

☐	Current
☒	Proposed

Classification / Working Title Agricultural Technician I (Seasonal)	Employee Name
Position Number 014-100-0034-982	Supervisor Name / Classification Dr. Elizabeth Cox, EPM I
Division / Branch / Unit AHFSS/ Animal Care Program	Effective Date
Collective Bargaining Unit Identifier (CBID) R01	Work Week Group (WWG) 2
Tenure Temporary	Timebase Intermittent
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 supervision of the Environmental Program Manager I, the incumbent performs assignments of average difficulty in the field or office setting. These assignments may include activities related to animal welfare, animal health, food safety, emergency management and other special programs and functions. The Agriculture Technician I must have knowledge of the Microsoft Office suite, the ability to communicate and follow both oral and written instructions and the ability to work with others as a team.	
Special Requirements: ☐ Conflict of Interest Filer (Form 700) ☒ California Driver's License	

☐ Medical Clearance ☐ License / Certificate Required ☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____ ☐ 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.	☒ Travel Required over 10% - Employer Pull Notice (EPN) Required ☒ Field Work: <u> 20 </u> % ☐ Other (Specify): _____
Essential Functions:	
40%	Participate in Animal Care Program Activities - Gather, review, and summarize research data of program activities from Excel and AHFSS databases, research documents, and sample reports - Compile information and data into concise reports using Microsoft Word for distribution to various stakeholders both internal and external - Compile and format charts and data for the division annual report to summarize program work outcomes - Develop PowerPoint presentations for dispersal of program information as needed, which may include summary of research findings - Make copies of documents as appropriate and compile data in an organized manner for cataloging and future reference
40%	Job Shadowing and Special Projects - Attend advisory board meetings throughout the state to learn about Animal Care Program - Observe and participate in working group sessions to understand current issues and topics affecting agriculture - Participate in ride-alongs and job shadowing of field inspections and assist field staff in gathering and packing livestock samples to gain field experience - Participate in various meetings and provide notes as requested
15%	General Office Support - Create, maintain, and update electronic and paper files and records for Animal Care Program - Purge files and records regularly according to the current retention schedule - Enter information into databases, such as mailing address changes, outreach material distribution and emergency contacts - Receive incoming telephone calls and direct to the appropriate staff - Maintain knowledge of modern office methods, supplies and equipment, and operate copier machines, fax machines, and calculators

	• Process mail and documents, using various databases, mail merge programs and e-mail • Proofread and edit internally and externally distributed documents • Prepare clear, concise, and comprehensive reports as needed
Non-Essential/Marginal Functions:	
5%	Other related duties as assigned.
The duties of this position are mostly conducted indoors; however, incumbent may occasionally be required to work outside and under difficult conditions. Indoor activities may include: • Operating a computer with various software programs, including e-mail, Excel, 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 • Presenting to large groups Outdoor activities may include: • Working in livestock facilities at various locations • Inspecting livestock at farms, ranches, and saleyards or other livestock facilities • Taking samples from livestock at farms, ranches, saleyards, or other livestock facilities • Travel by State vehicle or other modes of transportation to various locations in California • Standing for extended periods of time • Potential exposure to allergens The incumbent may encounter: • Confrontational, unfriendly, or irate individuals • Quickly moving heavy gates • Stampeding livestock • Crowded milking parlors, feedlots, swine pens and broiler barns • Heavy machinery • Extremes in temperature • High levels of noise • Various unpleasant odors • Sick and diseased animals	

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

- Steep or uneven terrain

The incumbent is required to comply with all Departmental Health and Safety Protocols, including the use of appropriate personal protective equipment, and adherence to safety procedures during field and office duties.

Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy.

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