

☐	Current
☒	Proposed

Classification / Working Title Analyst III / Legislative Consultant	Employee Name										
Position Number 014-001-5402-xxx	Supervisor Name / Classification Carney King / Deputy Secretary for Legislative Affairs										
Division / Branch / Unit Executive Office / Office of Legislative Affairs	Effective Date										
Collective Bargaining Unit Identifier (CBID) R01	Work Week Group (WWG) 2										
Tenure Permanent	Timebase Full Time										
Physical CDFA Headquarters Location 1220 N St. Sacramento, CA 95814	Division / Program Hyperlink https://www.cdfa.ca.gov/ola/										
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 Legislative Office, under the Executive Office, in the California Department of Food and Agriculture (CDFA), responds to incoming legislative correspondence, phone calls, and contacts regarding State and Federal legislative issues. The Legislative Office also provides guidance and direction with bill development, and responds to questions from the public, elected officials, advocates, or other agency staff.											
Position Identification: Under the general direction of the Deputy Secretary for Legislative Affairs, the incumbent will function as CDFA's Legislative Consultant and will ensure legislative functions at the Department are maintained in the event of the Deputy Secretary's absence. In addition, the incumbent will perform tasks regarding a variety of emerging issues as they relate to agriculture and legislation including air and water quality and supply, energy and land use, endangered species, environmental protection, agricultural economics, agricultural labor, animal health issues, Federal grant programs, and the budget process											
Special Requirements: <table border="0"> <tr> <td>☒ Conflict of Interest Filer (Form 700)</td> <td>☐ California Driver's License</td> </tr> <tr> <td>☐ Medical Clearance</td> <td>☐ Travel Required over 10% - Employer Pull Notice (EPN) Required</td> </tr> <tr> <td>☐ License / Certificate Required</td> <td>☐ Field Work: ____%</td> </tr> <tr> <td>☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____</td> <td>☐ Other (Specify): _____</td> </tr> <tr> <td colspan="2">☐ 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.</td> </tr> </table>		☒ Conflict of Interest Filer (Form 700)	☐ California Driver's License	☐ Medical Clearance	☐ Travel Required over 10% - Employer Pull Notice (EPN) Required	☐ License / Certificate Required	☐ Field Work: ____%	☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____	☐ Other (Specify): _____	☐ 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.	
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Essential Functions:	
40%	Legislative Bill Analyses and Proposals • Support and review complex legislative analyses related to department programs and designs; research and prepare legislative proposals, analyses, amendments, and position papers on proposed or pending legislation. • Coordinate the development of CDFA's annual legislative program, including advising the Secretariat and program management on the feasibility, risks and strategy related to individual proposals. Responsible for coordinating the proposal/s through the legislative process. • Review all bill analyses and Enrolled Bill Reports from CDFA divisions on issues assigned to ensure that all points are discussed, information is accurate, and positions supported and are appropriate, prior to submission to the Deputy Secretary for Legislative Affairs and the Secretary. • Read all bills introduced by the Legislature (approximately 5,000 each session) to determine which bills are of interest to the department, the agriculture industry, and/or the county agricultural commissioners and sealers of weights and measures. • Assess which programs/divisions are of interest and/or should have copies routed to them for information only or should be requested to have analyzed. • Develop and maintain all legislation of interest using a tracking system. • Prepare Enrolled Bill Reports for review of the Deputy Secretary for Legislative Affairs, Undersecretary, Secretary, and other Executive Office staff before being forwarded to the Governor's Office. • With guidance from the Deputy Secretary, prepare veto and sign messages for the signature of the Governor and discuss issues related to the various bills with Governor's Office staff.
35%	Legislative Coordination • Serve as CDFA's Legislative Consultant and provide consultative services to Division staff by communicating the feasibility, impact, or potential impact of various legislative issues that may affect CDFA. • Attend various meetings with industry representatives, other agencies, local representatives, and/or department staff in support of the Deputy Secretary for Legislative Affairs to discuss legislation. • Provide updates and briefings to the appropriate Executive Office staff and/or department staff on legislative issues. In addition, the incumbent will be responsible for completing or coordinating any actions that need to be taken as a result of a hearing and/or meeting. • Coordinate responses on departmental issues regarding technical assistance on legislation for legislative committee consultants, legislators' staff, and departmental legislative coordinators.
20%	Committee Hearings Activities & Legislative Training • Attend committee hearings on legislation of interest and prepare senior officials or subject matter experts for testimony to members of the Legislature on bills that impact the department. • Work with committee staff prior to hearings to ensure they have the appropriate technical information and knowledge of CDFA's policies and positions. • Provide support for Legislative Bill Analysis Training to department staff on a yearly basis. • Provide weekly legislative updates to department staff engaged in the legislative process. • Develop and disseminate Legislation of Interest Report to the department.

STATE OF CALIFORNIA
DEPARTMENT OF FOOD AND AGRICULTURE
HUMAN RESOURCES BRANCH
DUTY STATEMENT
SO-92 (EST. 12/2025)

Non-Essential/Marginal Functions:		
5%	Other related duties as assigned.	
Work Environment and Equipment Used: The duties of this position are primarily conducted indoors. Office equipment includes a computer, with various software programs, including e-mail, a telephone with voicemail, and stationery filing drawers and bins. Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy. Travel throughout California and outside of the State may be required on an occasional basis.		
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
Supervisor Statement: I have discussed the duties outlined in the duty statement and provided a copy to the employee.		
Supervisor Name (Print)	Signature	Date

CC: Employee
Official Personnel File
Supervisor's Drop File