to protect consumers and the marketplace.

Position Identification:

Under administrative direction of the Director of Animal Health and Food Safety Services, the Environmental Program Manager II (EPM II) performs a wide range of high-level managerial work concerning the regulatory activities of the Milk and Dairy Food Safety Branch. This includes statewide enforcement of sensitive and complex environmental health laws, formulating and administering policies pertaining to milk, dairy products and products resembling milk products, and coordinating strategic planning efforts to improve environmental health and the sustainability of California agriculture.

As a leader in State government, the incumbent is responsible to develop and inspire their workforce to deliver beneficial results for Californians and CDFA. The incumbent must set a clear vision to achieve productive results by developing plans to meet goals, leverage staff skills, and solve problems; build collaborative relationships and foster an inclusive environment for consensus-building and decision-making;

coach, guide, train, instruct, and develop team members; empower staff through a sense of shared ownership and decision-making; create an open and transparent environment for the exchange of information; foster a team environment through the support and recognition of team members; promote customer service and accountability; and demonstrate loyalty to the Department's mission and a commitment to drive continuous program improvement. The incumbent must inspire personal credibility through authenticity, confidence, consistency, courage, decisiveness, generosity, honesty, integrity, and judgment.

Special Requirements:

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| <input checked="" type="checkbox"/> Conflict of Interest Filer (Form 700) | <input type="checkbox"/> California Driver's License |
| <input type="checkbox"/> Medical Clearance | <input type="checkbox"/> Travel Required over 10% - Employer Pull Notice (EPN) Required |
| <input type="checkbox"/> License / Certificate Required | <input type="checkbox"/> Field Work: ____% |
| <input type="checkbox"/> Bilingual: Pass a State written and/or verbal proficiency exam in _____ | <input type="checkbox"/> Other (Specify): _____ |
| <input checked="" 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. | |

Essential Functions:

35%	<p>Program Development and Administration</p> <ul style="list-style-type: none"> • Develop and propose new policies and procedures for the Milk and Dairy Food Safety Branch involving dairies, milk, milk products, products resembling milk products, and milk and dairy processing facilities as authorized under administrative regulations and the Food and Agricultural Code • Develop and propose new policies and procedures to effectively and efficiently use agency resources to meet program goals and objectives that ensure milk, dairy products, and products resembling milk products are safe, unadulterated and properly labeled to safeguard public health • Advise the Division Director, Deputy Secretary, Undersecretary, and Secretary of Agriculture on research, environmental health investigations, and current scientific best practices on the limits, risks, and detection of pathogens important to understanding and preventing contamination of milk and milk products or products resembling milk products to ensure that the public consumption of these products is safe • Develop partnership agreements and memoranda of understanding as necessary, review current scientific reports and milk and dairy product research reports and data related to or impacting Division programs • Propose legislation, regulations, plans, policies, procedures, criteria, instructions and correspondence related to administrative functions, milk and dairy food safety management, emergency management and special programs to the Executive Management as necessary • Review, analyze and recommend positions on legislation associated with administrative functions, milk and dairy food safety emergency management and special programs • Administer Departmental programs and policies relating to the work of the Division and
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	develop procedures for implementation
25%	<p>Program Management</p> <ul style="list-style-type: none"> • Plan, organize and direct activities of the Branch to administer the provisions of the Food and Agricultural Code and associate regulations, policies and procedures related to dairies, milk, milk products, products resembling milk products milk and dairy processing facilities • Direct staff to prepare proposals requesting grant funding from federal agencies related to milk and dairy food safety management • Manage staff to ensure adequate dairy food safety and public health protection, including prompt response to consumer complaints and state or local Public Health Department reports of food borne illness potentially linked to dairy products • Approve the review of all information compiled laboratory analyses and statistical data obtained from research, environmental health impact reports and feasibility studies, environmental investigations and milk and dairy food product safety projects, and approve written conclusions based on sound scientific reasoning • Supervise the first line Branch staff supervisors • Recruit and/or direct staff to recruit the hiring and training of new personnel. • Ensure on-going scientific training related to dairy food safety, emerging sampling and testing new technologies and environmental health hazard mitigation is provided to all MDFS staff • Oversee and evaluate the work of a multi-disciplinary professional program and administrative staff, integrates the activities of a critical and sensitive program to attain common goals • Evaluate performance of employees annually • Create individual development plans and work plans for directly supervised staff • Address and correct unacceptable performance or behavior • Take disciplinary action when it is appropriate • Review environmental health inspection and compliance reports and personnel activity reports • Respond to employee complaints or grievances working with program management, the Human Resources Branch, and CalHR to achieve appropriate resolution. • Coordinate appropriate responses to employee issues such as employee assistance programs, benefits, pay, requests for absences, etc.
15%	<p>Budget Management</p> <ul style="list-style-type: none"> • Plan, allocate and monitor the Branch budget by studying past trends, future expectations, and available resources, oversee the development of budget change proposals, forecast future revenues and expenditures • Ensure monthly budget allotments, expenditures, revenues, projections, cash status reports and potential issues are correctly identified, and budget shortfalls or surpluses are brought to the attention of the Director to discuss and determine feasible options to resolve issues • Develop proposals for modifying fee structures and amounts as needed to address revenue shortfalls or program costs • Administer the approved budget and ensure fiscal solvency
15%	<p>Branch/Department Representation</p> <ul style="list-style-type: none"> • Represent the Branch in various meetings with representatives from industry stakeholders, the National Conference of Interstate Milk Shipments, Western Institute for Food Safety and Security, California Animal Health and Food Safety Laboratory

	<p>system, Food and Drug Administration, other State agencies, County agencies and the County Agriculture Commissioners</p> <ul style="list-style-type: none"> • Attend meetings and conferences with governmental agencies, industry groups, university officials and public forums to address and anticipate new issues and develop expertise and solutions prior to and during an emergency outbreak that could impact on the Division’s ability to protect the public and California’s agricultural economy • Represent the Branch in roles as assigned during multi-program or multi-agency emergency responses to animal or human illness outbreaks • Prepare clear and complete reports, letters, and memorandums as required • Consult with dairy industry on proposed regulations relating to milk and milk products and changes in existing regulations • Conduct hearings and supervise enforcement actions as required • Represent the Department during public and media inquiries as required • Testify before the Legislature as needed for legal cases • Prepare information and act as an expert witness for legal cases to be prosecuted by the Attorney General or local district attorney as directed by Department counsel
<p>Non-Essential/Marginal Functions:</p>	
<p>5%</p>	<p>Act for the Division Director</p> <ul style="list-style-type: none"> • Perform the duties of the Division Director in his/her absence • Perform other job-related duties as requested by a supervisor
<p>5%</p>	<p>Continuing Education and Training</p> <ul style="list-style-type: none"> • Attend local, State, Federal and national professional meetings • Participate in seminars and classes to improve administrative skills • Read professional and scientific journals to keep up to date on the current status and findings in the dairy and livestock industry
<p>Work Environment and Equipment Used:</p> <p>The duties of this position are primarily conducted indoors on the third floor of a four-story office building in Sacramento. The office is accessible through a street entrance, lobby, and wide hallway. An elevator and stairway off the lobby provides access to third story of the building. The office includes a cubicle type workstation, desk chair, file cabinets, computer with various software programs, including a printer and a telephone with voicemail.</p> <p>Occasional travel (including nights and weekends) may be required for meetings and events, including out-of-state.</p> <p>The incumbent must follow CDFA, Division, and Branch employee health and safety policies.</p> <p>Regular or recurring telework may occur as part of the incumbent’s ongoing regular schedule in accordance with CDFA’s Telework Policy.</p>	

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) Dr. Stephen Beam	Signature	Date
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CC: Employee
 Official Personnel File
 Supervisor's Drop File