

☒	Current
☒	Proposed

Classification / Working Title Auditor I	Employee Name
Position Number 018-549-4175-001	Supervisor Name / Classification David DaSilva/Supervising Auditor I
Division / Branch / Unit Marketing Services Division / Quota Administration Program / Audit & Enforcement Unit	Effective Date
Collective Bargaining Unit Identifier (CBID) R01	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/dairy/
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 Quota Administration Program (QAP) was established by Order of the Secretary of the Department of Food and Agriculture after a series of meetings involving dairy producers, to maintain a stand-alone quota program outside of the California Federal Milk Marketing Order for California. The QAP administers an assessment on California dairy producers to fund the redistribution of the quota assessment revenues to owners of quota. The quota value redistributed each month is approximately \$12-13 million. Assessments are collected and distributed for each dairy producer by milk handlers on behalf of dairy producers. The QAP is also responsible for enforcing dairy industry compliance with the producer security assurance provisions of Chapters 1, 2, 2.5 and 3, Part 3, Division 21 of the Food and Agricultural Code (Code) and initiates enforcement action when violations of the Code occur. These chapters of the Code cover among other provisions, bulk milk marketing laws pertaining to milk handlers' licenses, surety bonds, contracts, timeliness of payment requirements, and the Milk Producers Security Trust Fund provisions.	
Position Identification: Under supervision of the Supervising Auditor I, the Auditor I performs financial reviews of dairy processing plants and dairy cooperatives to ensure that QAP assessments are collected and distributed for each dairy producer by milk handlers on behalf of dairy producers. There are four auditors that work as a team to perform unique and highly specialized audits involving the redistribution of \$12-13 million monthly. Milk is a complex and unique area of law as it is the most highly regulated agricultural commodity. The auditors will not only ensure that California laws are administered but will also interact and be part of a team with USDA to ensure that Federal law is adhered to. Based upon audits performed, the Auditor I makes recommendations to the Supervising Auditor I regarding appropriate enforcement actions to bring violating producers and handlers into compliance with State law. The incumbent will audit plants to ensure QAP assessments are being collected, and quota payments are dispersed according to the QAP.	

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>75</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:

45%	Financial Reviews of Dairy Cooperatives and Dairy Processing Plants • Perform less difficult audits and assist in more difficult audits at 130 dairy processing plants in California affecting 1,100 dairy producers. Audits include reviewing financial records, analyzing the data to determine whether assessment requirements are met and interviewing industry personnel to obtain additional information. • Analyze payment problems to determine the cause and whether enforcement action is needed. • Prepare audit worksheets that include calculation of interest and penalties owed when violations occur. • Prepare audit reports detailing violations and the resulting penalties and interest due. • Prepare any necessary follow-up communications to ensure that processors pay all mandatory penalties and interest. • Communicate with processing plants that have violated the provisions of the QAP to ensure compliance problems are corrected and that all monies due to the Department or to dairy producers are paid. • Recommend to the Supervising Auditor I the appropriate course of action when compliance cannot be obtained. • Collectively work with Supervising Auditor I, along with the Department's Legal Office, to prepare cases for either referral to the Attorney General's Office or to proceed to administrative hearing on the processor's Milk Handler's License. • Testify at investigative and administrative hearings related to disciplinary actions taken on Milk Handlers' Licenses. • Requires up to 75% fieldwork to various locations, including sites that may be difficult to access by public transit or rideshare, to perform audits. Fieldwork includes driving a state vehicle to locations statewide. Overnight travel may be required and may occur by various modes of transportation, including state vehicles, rental cars, rideshare, or airplane.
40%	Licensing, Bonding and Contractual Requirement Activities • Review license applications to ensure that milk handlers' licensing, bonding and contractual requirements are met. • Review and resolve less complex problems with non-routine milk handlers' license applications and surety bond approvals.

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	• Works with industry representatives as necessary to correct producer supply contracts to conform to the Code. • Ensure that all required license fees, milk marketing assessments, QAP obligations and Milk Advisory Board assessments are paid in a timely manner. • Recommend action, as necessary, to obtain compliance with the corresponding statutes and regulations for each assessment.
10%	Milk Producers Security Trust Fund • Assist in the administration of provisions of the Milk Producers Security Trust Fund law. • Assist in the preparation of information for presentation to the Milk Producers Security Trust Fund Board. • Assist in the preparation of documentation for claims against the Milk Producers Security Trust Fund.
Non-Essential/Marginal Functions:	
5%	Other related duties as assigned.
Desirable Qualifications: Possession of excellent written and oral communication skills to communicate audit/investigation findings clearly. Ability to create and maintain an effective working relationship with management, supervisors, staff and industry members. Exceptional interpersonal skills utilizing sound judgment, discretion, tact and a high degree of professionalism. Ability to secure and analyze information, evidence and facts and render sound status determination.	
This position requires knowledge and an understanding of all accounting systems; electronic and manual data processing systems; and the accounting standards, such as Generally Accepted Auditing Standards (GAAS), Generally Accepted Accounting Principles (GAAP) and Generally Accepted Government Auditing Standards (GAGAS); as well as government laws, rules and regulations.	
Work Environment and Equipment Used: The work environment is typically an air-conditioned office environment, and requires field work up to 75% of the time. Requires overnight travel of up to 50%. The incumbent must have a good driving record and a valid California's Driver's License. Requires the ability to move about a dairy processing plant that involves walking across wet floors, walking on stairways, and walking around heavy machinery. The incumbent must be able to work in both environments and complete assignments within tight timelines. Requires proficiency in the use of a personal computer and knowledge of spreadsheet and word processing software.	
Physical/Mental Abilities: Employees may be required to sit for long periods of time using a laptop or traveling in a vehicle to dairy processing plants; must be able to organize and prioritize their work under deadline situations and adapt behavior and work methods in response to new information, changing conditions or unexpected obstacles; will be involved with sustained mental activity needed for analysis, reasoning and problem solving; must be able to develop and maintain cooperative working relationships, recognize emotionally charged issues, problems or difficult situations and respond appropriately, tactfully and professionally; and must be able to work independently.	

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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