

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

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

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| Classification / Working Title Research Scientist Supervisor II | Employee Name |
| Position Number 014-110-5651-002 | Supervisor Name / Classification Dr. Amanda Murray/ Branch Chief |
| Division / Branch / Unit AHFSS/Animal Health Branch | Effective Date |
| Collective Bargaining Unit Identifier (CBID) S10 | Work Week Group (WWG) E |
| Tenure Permanent | Timebase Full-Time |
| Physical CDFA Headquarters Location 1220 N St Sacramento, CA 95814 | Division / Program Hyperlink https://www.cdfa.ca.gov/AHFSS/ |

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 Animal Health Branch (AHB) is the State’s organized, professional veterinary medical unit that protects California’s public health, animal agriculture, and economy from catastrophic animal diseases and other health or agricultural problems. The AHB addresses diseases and other problems that require statewide coordinated resources, implements programs that protect California’s public health and animal agriculture, and ensures the availability, affordability, and wholesomeness of food.

Position Identification:

Under the direction of the Research Scientist Manager (Branch Chief), the Research Scientist Supervisor II (RSS II) provides administrative guidance and leadership in planning, organizing, directing, and coordinating statewide animal health and food safety activities through the direct supervision and management of Veterinarian Specialists and scientific support staff to administer the provisions of the Food and Agriculture Code (FAC). In coordination with the Branch Chief, the incumbent is responsible for statewide enforcement of sensitive and complex animal health laws, formulating and administering policies pertaining to the AHB, and administering the provisions of the Food and Agriculture Code related to administrative, animal health, food safety, emergency management, and other special programs and functions. The incumbent is responsible for making original, independent decisions on complex animal health issues based on sound scientific principles of disease risk assessment and management; providing evaluations and scientific recommendations as an expert in animal health and disease surveillance, mitigation, and response; and providing management guidance and leadership in the planning, directing, and implementing of difficult and complex animal health and food safety programs and investigations that have a broad statewide scope using sound scientific theories and principles for the understanding, protection, prevention, or control of animal health diseases and food safety and security issues.

As a leader in State government, the incumbent is responsible for developing and inspiring their workforce and delivering great 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 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; motivate loyalty to the Department’s mission and commitment to drive continuous improvement for better results. 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 checked="" type="checkbox"/> California Driver’s License |
| <input type="checkbox"/> Medical Clearance | <input checked="" type="checkbox"/> Travel Required over 10% - Employer Pull Notice (EPN) Required |
| <input checked="" 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:

Branch Program Administration/Management and Policy Development

40%

- Plan, organize, and direct activities of the Branch to administer the provisions of the Food and Agricultural Code and associated regulations, policies, and procedures related to animal health, emergency management, food safety, special programs, and administrative functions
- Manage staff to ensure effective implementation of statewide preparedness, surveillance, and mitigation programs to ensure adequate food safety, animal health, and public health protection
- Monitor and verify that programs are being executed effectively, efficiently, and according to science-based principles, utilizing the proper distribution of personnel and equipment, and preparing assessment reports for the Branch Chief
- Direct and oversee staff in developing, preparing, and managing federal funding proposals and grants related to animal health, food safety, and emergency management.
- Review, evaluate, and approve compiled information—including laboratory analyses, statistical data, animal health impact and activity reports, and feasibility studies—and validate conclusions based on sound scientific reasoning.
- Provide evaluations, interpretations of scientific research, and make recommendations as a scientific expert in veterinary medicine, animal health, and/or emergency response
- Participate in developing scientific animal health policies and lead the creation, proposal, and implementation of AHB policies and procedures to support disease prevention and control efforts, ensure effective use of agency resources, and uphold animal health, emergency management, and food safety standards.
- Propose legislation, regulations, plans, policies, procedures, criteria, instructions, and correspondence related to administrative functions, animal health, emergency management, food safety, and special programs, and provide recommendations to the Branch Chief

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| | <ul style="list-style-type: none"> • Advise the Branch Chief, Division Director, Deputy Secretary, Undersecretary, and Secretary of the Department on scientific determinations and recommendations regarding current issues related to public and animal health, emergency management, and food safety • Develop partnership agreements and memoranda of understanding, as necessary, and review current scientific research reports and data related to or impacting Division programs • Independently review, analyze, and develop recommended positions on legislation impacting the organization’s administrative functions, animal health programs, emergency management activities, food safety initiatives, and special program operations. Formulate and administer Departmental programs and policies relating to the work of the Branch and develop procedures for implementation • Participate in Department, Division, and Branch strategic and tactical planning activities |
| 30% | <p>Personnel and Budget Management</p> <ul style="list-style-type: none"> • Directly supervise Veterinarian Specialists, first-line Branch supervisors, and scientific and technical program staff responsible for statewide animal health and food safety programs • Oversee and evaluate the work of multi-disciplinary professional programs and administrative staff, and integrate the activities of critical and sensitive programs to attain common goals • Directly and indirectly, through oversight and direction of staff, recruit, hire, and train new personnel. Ensure direct and indirect reporting staff meet all Department, Division, and Branch training requirements, including ongoing scientific training in food safety, animal health diseases, and animal health emergency response. • Complete annual performance evaluations and prepare individual development and work plans for direct reports, while assisting supervisors in developing these documents for their respective staff. • Address and correct unacceptable performance or behavior, and take disciplinary action when it is appropriate • Review animal health inspection and compliance reports and personnel activity reports • Plan, allocate, and monitor the AHB budget by analyzing past trends, projected needs, and available resources to forecast revenues and expenditures. • Contribute to the development of budget change proposals affecting the AHB • 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 Branch Chief to discuss and determine the best option in moving forward • Administer the approved budget and ensure fiscal solvency • Serve as the acting Branch Chief (RSM) in their absence |
| 10% | <p>Participate in Animal Health Emergency Management Activities</p> <ul style="list-style-type: none"> • Travel and/or work virtually for extended periods statewide to support response efforts for reportable animal disease incidents, disasters, or other emergencies at assigned field ICPs, the Department Operations Center, the State Operations Center, Regional EOCs, and County EOCs. • Attain and maintain Command and General Staff Incident Command System (ICS) position credentialing through attendance at online and in-person courses and training events. |

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| | <ul style="list-style-type: none"> Respond to natural disasters affecting animals in the State and provide statewide oversight of animal care using the standardized emergency management system on all issues relevant to their welfare, rescue, transportation, sheltering, and veterinary care. Participate in planning activities and exercises, as well as the development of standard operating procedures to prepare for animal health emergencies |
| 10% | <p>Communication, Outreach, and Branch/Department Representation</p> <ul style="list-style-type: none"> Represent the AHB and the Department in various meetings as a scientific expert with representatives from other States, industry stakeholders, other federal and state agencies, county agencies, county agriculture commissioners, university officials, and public forums to address and anticipate new issues and develop expertise and solutions. Prepare clear and complete reports, letters, and memorandums as required Oversee, coordinate, and contribute to the development and publication of monthly, quarterly, annual, and ad hoc reports, articles, and presentations supporting AHB statewide animal health programs. Consult with animal industries on proposed regulations and changes in existing regulations Conduct hearings and assist with enforcement actions as required Represent the Department during public and media inquiries and maintain competency in media and risk communication. Testify before the Legislature as needed and prepare information to serve as an expert witness for legal cases prosecuted by the Attorney General or local district attorneys, as directed by Department counsel. |
| 5% | <p>Continuing Education and Training</p> <ul style="list-style-type: none"> Attend Federal and national, State and local professional meetings Participate in seminars and classes to improve administrative and management skills Read professional and scientific journals |
| Non-Essential/Marginal Functions: | |
| 5% | Other related duties as assigned. |
| <p>Required Qualifications:</p> <ul style="list-style-type: none"> California Veterinarian License | |
| <p>Work Environment and Equipment Used: The duties of this position are primarily (90%) conducted indoors in an office environment located in an office building in Sacramento, CA. The workspace would include either a walled office or a cubicle-type workstation that may be individually assigned or shared with other personnel. The workstation will include a desk chair, filing cabinets, a computer with various software programs, including email, a printer, and a telephone with voicemail. The duties of this position may also require occasional time in the field (10%) to engage with field staff as needed for developing, evaluating, and implementing statewide animal health/food safety policies and procedures.</p> <p>Travel by air, car, or other transportation systems (including nights and weekends) to visit branch regional offices; attend meetings, trainings, and exercises; work with industry, local, state, and federal agencies, and advisory board committee meetings will be necessary.</p> | |

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| Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy. | | |
| Physical/Mental Abilities: Due to the emergency response aspect of this position, pre-planning of travel may not be possible. The incumbent is 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. | | |
| <p>Employee Certification</p> <p>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.</p> <p>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.</p> <p>I have read the duty statement and discussed the duties with my supervisor.</p> | | |
| Employee Name (Print) | Signature | Date |
| <p>Supervisor Statement: I have discussed the duties outlined in the duty statement and provided a copy to the employee.</p> | | |
| Supervisor Name (Print) | Signature | Date |

CC: Employee
 Official Personnel File
 Supervisor's Drop File