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

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| <b>Classification / Working Title</b><br>Agriculture Program Supervisor I / Area Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Employee Name</b>                                                                                                                                                                 |
| <b>Position Number</b><br>014-438-1165-XXX                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Supervisor Name / Classification</b><br>Jeffery Simons / C.E.A. (Branch Chief)                                                                                                    |
| <b>Division / Branch / Unit</b><br>Plant Health and Pest Prevention Services / Border Protection Stations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Effective Date</b>                                                                                                                                                                |
| <b>Collective Bargaining Unit Identifier (CBID)</b><br>S01                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Work Week Group (WWG)</b><br>E                                                                                                                                                    |
| <b>Tenure</b><br>Permanent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Timebase</b><br>Full Time                                                                                                                                                         |
| <b>Physical CDFA Headquarters Location</b><br>1220 N Street, Room 221, Sacramento, CA 95814                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Division / Program Hyperlink</b><br><a href="https://www.cdfa.ca.gov/plant/PE/ExteriorExclusion/borders.html">https://www.cdfa.ca.gov/plant/PE/ExteriorExclusion/borders.html</a> |
| <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><b>Division / Branch / DAA Information:</b></p> <p>The Plant Health and Pest Prevention Services (PHPPS) is a Division of the California Department of Food and Agriculture (CDFA). The employees of this division work to prevent the entry and spread of harmful pests in California. The Border Protection Stations (BPS) Branch is considered the first line of defense. Their mission is to keep invasive exotic pests out of the state and to monitor pathways preventing or limiting the spread of pests within the state. To accomplish this mission, the branch has two roles: quarantine regulatory compliance and enforcement and service to the agriculture industry and the public.</p> <p>The BPS Branch operates 16 inspection facilities located on the major highways entering California. At these stations, vehicles and shipments are inspected for agricultural pests and commodity compliance with agricultural laws and regulations.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                      |
| <p><b>Position Identification:</b></p> <p>Under the general direction of the Branch Chief, the incumbent is responsible for planning, organizing, directing, and coordinating the activities at the BPS; interact with other regulatory agencies, some of which include the U.S. Department of Agriculture, the U.S. Department of Customs and Border Protection, the California Department of Tax And Fee Administration, and the California Department of Fish and Wildlife, in furthering their missions; and interpret quarantine laws, rules and regulation make recommendations for implementation to management.</p> <p>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 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; 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.</p> |                                                                                                                                                                                      |

**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 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:**

| Supervisory Activities           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| 40%                              | <ul style="list-style-type: none"> <li>Routinely drive to visit and inspect assigned northern Border Protection Station facilities to monitor operating efficiency and resource usage.</li> <li>Visit and conduct semi-monthly meetings with station supervisors and subordinate staff in order to evaluate staff duties and provide written instructions on changes to policies or procedures, emphasize job expectations, reiterate the Branch's mission statement, and provide feedback to employee issues and concerns.</li> <li>Plan, organize, direct, and coordinate agricultural border inspection station inspection and regulatory enforcement activities in order to ensure agricultural pests activities are compliant with agricultural laws and regulations.</li> <li>Review and evaluate staffing needs, traffic trends, and vehicle reports in order to ensure inspection stations operate effectively and present changes for implementation to management for approval.</li> <li>Direct statewide enforcement activities and coordinate agricultural activities with other State, County, and Federal agencies through meetings and report evaluations in order to ensure pest activities performed are compliant with regulations and protocols for agricultural inspections.</li> <li>Investigate plant pest issues by evaluating interception and rejection notices generated at the stations in order to prevent pests threatening State agriculture and develop a plan of action for management approval.</li> <li>Audit the monthly border station operation reports and conduct inspection visits in order to ensure border stations are compliant with procedures in the Operating Guide and Regulatory Manuals.</li> <li>Oversee the border station budget expenses and has the authority to approve border station's request for CalCard purchases, purchase orders, establish new contracts for equipment repairs or replacements, and office supplies.</li> </ul> |
| Branch Administration Activities |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 30%                              | <ul style="list-style-type: none"> <li>Plan and prepare budgets, budget change proposals, Branch statements, and other budget support documents in order to determine the fiscal balance and create budget reports and spending trends to present findings and recommend changes to the Branch Chief for implementation.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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

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|                                                                                                                                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>• Discuss major and minor capital outlay projects with station managers in order to develop options and locations projects for border station improvements and present findings to the Branch Chief to review for implementation.</li> <li>• Review annually BPS organizational structure, location, resources, and pest activities report in order to determine and establish BPS is achieving its objectives and goals in pest activities.</li> <li>• Provide annual training and development meetings and conferences for station managers in order to ensure proper procedures and practices outlined in the bargaining unit contract, administrative codes, and labor laws are being implemented.</li> <li>• Research difficult and complex quarantine inquiries and works with management in order to formulate a decision and provide a timely and accurate response.</li> <li>• Review border station operational needs in order to determine the appropriate action; implement a new regulation or policy change; add additional staff; or submit an updated budget proposal to ensure stations are operating efficiently; develop and create memos and letters to obtain approval or authorization from Secretary and Governor's Office to implement appropriate actions.</li> </ul> |
| 15%                                                                                                                                                                                                                                                                                                                                                                                     | <p style="text-align: center;"><b>Regulatory Activities</b></p> <ul style="list-style-type: none"> <li>• Interpret and compare pest prevention laws and regulations to existing regulations and laws in order to develop new or changing guidelines and procedures and make suggestions for changes to management to implement.</li> <li>• Analyze and evaluate quarantine activity data in order to develop quarantine responses and provide advice to border station management and staff, general public, and private industry of new policies and procedures being implemented to prevent invasive potential pest species into California.</li> <li>• Evaluate and review border station enforcement of regulatory activities and measurement surveys in order to determine and ensure border station operations have effective staff; follow and apply current quarantine procedures and maintain preventive methods in keeping invasive species out of California.</li> </ul>                                                                                                                                                                                                                                                                                                                                                   |
| 10%                                                                                                                                                                                                                                                                                                                                                                                     | <p style="text-align: center;"><b>Public Outreach</b></p> <ul style="list-style-type: none"> <li>• Incumbent is a BPS representative and will respond to public, other states, federal, and international inquiries for quarantine information and reiterates CDFA mission statement and Branch goals.</li> <li>• Develop outreach material, written reports, and visual aids in order to present and provide information to state, federal and county agencies, private industry and general public on CDFA BPS Branch, their goal and mission statement for pest prevention.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Non-Essential/Marginal Functions:</b>                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 5%                                                                                                                                                                                                                                                                                                                                                                                      | Other related duties as assigned.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Desirable Qualifications:</b><br>Incumbent must be able to work well under pressure, make sound decisions, make well thought-out recommendations, and work independently in completing assignments and meeting required deadlines. Must be able to accurately articulate and defend Branch policies, decisions, expenditures, and budgeting requirements to Departmental management. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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

**Work Environment and Equipment Used:**

The duties of the position are performed indoors approximately 90% of the time; the remaining 10% is out in the field while visiting the border stations. The workstation/office is located in the Sacramento Headquarters in the BPS Branch and equipped with standard office equipment. When working outdoors the employee may be exposed to pesticides, extremes of temperatures, fumes, gases and odors.

Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy. Traveling throughout California and outside the state is required on an as needed 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.

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

CC: Employee  
Official Personnel File  
Supervisor's Drop File