

☒	Current
☐	Proposed

Classification / Working Title Environmental Scientist	Employee Name
Position Number 014-108-0762-007	Supervisor Name / Classification Vi Hoang/ Senior Environmental Scientist (Supervisory)
Division / Branch / Unit AHFSS/ Animal Care Program	Effective Date
Collective Bargaining Unit Identifier (CBID) R10	Work Week Group (WWG) 2
Tenure Permanent	Timebase Full Time
Physical CDFA Headquarters Location 1220 N Street, Sacramento, CA 95814	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 the supervision of the Senior Environmental Scientist (Supervisory), the Environmental Scientist will conduct environmental health inspections of facilities housing egg-laying hens, calves raised for veal, and breeding pigs to ensure conformance with confinement standards, gather scientific data on food-animal housing and confinement systems, research and investigate complaints or incidents of farm animal cruelty due to improper housing and care, as well as misbranded products from noncompliant sources, provide analytical expertise and reports on specific livestock confinement parameters on egg-laying farms, pig breeding facilities, and veal calf production operations, and conduct inspections and audits of distributors, retailers and other end-users for traceable records of shipments from compliant sources. The Environmental Scientist (ES) will enforce complex environmental health and safety laws and regulations, 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> % |
| ☐ 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%	Environmental Health Compliance at Regulated Operations • Travel throughout the state of California and outside of California by vehicle and by air travel, to conduct inspections of animal production and distribution facilities for compliance with all applicable state animal care confinement requirements, certification and registration requirements necessary for distribution of covered animal products (shell eggs, liquid eggs, veal meat and pork meat) in both intra and interstate commerce. • Conduct on-site audits of CDFA accredited third-party certifiers within and outside of California to ensure conformance of producer and/or distributor certification activities with requirements. • Conduct verification inspections of producers and distributors certified by accredited third-party certifying agents to ensure standardized and uniform application of animal confinement standards and certification requirements. • Inspect, audit and review documentation associated with the identification, certification and traceability of covered animal products at registered production and distribution facilities, retail outlets, end-users, and at offices and facilities of CDFA-approved certifying agents. • Inspect production, packing and shipping documents and handlers, distributors, and retail centers for completeness and ensure that covered products from noncompliant sources are properly segregated for diversion to markets outside California as warranted. • Organize and implement a workplan for field activities to ensure coverage of environmental inspections, audits and recordkeeping checks at certified, registered and accredited facilities and retail and end-user locations according to assigned frequencies. • Complete and maintain clear and accurate reports and records documenting field work and compliance of registered and certified facilities, and retailers of covered products. • Evaluate new production or animal housing methods and installations for conformance with state confinement and animal cruelty standards. • Review plans and drawings for proposed construction or facility remodeling for new registration packages for producers and handlers of covered animals and animal products, conduct on-site verification inspections, and communicate with the submitter on any required modifications to meet confinement or recordkeeping requirements. • Evaluate installations, or repairs to, production and distribution facilities registered or certified with the program, and evaluate new or renewing certifying agents, to ensure compliance with environmental health and animal confinement requirements.
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	- Examine and evaluate new and innovative covered animal product processing, packaging and marketing methods observed in the field for applicability of animal care provisions, informing program management of impacted operations and products. - Use scientific methods and principles to identify, research, and implement solutions to problems found in animal confinement or product processing environment at farms or product handling operations that may negatively impact environmental health, animal health or welfare, or food safety or quality.
30%	Enforcement Activities / Operations - Travel throughout the state of California, by vehicle and by air travel, to conduct enforcement activities for compliance with the Health and Safety Code, the Food and Agricultural Code and other applicable environmental health laws and regulations related to farm animal cruelty and animal confinement under the California initiative Proposition 12. - Establish and maintain cooperative relations with local environmental health departments, other state regulatory agencies including the California Department of Public Health, and federal food safety and animal health authorities in district offices of the USDA and FDA. - 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 environmental health inspections and audits to identify, mitigate and correct the cause of confinement violations. - Serve notices of violation to producers, handlers, distributors and/or retailers for violations of the Health and Safety Code and California Code of regulations, and issue covered product impound and hold orders as directed. - Ensure that noncompliant impounded foods are properly segregated and oversee their storage or diversion in a manner that prevents distribution in California commerce according to regulations. - Investigate and resolve complaints received from consumers, industry, or other public or environmental health agencies in a timely manner, including any follow-up inspections and collaboration with allied agencies as necessary. - Complete complex and specialized environmental health investigation reports and recommendations for changes to firm's process or procedures that will prevent potential future problems or violations. - Conduct border station checks of covered product shipments in cooperation with other CDFA programs as directed. - Prepare thorough and detailed reports that summarize environmental health investigations and enforcement outcomes regarding farm animal housing violations and farm animal cruelty. - Cooperate as directed with CDFA investigative personnel and law enforcement agencies as a technical expert on environmental health and animal confinement compliance, and/or identification of covered products illegally distributed or sold from nonconforming sources.
20%	Communication and Outreach Activities - Prepare clear and complete reports, letters, and memorandums as required. - Participate in conference calls and meetings with industry, coworkers, supervisory staff, and management as directed. - Prepare and deliver oral presentations as assigned. - Meet with and/or distribute outreach materials to production and handling facility personnel, certifying organizations, trade associations, retailers or other stakeholder groups on regulatory requirements applicable to covered animal and animal products, including

	implementation of new or revised environmental health and animal confinement laws and/or regulations as they occur. • Share information as directed with local producers, handlers, distributors and retailers on new or revised regulations relating to livestock confinement and covered animal products to promote compliance. • 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. • Maintain awareness of emerging technology and environmental hazard mitigation processes being developed for animal production, transportation, processing and distribution. use scientific methods to determine equivalency of disparate or novel industry production, housing, manufacturing, packaging, labeling and distribution practices. • Complete training assigned by your supervisor and/or program management related to environmental health, livestock disease risk, biosecurity practices, farm animal behavior, food safety, and emerging animal housing and confinement technologies and practices to ensure knowledge and competencies critical to effective engagement with industry, allied agencies and the public.
5%	Functional Time Reporting and Recurring Documentation • Complete and submit functional time reports on field activities in a timely manner as directed by management. • 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.
Non-Essential/Marginal Functions:	
5%	Other related duties as assigned.
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 both inside and outside of California, which includes air travel and overnight travel when necessary. The employee reports to the Sacramento Office, Headquarters Location (at minimum on a quarterly basis), only to pick up supplies, attend meetings and turn in required documents. Travel expenses from the employee's home to their assigned Headquarters Location are considered a normal commute and are not reimbursable. Regular field work involves travel via car throughout California and to various locations across the lower 48 states. Travel for work may include air travel up to three times per month. When working in the field the employee may be exposed to extremes in temperatures and high noise levels in a variety of environments ranging from individual farm premises to complex, multi-story product handling, packaging, and distribution centers. Indoor locations may include food handling and processing facilities, as well as food retail settings. 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.	

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

The employee 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.

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