

☒	Current
☐	Proposed

Classification / Working Title Agricultural Technician I (Seasonal)	Employee Name
Position Number 014-165-0034-982	Supervisor Name / Classification Jeremy O'Banion/ Senior Environmental Scientist (Supervisory)
Division / Branch / Unit Animal Health and Food Safety Services / Milk and Dairy Food Safety Branch	Effective Date
Collective Bargaining Unit Identifier (CBID) R01	Work Week Group (WWG) 2
Tenure Temporary	Timebase Intermittent
Physical CDFA Headquarters Location 830 Dianne Drive, Suite B Turlock, CA 95380	Division / Program Hyperlink https://www.cdfa.ca.gov/AHFSS/Milk_and_Dairy_Food_Safety/
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 Milk and Dairy Food Safety Branch (MDFS) is responsible for ensuring that milk, dairy products, and products resembling milk products (PRMPs) are safe, unadulterated, and properly labeled to safeguard public health. The Branch inspects dairy farms, bulk milk tanker trucks, and milk processing plants; issues permits and licenses to dairy farms and processing facilities; collects samples for regulatory testing to ensure compliance with food safety and quality standards; reviews product labels for conformance with regulations to avoid misleading information for consumers; completes in-depth reviews and food safety assessments of complex equipment or novel processing methods, and evaluates and licenses technical food safety competencies of dairy industry workers. The Branch also responds to food safety incidents, and initiates product impounds and recalls as warranted. Branch personnel provide training and supervision for county Approved Milk Inspection Services and conduct ratings and inspections of farms, processors, and manufacturers of single-service dairy containers for compliance with requirements of the United States Food and Drug Administration (FDA) to ensure approval of California dairy products in interstate commerce. In addition, the Branch ensures that commercial laboratory testing used to determine the basis of payment for milk or for screening of milk for drug residues prior to processing is conducted according to required methods to protect consumers and the marketplace.	
Position Identification: Under supervision of the Senior Environmental Scientist (Supervisory), 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:

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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>15%</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%	Participate in Milk and Dairy Food Safety Branch Activities • Gather, review, and summarize research data of program activities from Microsoft Excel and Emerging Threats and Access databases, research documents, and sample reports • Compile information and data into concise reports using Microsoft Word and Adobe Acrobat for distribution to various stakeholders both internal and external • Compile and format charts and data for branch reports 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 all staff meetings throughout the state to learn about MDFS' various programs • 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 milk and milk product 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 MDFS • 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

	• Process mail and documents, using various databases, mail merge programs and email • 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.
Working Environment: 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 email and Microsoft applications • Entering data in a computer database • Operating a telephone 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 including farms and milking parlors • Inspecting livestock at farms, or other livestock facilities • Climbing ladders on farms including milk and water tanks • Learn aseptic sampling techniques for water, milk, and milk products • Frequent 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 or barns • Heavy machinery • Extremes in temperature • High levels of noise • Various unpleasant odors • Sick and diseased animals • Steep or uneven terrain The incumbent must be able to establish and maintain an effective working relationship with those contacted during work, work well under pressure, completing assigned work, and meeting required deadlines. The incumbent must follow CDFA, Division, and Branch employee health and safety policies.	

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

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
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Supervisor Statement:

I have discussed the duties outlined in the duty statement and provided a copy to the employee.

Supervisor Name (Print)	Signature	Date
Jeremy O'Banion		

CC: Employee
Official Personnel File
Supervisor's Drop File