

☒	Current
☐	Proposed

Classification / Working Title Supervisor I	Employee Name
Position Number 014-027-4800-002	Supervisor Name / Classification Stephen Tachiera / Manager II
Division / Branch / Unit Administrative Services Division / Office of Grants Administration / Grants Award Unit	Effective Date
Collective Bargaining Unit Identifier (CBID) S01	Work Week Group (WWG) E
Tenure Permanent	Timebase Full Time
Physical CDFA Headquarters Location 1220 N Street, Sacramento, CA 95814	Division / Program Hyperlink CDFA - Grant Programs
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 Office of Grants Administration (OGA) is the central focal point for all grant funded activities within the California Department of Food and Agriculture (CDFA). OGA leads the way in shaping and managing the Department's grant portfolio through analysis, forecasting, planning, and oversight. Our team drives innovation by developing and implementing forward-thinking strategies, policies, and best practices to ensure grant funds deliver maximum impact for CDFA programs and stakeholders. OGA plays a critical role in reviewing, coordinating, and executing all grant and contractual agreements on behalf of the Department, ensuring compliance, efficiency, and alignment with organizational goals. Through collaborative partnerships and proactive guidance, OGA supports the Department's mission by providing exceptional service and administering essential programs that strengthen California's agricultural community.	
Position Identification: Under the general direction of the Manager II, the Supervisor I will provide day-to-day direction and supervision to a group of analytical staff within OGA's Grant Awards Unit. The Supervisor I will be primarily responsible for the development, implementation and coordination of cooperative grant agreements entered on behalf of the department. The incumbent is responsible for developing and inspiring the CDFA workforce and delivering great results for Californians and CDFA grant programs. 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.	
Special Requirements: ☒ Conflict of Interest Filer (Form 700) ☐ California Driver's License	

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☐ 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): _____	
☒ 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:			
40%	Cooperative and Grant Agreement Process Management - Review and approve cooperative and grant agreements electronically, by hard copy as well as utilizing the Financial Information System for California (FI\$Cal), and execute CDFA's cooperative and grant agreements, ensuring all statements of work, budgets, terms and conditions and supporting documentation are consistent with CDFA, and federal requirements and policies. - Approve for completeness, accuracy and appropriateness all grant proposals submitted by the programs utilizing the federal ezFedGrants and other Agreement Systems. - Provide guidance to staff in the review and feedback on programs' Requests for Proposals for grant programs, ensuring appropriate content, clarity, and compliance with all applicable Federal and State grant regulations.		
20%	Administrative Oversight - Plan, organize, manage, direct, and review the overall workload, activities, and operations of grant analyst; set priorities and assign tasks, provide supervisory direction, and monitor completion of assignments. - Plan, organize, and facilitate the activities, information, and services in connection with developing, adjusting, and maintaining the Grant Awards Unit's budget for fiscal forecasting and planning. - Prepare and produce various reports, charts, including workload analysis, for CDFA management, Executive Office and external and internal customers. - Supervise staff in the execution of cooperative agreements and grants, and ensure activities follow all applicable State and Federal laws and regulations. - Oversee the execution of protocol and procedures to provide the most efficient and effective manner of cooperative agreement and grant administration. - Serve as OGA's representative with CDFA's management level staff and Executive Office on assigned grant program matters and issues. - Participate in required audits conducted by federal, state, or departmental auditors on cooperative agreements and grants administration and respond to audit findings. - Provide leadership and guidance, recruit staff, and provide orientation and training. - Maintain staffing levels, approve/deny leave request, prepare probationary reports, grievance response, and handle disciplinary issues.		
20%	Policies and Procedures - Interpret state and federal rules, regulations, and guidelines in relation to cooperative agreements and grants to ensure proper procedures are in place and being followed. - Develop, conduct and coordinate department training on the grant processes to ensure all department staff who prepare or administer grants are aware of the most up-to-date rules, policies and procedures.		

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	Develop and ensure proper implementation of policies and procedures for department-wide cooperative agreement and grant use, including internal policies and procedures, requirements of the State Administrative Manual, California Code of Regulations and the Code of Federal Regulations.	
15%	Consultation - Work collaboratively with appropriate control agencies such as Governor's Office of Planning and Research, United States Department of Agriculture and other federal awarding agencies as well as State Controller's Office in order to provide consultative services to CDFA management. - Serve as the technical expert for CDFA in the areas related to grants administration. Consult with and provide advice to program management on grant related issues to assist management in meeting program objectives. - Develop good business relationships with OGA customers (both internal and external), vendors and control agencies.	
Non-Essential/Marginal Functions:		
5%	Other related duties as assigned.	
Desirable Qualifications: - Experience with executing and processing state and federal grant agreements. - Familiarity with federal grant systems (e.g. grants.gov, EzFedGrants, Grant Solutions, etc.) as well as the FI\$Cal.		
Work Environment and Equipment Used: The duties of this job are performed indoors. The employee's workstation is located inside the OGA and is equipped with standard office equipment. The employee's workplace is 1220 N Street, Room 120.		
Physical/Mental Abilities: Work at a cubicle using a computer and peripherals. Ability to analyze, effectively track projects, and develop recommendations. Ability to regularly focus and produce effective analytical work over long periods of time.		
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

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CC: Employee
Official Personnel File
Supervisor's Drop File