

☐	Current
☒	Proposed

Classification / Working Title Special Investigator	Employee Name
Position Number 014-108-8612-004	Supervisor Name / Classification Tyson Becker/ Supervising Special Investigator I
Division / Branch / Unit AHFSS/ Animal Care Program	Effective Date
Collective Bargaining Unit Identifier (CBID) R07	Work Week Group (WWG) 2
Tenure Permanent	Timebase Full Time
Physical CDFA Headquarters Location 3800 Concourse Ontario CA 91764	Division / Program Hyperlink https://www.cdfa.ca.gov/AHFSS/AnimalCare/

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 Animal Care Program, as part of the Animal Health and Food Safety Services (AHFSS) division, regulates the confinement of calves raised for veal, breeding pigs and egg-laying hens to ensure compliance with farm animal housing and care provisions of the Health and Safety Code and California Code of Regulations. This law prohibits covered farm animals from being confined in a cruel manner or products from covered farm animals confined in a cruel manner sold within the State. The definition of confined in a cruel manner means egg-laying hens, calves raised for veal, and breeding pigs must be raised according to the minimum space requirements outlined in the law and it is illegal for businesses in California to knowingly sell shell eggs, liquid eggs, veal or pork meat that originated from animals confined in a cruel manner, including products from covered farm animals raised and maintained at facilities located out-of-state. The Program registers facilities involved in the handling, distribution and sales of eggs, pork meat and veal meat, and conducts audits and inspections to ensure products reaching California consumers are from sources in conformance with animal cruelty prevention requirements in state law.

Position Identification:

Under direction of the Supervising Special Investigator I, the Special Investigator is responsible for ensuring compliance with the Health and Safety Code 25990-25994, as well as the California Code of Regulations. The incumbent will compile information and conduct investigations of suspected illegal activity related to improper confinement of covered animals, complaints of animal cruelty at facilities subject to the law, and the illegal sale of covered products originating from covered animals confined in a cruel manner and execute policies and procedures to improve environmental health, the humane confinement and care of food-producing animals, and the sustainability of California agriculture.

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>70</u> % |

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- ☐ 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%	Investigation and Enforcement • Conduct enforcement activities for compliance with the Health and Safety Code and California Code of Regulations related to farm animal cruelty and animal confinement of egg-laying hens, calves raised for veal, and breeding pigs. • Research and investigate complaints or incidents of farm animal cruelty due to improper housing of egg-laying hens, calves raised for veal, and breeding pigs. • Conduct routine and at-risk inspections and audits of producers, distributors, processed food facilities, and retailers for required traceable records of covered product shipments. • Initiate investigations in response to governmental referrals and public complaints related to unregistered distributors, uncertified operations, sales from noncompliant producers, and operations selling noncompliant covered products in a timely manner, including any follow-up inspections and collaboration with allied agencies as necessary. • Plan and conduct complex criminal, civil and administrative investigations of confinement of covered animals and sales of covered products originating from farms noncompliant farms, including surveillance, undercover work and the gathering of physical, documentary and testimonial evidence. • Assist with follow-up and investigations from deficient audit findings at producers, distributors, processed food facilities, retailers, and third-party certifiers in coordination with Animal Care Program Environmental Scientists. • Respond to emergency animal housing or cruelty incidents linked to violations of confinement provisions of the Health and Safety Code and California Code of Regulations and conduct inspections and audits to identify, mitigate, and correct the cause of confinement violations. • Serve notices of noncompliance and violation to producers, distributors, processed food facilities, retailers, and/or third-party certifiers for violations of the Health and Safety Code and California Code of Regulations. • Issue covered product hold or impound orders as directed. • Ensure that noncompliant impounded covered product is properly segregated and oversee their storage or diversion in a manner that prevents distribution in California commerce. • Conduct border station checks of covered product shipments in cooperation with other CDFA programs as directed. • Prepare thorough and detailed reports that summarize investigations and enforcement outcomes regarding covered animal confinement violations and animal cruelty. • The incumbent will be required to drive, exit, and re-enter the work vehicle numerous times during the workday and maintain a safe driving record.
25%	Case Preparation and Presentation • Complete complex and specialized investigation reports and recommendations for changes to firm's process or procedures that will prevent potential future problems or violations.

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	• Develop, track, compile, and organize gathered evidence and format its analysis into case files and reports for submission of findings to judicial authorities for prosecution. • Provide post case filing follow-up services in cooperation with and support of District Attorneys and other prosecutors during hearing, trial, sentencing, and restitution phases of case adjudications • 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. • Work with out-of-state government and animal cruelty enforcement agencies.
15%	Informational and Educational Activities • Provide analytical expertise and reports on specific livestock confinement parameters on egg-laying farms, breeding pig facilities, and veal calf operations. • Prepare clear and complete reports, letters, and memorandums as required. • Assist in formulating written investigative field enforcement protocols. • Perform assessments to ensure policies, SOP's, guidance documents, and internal reference documents are kept current. • Prepare and deliver oral presentations as assigned. • Initiate and participate in multi-agency law enforcement task force operations related to animal health, maintain cooperative relations with federal, state and local regulatory agencies to ensure open communication related to illegal activities and field staff safety. • Provides outreach and training to local public health, law enforcement agencies, and the general public on associated laws, regulations, and enforcement activities. • Research emerging technology and environmental hazard mitigation processes being developed for animal production, transportation, processing, and distribution. • Complete training, as assigned by your supervisor, related to environmental health, livestock disease risk, biosecurity practices, farm animal behavior and welfare, food safety, and emerging animal confinement technologies and practices.
5%	Functional Time Reporting and Recurring Documentation • Accurately complete timesheets, travel expense claims, and auto logs, as applicable, and submit in a timely manner as directed. • Submit documentation of CDFA- or program-required training immediately upon completion. • Ensure that records on all assigned inspection, audit, and enforcement activities are complete and accurate and submitted in a timely manner as directed. • Attend various program meetings and mandatory State trainings.
Non-Essential/Marginal Functions:	
5%	Other related duties as assigned.
Desired Qualifications: The employee must be able to establish and maintain effective internal and external working relationships, perform well in stressful situations, make appropriate decisions, provide recommendations, work independently to complete assignments, and meet strict deadlines.	
Work Environment and Equipment Used: The duties of this position require the employee to work in the field approximately 70% of the time. This 70% of time includes traveling to locations throughout California, which includes air travel and overnight travel when necessary. The employee reports to the Ontario Office, Headquarters Location (at minimum on a quarterly basis), only to pick up supplies, attend meetings and turn	

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in required documents. Travel expenses from the employee's home to their assigned Headquarters Location are considered a normal commute and are not reimbursable.

Most of the workday will be spent traveling to various locations throughout an assigned region. When working outdoors the employee may be exposed to extremes in temperatures, sun, wind, rain, high noise levels, rural, urban and highway driving hazards, movement of large farm animals, heavy farming equipment, and less than cooperative farm operators and workers. Indoor locations may include indoor barns housing animals, food processing facilities, distribution centers, and food retail locations.

When working in the office, the employee is equipped with laptop computer hardware and various software programs including email, telephone with voicemail and other standard office essentials. Field activity equipment consists of a cellular telephone, camera, tape recorder, and optical enhancement equipment.

The Special Investigator spends a significant amount of time traveling in a state vehicle to sites where violations or other illegal activities are suspected at locations within and outside of the State. Some time is spent conducting surveillance of sites from parked vehicles and nearby vantage points. The Special Investigator also spends a considerable amount of time meeting with District staff, industry leaders, law enforcement officials, attorneys, and District Attorneys. Those meetings are usually in offices at a variety of locations.

The employee is required to comply with all Departmental Health and Safety Protocols, including the use of appropriate personal protective equipment, participation in required medical clearances or fit testing, and adherence to safety procedures during field and office duties.

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