

☐	Current
☒	Proposed

Classification / Working Title Environmental Scientist	Employee Name
Position Number 014-112-0762-XXX	Supervisor Name / Classification Natalie Ward, Supervising Veterinarian
Division / Branch / Unit AHFSS/Animal Health Branch	Effective Date
Collective Bargaining Unit Identifier (CBID) R10	Work Week Group (WWG) 2
Tenure Permanent	Timebase FT
Physical CDFA Headquarters Location 8040 W Doe Ave Visalia, CA 93291	Division / Program Hyperlink https://www.cdfa.ca.gov/AHFSS/animal_health/
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: As part of the California Department of Food and Agriculture (CDFA) and the Animal Health and Food Safety Services (AHFSS) Division, the Animal Health Branch (AHB) functions as California's organized, professional veterinary medical unit to protect public health, animal agriculture, and the economy from catastrophic animal diseases, natural disasters that impact animals, and other related health and agricultural problems. AHB addresses livestock diseases and issues that require statewide coordinated resources; implements programs that protect public health and animal agriculture; and ensures the availability, affordability, and wholesomeness of food.	
Position Identification: Under the supervision of the Veterinarian in Charge (VIC, Supervising Veterinarian), the Environmental Scientist (ES) will carry out assignments related to animal health, disease, and movement. The incumbent will apply scientific methods and principles in the identification, research and analysis, and solution of problems impacting agricultural productivity; analyze situations accurately and make appropriate decisions using sound scientific theories, principles and methods that lead to effective and reliable recommendations related to disease risk and mitigation associated with livestock and poultry. The incumbent must also be able to assist senior scientists with research studies and investigations; prepare and edit papers for publication; develop and/or analyze legislation, regulations, plans, policies, procedures, alternative technologies, practices, criteria, and guidelines; meet and confer with individuals and groups to obtain compliance with laws and regulations concerning California and Federal requirements; provide training; and prepare reports and correspondence.	
Special Requirements: ☐ Conflict of Interest Filer (Form 700) ☒ California Driver's License ☒ Medical Clearance	

STATE OF CALIFORNIA
DEPARTMENT OF FOOD AND AGRICULTURE
HUMAN RESOURCES BRANCH
DUTY STATEMENT
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☐ License / Certificate Required	☒ Travel Required over 10% - Employer Pull Notice (EPN) Required
☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____	☒ Field Work: 50%
☐ 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.	☐ Other (Specify): _____

Essential Functions:

40%	Participate in Animal Health and Disease Surveillance and Mitigation • Assist staff veterinarians in the prevention, control, and eradication of livestock and poultry diseases • Implement and communicate the California Food and Agricultural Code (FAC), California Code of Regulations (CCR), and Federal laws as they pertain to livestock and poultry movement into and within California and disease control • Conduct inspections and evaluations of animals and livestock facilities • Assist staff veterinarians in conducting tests, necropsies, and collecting samples from animals and the environment • Assist staff veterinarians in treatment and euthanasia of animals and the disposition of animal carcasses • Perform biosecurity, cleaning, and disinfection under supervision of staff veterinarians • Operate and maintain all equipment necessary to complete required jobs • Travel throughout California and stay as long as necessary to assist in managing an animal health or food safety emergency • Educate government officials, other personnel, the general public, veterinarians, livestock industry representatives and other interested personnel on all aspects of assigned duties and responsibilities • Respond to requests for information from the public, livestock industries, and other government personnel • Deliver and present outreach to livestock producers and veterinarians on animal disease surveillance, disease mitigation, Animal Disease Traceability, Antimicrobial Use and Stewardship, various Quality Assurance Programs, and animal disease emergency response and preparedness.
30%	Serve as Field Staff Scientist Lead for one or more Branch Program • Animal Disease Traceability (ADT): ○ Serve as a resource on District livestock movement and traceability issues. ○ In collaboration with the Branch ADT lead: ▪ Organize and obtain ADT program data, document district-specific issues, and propose improvements to ADT program plans and procedures ▪ Perform National Priority Traces as part of the ADT agreement with USDA ○ Administer, track distribution and usage, and train producers and district staff on all aspects of ADT equipment and official animal identification (i.e., ear tags, vaccination tags, bangle tags, back tags, RFID tags, wands, etc.). ○ Review inventory of supplies and equipment used in the ADT program

	○ Review relevant ADT related forms and data to determine completeness and accuracy, program effectiveness, identify problem areas, and/or detect trends or developments in the District ○ Serve as point of contact for District on ADT and disease testing Information Technology issues including being able to download and analyze data and support private veterinarians in the reporting of electronic data ○ Serve as the point of contact to perform traces of animals with positive disease tests/reactors to the herd of origin using animal identification ○ Prevent the introduction and spread of diseases by inspecting imported livestock for compliance with California's animal health requirements. ○ Inspect livestock in saleyards, trucks, trailers, and pens for compliance with animal health requirements. ○ Respond to incomplete or non-compliant animal movement and inspection issues including following up on Border Protection Station reports, data, and communications and violations of importation of livestock or poultry per the California Code of Regulations. ○ Conduct compliance investigations and work with the Special Investigator as required to determine or verify violations of the California Code of Regulations. ○ Assist with documentation of findings and conclusions for disease or animal movement investigations or study projects using sound, scientific theories and principles. ○ Advise livestock owners on movement requirements. ○ Issue, review, and approve livestock regulatory permits ● Antimicrobial Use and Stewardship (AUS): ○ Act as a liaison between AUS staff and producers / veterinarians for questions or concerns about antibiotic use rules, stewardship, and surveillance to be conveyed to program administrators. ○ Collect on-farm, sale-yard and slaughter facility environmental and/or animal (fluid, tissue, fecal) samples for antibiotic sensitivity analysis as directed by sample schemes generated by AUS Research Scientist or Veterinarian Specialist. ○ Provide support to field staff conducting AUS activities and communicate with the VIC and AUS headquarters staff regarding such activities. ○ Be responsible for district level training of staff for AUS activities. ○ Provide reports on status of AUS activities to VIC and AUS Headquarters staff. ● Quality Assurance Programs: ○ Conduct science-based premises inspections for various Animal Health and Food Safety Services (AHFSS) quality assurance programs including but not limited to, California Egg Quality Assurance Program, National Poultry Improvement Program (NPIP), FDA/Shell Egg Food Safety (SEFS) Program and apply scientific methods and principles in the identification, research, and solution of identified issues impacting productivity ○ Conduct premises inspections and consultations for various biosecurity programs including but not limited to, Highly Pathogenic Influenza Indemnity Program and the Secure Food Supply Program and apply scientific methods
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	and principles in the identification, research, and solution of identified issues • Secure Food Supply (SFS) Program: ○ Serve as a field Point of Contact (POC) in the district to work with producers on issues and questions pertaining to the SFS Program including assessing premises biosecurity risks, advising on and reviewing mitigation strategies, and reviewing enhanced biosecurity plans ○ Collaborate with other SFS program staff on the development and dissemination of SFS Program resources including delivering outreach presentations of the SFS Program and enhanced biosecurity • Emergency Preparedness and Response (EPRS): ○ Act as a liaison between EPRS general program staff in Sacramento and Ontario and the District staff coordinating activities in consultation with the VIC • Participate in educational programs, organizations, and groups working with these programs. • Assist senior staff with the development and preparation of technical papers, fact sheets for public education and information, and scientific articles for publication in scientific journals. • Assist senior staff with the preparation of research components and materials on best management practices for inter-departmental cross-training. • Collaborate with staff veterinarians to develop methods, techniques, and procedures for effective collection and capture of scientific data from research studies and field trials. • Prepare written assessments documenting the findings and conclusions for research study and field trial for presentation to management.
15%	Assist in the Administration of the Animal Health Branch • Review and apply the appropriate laws, regulations, and policies of the Department and of various local, state, and federal government agencies in all aspects of assigned duties and responsibilities. • Analyze program needs and give recommendations for improvements. • Assist in administering animal health programs to prevent, control, monitor, and eradicate livestock and poultry diseases. • Participate in the development and providing of animal health public outreach and information on programs to a variety of groups including but not limited to CDFA staff, Border Protection Station personnel, industry organizations, students, and general public. • Attend meetings and seminars to improve knowledge on job related functions. • Continue education and participate in training to maintain and improve knowledge related to job functions. • Assist with providing information to members of the livestock industry on appropriate biosecurity measures to reduce disease spread. • Assist with performing tests and necropsies and collecting samples from animals and the environment.

10%	Respond to Disasters and Emergencies Impacting Animal Health and Animal Care and Welfare • Travel and respond immediately to an incident for extended periods of time anywhere within California to reportable animal disease conditions, disasters, and emergencies in an assigned field-level Incident Command Posts(s), the Department Operation Center, State Operation Center, Regional Emergency Operation Center(s) and/or County Emergency Operation Center(s). • Attain and maintain Incident Command System (ICS) position credentialing through attendance at online and in-person courses and training events. • Respond to animal health crisis during disasters and emergencies, manage and provide oversight for clean-up and emergency response efforts, and serve as an Incident Management Team member or an AHB Agency Representative during emergency response. • Maintain expertise, training, and experience in one or more ICS positions, enabling incumbent to fill several ICS roles. • Travel in-state for extensive periods during times of emergency response, including weekends and holidays. • Travel in-state with occasional overnight stays for Emergency Programs training and exercises.
Non-Essential/Marginal Functions:	
5%	Other related duties as assigned.
Desirable Qualifications: • Spanish Bilingual • Establish and maintain effective working relationships with associates and customers, such as academia, industry organizations, advocacy groups and the general public • Make appropriate decisions and recommendations • Work independently to complete assigned work • Work well under pressure and meet required deadlines	
Work Environment and Equipment Used: The duties of this position are performed indoors and outdoors, with outdoor fieldwork comprising more than 50% of the duties. The incumbent may occasionally work under difficult conditions and be exposed to extremes in temperature, high levels of noise, heavy machinery, various odors, dust and mud, as well as hazardous driving conditions. Indoor activities may include: • Operating a computer with various software programs, including e-mail and word processing • Entering data in a computer database • Operating a telephone, facsimile, calculator, and copier • Operating various filing drawers and bins • Processing paperwork and samples	

Travel (including nights, weekends, and holidays) for extended periods may be required for meetings and events as well as during an emergency response. Travel on short notice may be required upon activation for emergency response; 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. During emergency response periods, duties may require working long shifts at hours other than the normal work hours. The incumbent must follow CDFA, Division, and Branch employee health and safety policies.

Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy. Any employee who is teleworking must adhere to all telework policies and procedures.

Physical/Mental Abilities:

Occasional travel to other areas of the State for assignments, exercises, or meetings. The incumbent may encounter:

- Confrontational, unfriendly, or irate people.
- Extremes in dusty conditions, temperature, and wind.
- High levels of noise.

Depending on the task, the incumbent must be able to spend significant amounts of time:

- Moving, sitting, or bending.
- Typing or working on a computer.
- Reaching above, at, or below shoulder height.
- Twisting at the waist.
- Move neck freely in all directions.

The incumbent must be able to:

- Move or transport up to 25 pounds.
- Drive long distances (up to 8 hours) to reach destinations.

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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)	Signature	Date

CC: Employee
Official Personnel File
Supervisor's Drop File