

☒	Current
☐	Proposed

Classification / Working Title Environmental Program Manager II / GWSS Statewide Coordinator	Employee Name								
Position Number 018-472-0769-xxx	Supervisor Name / Classification Vacant / Undersecretary								
Division / Branch / Unit Pierce's Disease Control Program	Effective Date								
Collective Bargaining Unit Identifier (CBID) M10	Work Week Group (WWG) E								
Tenure Permanent	Timebase Full Time								
Physical CDFA Headquarters Location 1220 N Street, Sacramento CA, 95814	Division / Program Hyperlink https://www.cdfa.ca.gov/pdcp/								
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 Pierce's Disease Control Program (PDCP) was established to limit the spread and severity of bacterial plant diseases caused by <i>Xylella fastidiosa</i> (Xf) and its vector the Glassy-winged Sharpshooter (GWSS), <i>Homalodisca vitripennis</i>. Additionally, PDCP helps direct grower assessed funds to scientists to conduct research on long-term solutions to Pierce's Disease (PD). GWSS invaded California over 20 years ago from its native range in the southeastern United States and northern Mexico. Xf has the potential to spread other diseases to almonds, citrus, nectarines, and peaches.									
Position Identification: Under the administrative direction of the Undersecretary, the incumbent will serve as PDCP's Statewide Coordinator and Branch Chief. The Environmental Program Manager II (EPM II) performs a wide range of administrative, managerial, and consultative work concerning the statewide enforcement of sensitive and complex environmental pest laws, permits and regulations and is responsible for formulating and administering policies pertaining to PD and its vectors. The EPM II advises the Deputy Secretary, Undersecretary, and Secretary of Agriculture on issues related to improving the environmental health and sustainability of California agriculture.									
Special Requirements: <table border="0"> <tr> <td>☒ Conflict of Interest Filer (Form 700)</td> <td>☐ California Driver's License</td> </tr> <tr> <td>☐ Medical Clearance</td> <td>☐ Travel Required over 10% - Employer Pull Notice (EPN) Required</td> </tr> <tr> <td>☐ License / Certificate Required</td> <td>☐ Field Work: ____ %</td> </tr> <tr> <td>☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____</td> <td>☐ Other (Specify): _____</td> </tr> </table> ☒ 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.		☒ 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: ____ %	☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____	☐ Other (Specify): _____
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Essential Functions:	
35%	Environmental Strategic Development • Formulate and administer environmental policies by planning, developing, and directing detection surveys, eradication methodologies, and environmental monitoring operations on environmental pests and diseases of grapes. • Develop policies and proactive strategies to respond to emerging environmental threats to continue to meet the Department's mission of protecting California's environment and natural resources and protect California's sensitive agricultural and water concerns. • Formulate new policies, procedures, and program alternatives as needed to align with current regulations and policies established by regulatory agencies including the California Department of Food and Agriculture (CDFA), United States Department of Agriculture (USDA), Department of Fish and Game (DFG), Department of Water Resources (DWR), Environmental Protection Agency (EPA), California Air Resources Board (ARB), and others as necessary. • Advise Deputy Secretary, Undersecretary, and Secretary of Agriculture concerning program and policy matters, as well as emerging environmental threats. • Work with members of Executive Staff to develop strategic plans and long-term goals for PDP for integration into the Department's overall strategic plan. • Develop and propose laws and regulations concerning current and future environmental pest control issues; cooperate with the Executive Office in legislative activities including preparation of legislative proposals, bill analyses, enrolled bill reports, etc. • Participate with various local, State, and federal agencies and various industry professionals including the CDFA, County Agricultural Commissioners (CAC), USDA, University of California (UC), DFG, DWR, EPA and ARB to plan, develop and anticipate the needs of various collaborative programs on environmental issues.
25%	Program Management • Provide statewide direction, develop program objectives, establish standards, provide oversight, and identify efficiency opportunities for the following program activities/initiatives: ○ Nursery Stock Approved Treatment Program ○ Statewide Survey and Detection Program ○ Rapid Response Program ○ Biological Control Program ○ Area Wide Management Program
20%	Program Administration and Public Outreach • Evaluate program demands, operations, and workloads to establish appropriate staffing levels and resources; manage fiscal resources; evaluate employees and prepare performance reports; take appropriate commendatory or disciplinary action; review employee performance with first level supervisors; encourage and monitor employee development; allocate resources for training; exercise leadership in employee selection process; and implement Department policies for workplace health and safety. • Collaborate and maintain a partnership between CDFA, CAC, USDA, UC, other state and local agencies, industry, and agricultural organizations. PDCP works jointly with these agencies to mitigate the environmental impact of pesticides utilized during prevention, suppression, and/or eradication activities.

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	• Identify and provide recommendations or solutions for administrative issues or problems that arise with PDCP staff and interdepartmental divisions. • Ensure outreach material developed by the PDCP Branch effectively communicates its message to targeted audiences and meets professional standards. • Represent the Branch and CDFA at conferences and meetings with representatives from other states, California State agencies, and federal agencies. • Establish and maintain professional relationships with cooperating local, State and federal agencies, county agricultural commissioners, other states, University of California and other research personnel, industry groups, and organizations. • Negotiate contracts and work plans with various federal, State, county, and private organizations to accomplish the mission of PDCP. • Serve on committees for various State and federal associations, including commissions and boards as a representative of the branch and department. Incumbent is the Chair of the New Pest Designation committee and member of the Applied Research Subcommittee and Product Development Committee which are all sub-committees of the PD/GWSS Board and the Secretary's Advisory Task Force. • Attend seminars and meetings pertaining to State and federal environmental plant pest and disease regulations; oversee and direct the preparation of contracts and memorandums of understanding with other agencies and CDFA divisions. • Attend and chair public meetings and conferences with governmental agencies, industry groups, university officials to address and anticipate new issues and develop expertise and solutions prior to and during an emergency situation that could impact the Program. • Provide oversight, plan and recommend future needs for equipment, instrumentation, and procedural changes necessary for scientific updates to ensure effective support for CDFA's overall mission. • Represent the Department during public and media inquiries, as required. • Testify before the Legislature as a subject matter expert, as needed. • 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.
15%	Budget Management • Plan, allocate, and monitor the Branch budget by analyzing past trends, future expectations, and available resources. Oversee budget change proposal development. • Ensure monthly budget allotments, expenditures, revenues, projections, cash status reports and potential issues are correctly identified. • Administer the approved budget and ensure fiscal solvency. • Direct the preparation of annual budgets; control expenditures; participate in forecast of funds needed for staffing, equipment, and supplies; administer approved budget.
Non-Essential/Marginal Functions:	
5%	Other related duties as assigned.

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Work Environment and Equipment Used:

The duties of this position are performed indoors approximately 90% of the time. The incumbent works in an office equipped with standard office equipment. This position may include overnight stays and day trips. 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
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CC: Employee
Official Personnel File
Supervisor's Drop File