

☐	Current
☒	Proposed

Classification / Working Title Senior Environmental Scientist (Supervisory) / Central Region Office Supervisor	Employee Name
Position Number 014-165-0764-002	Supervisor Name / Classification Robin Trindade / Environmental Program Manager I (Supervisory)
Division / Branch / Unit Animal Health and Food Safety Services / Milk and Dairy Food Safety Branch	Effective Date
Collective Bargaining Unit Identifier (CBID) S10	Work Week Group (WWG) E
Tenure Permanent	Timebase Full Time
Physical CDFA Headquarters Location 2550 Mariposa Street, Suite 3044 Fresno, CA 93721	Division / Program Hyperlink https://www.cdfa.ca.gov/AHFSS/Milk and Dairy Food Safety/
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 is responsible for ensuring that milk, dairy products, and products resembling milk products (PRMP's) 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 laboratory testing used to determine the basis of payment 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 the general direction of the Environmental Program Manager I, the Senior Environmental Scientist (Supervisory) (SES) is responsible for overseeing the operations of the Milk and Dairy Food Safety Branch Central Region Office in Fresno, California. The incumbent will be responsible for the supervision of Environmental Scientists that conduct environmental health inspections on dairy farms and milk processing plants, gather scientific data, research and investigate food safety hazards, test pasteurization equipment for proper operation and food safety controls, and provide analytical expertise and reports on specific food safety parameters on dairies, processing plants, haulers and other dairy food facilities, including those associated with possible illegal sales of substandard or unsafe dairy products to California consumers.	

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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| ☒ 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): <u>Registered Dairy Inspector (RDI) Certificate</u> |
| ☒ 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:

Supervision Activities and Operations	
30%	• Develop, implement and supervise all dairy food safety assessments and environmental health investigation activities for the Central Region • Supervise training for new Environmental Scientists • Ensure on-going scientific training related to dairy food safety, emerging environmental or product sampling and testing technologies, and environmental health hazard mitigation is provided to all regional staff • Review all environmental health inspection and compliance reports, personnel activity reports, timesheets, and industry billing forms for the Central Region • Maintain inspection cost analysis for dairy farms each individual processing facility • Conduct performance evaluations, coordinate the development of staff performance standards and implement corrective action plans and progressive discipline for employees with performance issues • Develop annual work schedules and adjust as necessary • 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. • Develop and encourage effective working relationships by conducting regular regional staff meetings to provide an information link between staff and program management

25%	Assess Food Safety and Environmental Health of Regulated Facilities in the Central Region • Assign and supervise staff to ensure there is documented and sufficient regulatory oversight of milk and milk products within the region in order to meet all applicable state and federal environmental health, food safety and compositional requirements necessary for ongoing distribution in both interstate and international commerce • Assess current regulations to determine if new or complex production methods are compliant with state and federal environmental health and food safety standards • Be aware of emerging technology and environmental hazard mitigation processes being developed for milk or dairy food production, transportation, processing and distribution; use scientific methods to determine food safety equivalency of disparate industry manufacturing practices and novel or complex milk processing and water treatment technologies and make safety and public health recommendations to the Environmental Program Manager I • Assign and supervise staff to ensure dairy food safety and public health protection, including prompt response to consumer complaints and Environmental Health Department reports of food borne illness potentially linked to dairy products • Direct the use of scientific methods and principles to identify, research, and implement solutions to any problems found in the milk production or processing environment at dairy farms or milk plants that may negatively impact dairy food safety or quality • Assign and supervise staff to ensure there is documented and sufficient regulatory oversight of milk and milk products within the region in order to meet all applicable state and federal environmental health, food safety and compositional requirements necessary for ongoing distribution in both interstate and international commerce • Travel and meet with local milk plant personnel and dairy organizations on regulatory food safety, environmental health and quality requirements applicable to milk processors, including implementation of new or revised food safety or environmental health laws and/or regulations as they occur • Review environmental health impact reports and feasibility studies to determine the effect on proposed actions relating to dairy farms and milk products plants, including, but not limited to, new construction projects, reclaimed water systems, groundwater treatments, dairy by-product use, bio-digester installations • Review plans and drawings for proposed construction or facility remodeling for new permit packages at assigned dairy farms and milk plants, consult with the submitter on any required modifications to meet sanitary and environmental health requirements and, after approval, supervise construction to ensure the permit plans are followed • Supervise and support Environmental Scientist evaluations of the installation, or repairs to, dairy processing, handling, storage or packaging equipment with regard to sanitary design and operation, to ensure compliance with food safety and environmental health requirements
15%	Enforcement Activities and Operations • Supervise all enforcement activities pursuant to milk, milk products and products resembling milk products for compliance with the Food and Agricultural Code and environmental health laws and regulations • Establish and maintain cooperative relations with city and county Approved Milk Inspection Services, local environmental health departments, other state regulatory agencies including the California Department of Public Health, and federal food safety authorities in district offices of the FDA • Manage and oversee the response to emergency food contamination incidents or food-borne illness outbreaks linked to milk products plants by ensuring Environmental Scientists properly conduct potentially complex environmental health investigations to identify, mitigate and

	correct the cause of contamination; prepare protocols, procedures, questionnaires, and guidelines for investigation; and serve impound notices and/or official quarantine recall orders as directed • Ensure Environmental Scientists collect and review documentation and distribution information of recalled dairy food products. Analyze documents collected for completeness and follow-up with regulated firms to ensure that all impacted product's distribution information has been provided. Ensure that recalled foods are properly segregated for rework or destruction. Manage and oversee the voluntary or compulsory condemnation and destruction of adulterated or recalled milk or milk products in a manner that prevents their diversion or scavenging by the public • Review complex and highly specialized environmental health investigation reports and recommendations for changes to firm's process or procedures that will prevent potential future problems or violations. • Prepare thorough and detailed final incident response reports that summarize environmental health investigations, sample results, and enforcement outcomes regarding food safety incidents and milk product quarantines • In consultation with the Environmental Program Manager I, implement innovative solutions for critical and/or sensitive enforcement and/or emerging environmental health issues.
15%	Regulatory Program Standards Implementation • Serve as the regional point of contact on initial and ongoing assessments of the branch's food safety/public health inspection program according to criteria set forth in the U. S. Food and Drug Administration's (FDA) Manufactured Food Regulatory Program (MFRP) Standards • Prepare reports and evaluations at the regional level, as directed by Sacramento headquarters, using MFRP worksheets and assessment protocols to identify environmental health and food safety program strengths, weaknesses, procedural gaps, resource issues, or areas of nonconformance with MFRP standards • Oversee regional implementation of improvement plans for addressing areas of nonconformance with MFRP standards in accordance with Branch priorities and the protection of public health. • Track improvement plan implementation at the regional level and provide status reports to Branch management as directed • Maintain all regional documents related to assessments and improvement plans for each MFRP program standard for purposes of conformance audits conducted by Sacramento headquarters or the FDA • Serve as the regional program contact with FDA for the MFRP assessment process, and evaluations of the region by FDA for conformance with MFRP standards, including phone contacts, written correspondence, and attendance at meetings with FDA representatives • Conduct internal evaluations at the regional level of the regulatory inspection program as directed by Branch management to ensure ongoing conformance with MFRP standards • Communicate resource issues, training or skills gaps in personnel, and observed areas of nonconformance with MFRP standards to Sacramento headquarters and Branch management
5%	Communication Activities • 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

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

	• Represent the Department during public and media inquiries as required • 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
5%	Administrative • Exercise broad knowledge of the legislative process for purposes of analyzing, writing, or recommending changes in legislation that impact environmental or public health activities of the program • Review and provide recommendations on new or revised regulations affecting the enforcement of environmental health and food safety requirements for milk and milk products • Track regional expenditures to ensure conformance to program budgeting constraints, and work force planning, and other related work • Understand and apply the techniques for dispute resolution, as well as the principles and techniques of personnel management and supervision to promote a positive work environment and the efficient use of program resources within the region • Ensure all documents and information filed within the regional office are maintained in accordance with the Branch records retention schedules • Participate in conference calls and meetings with Branch management as directed • Ensure all regional procurement of necessary equipment and supplies is conducted in accordance with all applicable state and Departmental rules and procedures • Serve as regional contact for the Department's Information Technology (IT) personnel related to regional office and field staff IT equipment and services
Non-Essential/Marginal Functions:	
5%	Other related duties as assigned.
Work Environment and Equipment Used: The duties of this position are primarily conducted indoors approximately 80% of the time. The incumbent has an office in the Central Regional Office located in Downtown Fresno. The office is furnished with all the necessary equipment for job performance and function. Incumbents must be able to establish and maintain effective working relationships with those contacted during the course of the work, work well under pressure, make appropriate decisions and recommendations, work independently to complete assignments and meet deadlines. When working outdoors the incumbent may be exposed to extremes in temperatures and high noise levels in a variety of environments ranging from individual dairy farm premises to complex, multi-story processing plants complexes. Occasional travel (including nights and weekends) may be required for meetings, events, and field support as needed. A state issued vehicle may be assigned to drive on state business. The incumbent must follow CDFA, Division, and Branch employee health and safety policies. The amount of telework is at the discretion of the CDFA and based on the current telework 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.	

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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) Robin Trindade	Signature	Date

CC: Employee
Official Personnel File
Supervisor's Drop File