

DUTY STATEMENT

SO-92 (EST. 12/2025)

☐	Current
☒	Proposed

Classification / Working Title Brand Inspector	Employee Name
Position Number 014-183-0303-982	Supervisor Name / Classification Herman Prock/ Agriculture Supervisor I
Division / Branch / Unit Animal Health and Food Safety Services/ Bureau of Livestock Identification	Effective Date
Collective Bargaining Unit Identifier (CBID) R07	Work Week Group (WWG) 2
Tenure Permanent	Time Base Indeterminate
Physical CDFA Headquarters Location 334 S. Yosemite Ave. Suite A Oakdale, CA 95361	Division / Program Hyperlink LID / CDFA - AHFSS - Bureau Of Livestock Identification

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:

Through ongoing inspection and investigative services, the Bureau of Livestock Identification protects cattle owners in California against loss of animals by theft, straying or misappropriation. The Bureau's program consists of registration of livestock brands; inspection of cattle for lawful possession prior to transportation, sale, or slaughter, and recording of the information obtained by such inspections; and assisting local law enforcement with investigations and prosecutions involving cattle theft. These activities are financed, in their entirety, through brand registration and inspection fees paid by the livestock owners.

Position Identification:

Under the supervision of the Agriculture Program Supervisor I, the Brand Inspector independently performs brand inspection of livestock at stockyards, shipping points, ranches, slaughterhouses, feedlots and facilitate livestock transfer of ownership transactions; assure lawful ownership, enforce brand registration and inspection laws. Must have knowledge of methods of branding and marketing cattle; principles and practice of animal husbandry and the operation of livestock ranches; methods of operation used by cattle thieves; apply provisions of laws and regulations designed to prevent theft of cattle, ability to detect altered brands; assist in theft and estray investigations; should be familiar with animal care standards.

Special Requirements:

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| ☐ 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: <u>100 %</u> |
| ☐ 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.	
Essential Functions:	
50 %	Function #1: Inspects Cattle for Identifying Marks and Brands • Perform physical examinations of cattle at livestock markets, feedlots, slaughter plants, and private ranches to verify registered brands and identify marks, ensuring absolute ownership verification and active cattle theft prevention. • Assess and collect regulatory fees at the time of inspection, reconcile funds, and process financial instruments (checks, money orders, or cashier's checks) for secure, weekly transmission to the Cashier's Office in Sacramento. • Review, interpret, and apply statutory provisions of the California Food and Agricultural Code and the California Code of Regulations governing livestock identification during daily field operations, and relay technical information to clients as needed. • Determine the legal ownership status of cattle in close collaboration with the Brand Registrar and immediately escalate cases involving unauthorized or questionable possession to the Bureau's Special Investigator. • Investigate stray and estray cases by actively tracing identification and coordinating with regional networks to locate and return animals to their lawful owners. • Coordinate with headquarters personnel to audit, cross-reference, and verify inspection fees, brand fees, and registration accounts to maintain strict fiscal compliance. • Serve as a professional point of contact to provide accurate regulatory information and respond to inquiries from the general public, livestock industries, law enforcement partners, and external government agencies. • Operate a state-assigned or privately owned vehicle to safely travel across the assigned district, maintaining strict operational boundaries unless officially directed otherwise by management.
15 %	Function #2: Enforcement of Hide and Brand Law • Review and apply regulatory provisions, department policies, and applicable local, State, and Federal government laws to ensure complete statutory compliance in all aspects of assigned field duties. • Examine and verify bills of sale, shipping manifests, and alternative legal documentation to determine authentic and proper proof of livestock ownership. • Maintain expert-level knowledge of current operational procedures, updates, and statutory requirements pertaining directly to the Hide and Brand Law. • Initiate formal enforcement actions, including issuing written Notices of Violation upon detection of non-compliance, such as the use of unrecorded brands, unauthorized out-of-state shipping, or uninspected cattle sales. • Execute legal holds or asset seizures on livestock when ownership status is questionable, fraudulent, or actively under dispute. • Provide expert witness testimony in legal proceedings and court hearings on behalf of the prosecution when subpoenaed by law enforcement or judicial authorities.
15 %	Function #3: Report Writing • Generate accurate, clear, and legally defensible documentation including brand inspection reports, crime reports, stray/estrays notifications, and Notices of Violation, ensuring all details withstand legal scrutiny for potential use as court-subpoenaed evidence.

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

	• Compile and submit all required operational records—including brand inspection certificates, inspector’s daily logs, and revenue transmittals—to management on a weekly basis. • Prepare comprehensive daily inspection reports and submit them systematically for supervisor review and operational auditing. • Collaborate closely with the headquarters accounting unit to maintain strict financial accountability, verify transmittals, and reconcile collected livestock inspection fees. • Execute mandatory administrative paperwork on a monthly basis, including the accurate completion and timely submission of Time and Attendance Reports and Travel Expense Claims (TECs) for supervisory approval.
10 %	Function #4: Assists & Cooperates with Allied Agencies: • Collaborate with external law enforcement agencies by providing technical expertise, livestock verification, and field support during active cattle theft and agricultural crime investigations. • Partners with regional animal control agencies to rapidly identify, trace, and resolve cases involving loose, stray, or displaced livestock. • Coordinate with out-of-state agricultural authorities and brand inspection bureaus to monitor interstate cattle movement and enforce cross-border compliance laws. • Escalate complex compliance issues by immediately notifying the Regional Supervisor when livestock documentation is suspicious, altered, or mathematically unverifiable. • Participate in professional development opportunities, including industry seminars, agency meetings, and technical training, to maintain cutting-edge knowledge of evolving animal identification methodologies. • Take proactive interventions regarding animal care and welfare issues, ensuring field operations align with established state humane standards and agricultural codes.
5 %	Function #5: Maintains State Equipment: • Adhere to preventative maintenance procedures for state-issued assets in strict accordance with the agency’s Preventative Maintenance Schedule (Form OFA-35). • Schedule and transport state-assigned vehicles to authorized automotive repair facilities for routine servicing and mechanical repairs, obtaining required supervisory approval prior to service. • Process automotive maintenance records by completing agency auto repair forms and immediately transmitting finalized invoices to headquarters upon completion of work. • Maintain the Monthly Vehicle Travel Log on a daily basis, ensuring precise mileage and usage tracking, and submit the compiled report to headquarters by the end of each month. • Utilize state-issued communication equipment, including a state-assigned cellular telephone, to conduct daily official business with members of the public, field supervisors, and headquarters personnel. • Execute emergency reporting protocols by immediately notifying local law enforcement agencies and the California Highway Patrol (CHP) in the event that state-issued equipment is lost or stolen.
Non-Essential/Marginal Functions:	
5%	Other related duties as assigned.

Desirable Qualifications:

- Experience of one to two years of working hands-on with commercial beef cattle on the range, at feedlots, livestock markets, processing plants, or stock pens.

Work Environment and Equipment Used:

The duties of this position are performed across a combination of indoor and outdoor environments. The primary field operational area is outdoors at commercial livestock markets, feedlots, slaughter plants, and private ranches. The amount of teleworking is at the discretion of the CDFA and based on the current teleworking policy. While CDFA supports telework where possible, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises, as determined by the Department. Fieldwork frequently exposes the incumbent to difficult conditions, including extreme temperature variations, high noise levels, heavy industrial machinery, dust, and various animal odors.

- **Field and Office Work:** Duties are done outdoors at ranches, feedlots, and livestock markets, and indoors.
- **Weather and Terrain:** Regular exposure to outdoor weather extremes (heat and cold) and walking on muddy, rocky, or uneven ground.
- **Field Safety Risks:** Daily contact with large, unpredictable animals (including horned cattle), moving heavy metal gates, and noisy machinery.
- **Public Interaction:** Regular contact with the public, which may include handling difficult or unfriendly people during enforcement tasks.
- **Travel Requirements:** Frequent driving within the assigned district using a state-issued or private vehicle, with occasional travel across California for meetings.
- **Equipment Used:** Regular use of a state-issued cell phone, computer, and database software, as well as field tools like clippers or inspection markers.
- **Public Contact:** Managing potentially confrontational, unfriendly, or irate individuals during the course of regulatory law enforcement and asset seizure duties.

Indoor Activities Include:

- **Administrative Operations:** Performing report writing, processing paperwork, and managing physical filing systems, drawers, and bins.
- **Technology Utilization:** Operating a computer utilizing email, word processing software, and specialized databases to enter, track, and verify inspection data.
- **Office Equipment:** Using basic business equipment including telephones, fax machines, calculators, and digital copiers.
- **On-Site Facilities:** Conducting administrative tracking within sheltered sections of livestock facilities, saleyards, and feedlots.

Outdoor Activities Include:

- **Field Inspections:** Conducting physical inspections of livestock directly within farms, ranches, saleyards, and related agricultural facilities.
- **Terratrip Navigation:** Traversing uneven, muddy, rocky, or slick terrain while conducting outdoor inspections.
- **Regional & Statewide Travel:** Frequently operates a state-assigned or private vehicle to navigate the assigned district, with occasional travel across California for temporary assignments, multi-agency exercises, or department meetings.

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

Environmental Hazards and Exposure:

- **Animal Interaction:** Maintaining constant contact with animals of unpredictable sizes, behaviors, and temperaments, including close proximity to the head and legs of horned cattle.
- **Physical Hazards:** Navigating high-risk environments containing stampeding livestock, rapidly moving heavy metal gates, active slaughter establishments, and heavy industrial machinery.
- **Specialized Tools:** Handling potentially hazardous instruments, including knives, medical needles, clippers, and related veterinary/inspection tools.

Physical/Mental Abilities:

Physical requirements for this position include mobility, agility, dexterity, alertness and strength. Hazards of the position include kicking cows/bulls, lunging animals with horns, surfaces wet with water and manure, pushing/slamming by the hind quarters of one or more fully grown cows.

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