

☐	Current
☒	Proposed

Classification / Working Title Environmental Scientist	Employee Name
Position Number 014-140-0762-XXX	Supervisor Name / Classification Vacant/Senior Environmental Scientist Supervisor
Division / Branch / Unit AHFSS/Meat, Poultry and Egg Safety Branch	Effective Date
Collective Bargaining Unit Identifier (CBID) R10	Work Week Group (WWG) 2
Tenure Permanent	Timebase Full Time
Reporting Location (Employee's Headquarters Address) 3800 Concourse Street, Suite 150, Ontario CA 91764	Division / Program Hyperlink https://www.cdfa.ca.gov/AHFSS/MPES/

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 Meat, Poultry and Egg Safety (MPES) Branch consists of two core functional areas: Meat, Poultry and Rendering and Egg Safety. MPES licenses, registers, and inspects meat processing establishments and meat and poultry slaughterhouses exempt from federal inspection, providing oversight to ensure that only wholesome, unadulterated, and properly labeled meat and poultry products are provided to the public and owners of the livestock and poultry. It also licenses, registers and inspects renderers, collection centers, transporters of inedible kitchen grease and inedible materials, and dead animal haulers. MPES, through the Egg Safety and Quality Management (ESQM) Program registers and inspects eggs at production, wholesale, and retail levels to make sure eggs sold in California are wholesome, properly labeled, refrigerated, and of established quality.

Position Identification: Under the supervision of the Senior Environmental Scientist Supervisory (SES Supervisor) and directly working with the Senior Environmental Scientist Specialist (SES Specialist), the Environmental Scientist (ES) is responsible for complex scientific analysis and evaluation of regulatory operations and practices related to environmental health and food safety including, but not limited to, conducting inspections of regulated facilities as required and assuring conformance with state and federal laws and regulations governing the formulation and labeling of meat and poultry products, and research and analysis related to recycling/disposal of inedible materials and animal mortalities.

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>80</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%	Public and Environmental Health Inspections • Travel by state vehicle throughout California to serve as environmental health scientist for assigned route, conducting science and comprehensive risk-based inspection in retail processing establishments, custom livestock slaughter, poultry slaughter, poultry processing and pet food processing plants by applying principals of microbiology, chemistry and physics to verify compliance with laws and standards pertaining to product food safety, public and environmental health • Prepare environmental licensing packages, regulatory permits and other environmental documents for new plants requiring State licensure and inspection • Implement, develop and review required plant Sanitation Standard Operating Procedures (SSOP) plans and documentation to ensure environmental and public health practices are being met and serve as subject matter expert on good manufacturing practices in licensed and inspected facilities to ensure products are safely manufactured • Review and inspect facility practices on disposing of animal tissue waste and ensure that chemicals used to clean up facilities are environmentally safe, properly disposed of and meet the Environmental Protection Agency (EPA) requirements • Travel by state vehicle to facilities to perform inspection activities such as pre-operational and operational sanitation investigations, formulation and products labeling reviews, Acceptable Quality Levels and correlation inspections, and sampling of water and products for laboratory analysis • Analyze dried and semi-dried meat and poultry products for compliance with water activity and acidity requirements using latest available field technology • Complete inspection reports, corrective action reports, product analytical result reports and keep accurate records. Upload inspection and sample analysis results into appropriate areas in Division database • Travel by state vehicle to facilities to review inspection activities conducted by Processing Inspectors (PI), Poultry Meat Inspectors (PMI) and Livestock Meat Inspectors (LMI) to determine if inspection procedures meet Food and Agricultural Code (FAC) and California Code of Regulations (CCR) requirements and are uniform throughout his/her assignment to ensure wholesome safe products and to enforce environmental sanitation standards, procedures, pest control, humane handling and slaughter, inedible or condemned material control, labeling and record-keeping requirements • Review records kept by PIs, LMIs and PMIs, such as Smokehouse Chart (record of temperatures of products), pre-operational and operational sanitation reports, production reports, and results of ante-mortem and post-mortem inspections. If temperature is not adequate, ensure the product has been reconditioned or disposed of to protect public health and prevent food borne illness • Support the Branch Special Investigators by providing preliminary information to the Compliance and Enforcement Unit (CEU) regarding suspected violations of FAC sections pertaining to meat and poultry inspection, with special emphasis on processing of meat and poultry products, custom slaughter, pet food and rendering • Work Closely with SES Specialist regarding complaints and inquiries received from consumers, industry or other public or environmental health agencies that may present food safety hazards and report to management with detailed information to pursue corrective action or an appropriate program response

	- Oversee emergency response and site cleanup efforts in licensed facilities impacted by environmental animal disease, foodborne disease emergencies and Human disease outbreak emergencies - Provide oversight and necessary guidance for the development, review, and final approval of the formulation and labeling of meat and poultry products to ensure compliance with FAC and CCR requirements and protection of public health - Prepare and maintain documents related to public health reviews, scientific assessments and correspondence related to product formulation and label evaluations and approvals - Inform SES Specialist of changes and important issues pertaining to formulation and labeling - Consult with public health, food safety and food manufacturing experts at academic institutions as needed to evaluate complex formulation and labeling issues
30%	Research, Program Development, and Policy Implementation - Apply professional scientific knowledge and literature research to assist the Branch in resolving a variety of technical issues related to food safety operations and to determine if pathogens and other hazards are present - Develop scientific methodologies to mitigate environmental and public health hazards - Develop regulatory measures and implement enforcement of environmental health standards - Review facilities for environmental health practices by overseeing application of pesticides and herbicides to ensure there are no environmental pollutants that might contaminate products - Consult with other public health experts and environmental scientists, evaluate scientific data applicable to specific food safety incidents, and recommend necessary control measures to minimize or eliminate adverse health outcomes - Participate and work closely with leads specialist in assigned continuous meat and poultry projects including Hazard Analysis Critical Control Point (HACCP), Poultry and Livestock Regulations, Pet Food Regulations, Small Harvest Project, Meat and Poultry Sampling Program - Research new and innovative technologies currently being utilized in the U.S. and other countries for recycling inedible materials, carcasses and animal mortalities including but not limited to composting, anaerobic digestion, thermal hydrolysis, etc. - Evaluate pathogen destruction efficacy and efficiency of the new and innovative technologies for recycling inedible materials, carcasses and animal mortalities and their applicability for California - Participate in the rendering and carcass management projects and recommend proposed changes in legislation and regulations related to meat, poultry, pet food, rendering product safety, rendering licensing criteria, and mortality management - Participate in assigned projects related to inedible materials/carcass recycling/disposal research that has been approved by the department - Assist SES Specialist on coordinating with California Department of Food and Agriculture (CDFA) Animal Health Branch, industry and other regulatory stakeholders on the development and implementation of the Regional Carcass Disposal Plan - Provide technical support and assistance on the coordination and development of emergency disposal advisory when needed - Work closely with project leads associated with research, development and implementation of regulations and policies related to the program
15%	Record Compilation, Review and Reporting Oversee compilation of production data for assigned route, including pounds processed, number and weight of livestock and poultry slaughtered, number and weight of livestock, poultry and parts condemned, and determine accuracy of production data uploaded to Division database to determine annual registration fees

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	- Review plant inspection reports and exempt review reports entered into the Division database for each plant in the Northern Area and complete appropriate reports using data from these reports for the Senior Environmental Scientist Specialist - Oversee proposed construction and remodeling of processing facilities to ensure environmental and sanitary requirements are met - Review floor plans and advise the applicant of any required modifications to meet sanitary requirements and, after approval, supervise construction to see that the approved permit plans are followed according to State and USDA guidelines - Review layout and construction progress at construction sites, working closely with contractors to assure that buildings meet State construction requirements and ensuring they meet public and environmental health safety standards - Implement enforcement of environmental health laws by working cooperatively with zoning and building regulatory units of county health departments to ensure facilities are properly zoned for livestock and poultry processing - Evaluate and approve installation of equipment used in meat and poultry processing plants with regard to sanitary design and operation, to ensure compliance with food safety and environmental health requirements - Assist SES Specialist with collecting and analyzing data and information related to animal production and distribution, mortality rate, rendering capacity and coverage, regional challenges etc., and developing a strategy on how to effectively assess and characterize the existing carcass management system (for both routine situations and during rendering disruptions) based on these data and information - Document research findings with recommendations and reports, and develop program policies/procedures related to the meat, poultry, rendering and carcass management industry as requested by branch management
10%	Training Coordination, Outreach, and Education - Provide on-the-job training for new PIs, PMIs and LMIs who enforce sanitation standards, pest control, humane handling and slaughter, inedible or condemned material control, marking and labeling and record-keeping requirements in licensed plants - Assist with training and examining applicants for PI, PMI and LMI licenses by proctoring examinations and ensuring that all exams, courses, and evaluations are properly documented, and all required documentation is submitted to the Headquarters office, including applications and fees paid - Assist with training coordination, outreach, and education on carcass composting, inedible material recycling and animal mortality management - Provide technical support to the rendering compliance and enforcement program with outreach and education on local jurisdiction's SB 1383 compliance while meeting CDFA's regulations
Non-Essential/Marginal Functions:	
5%	Other related duties as assigned.
Desirable Qualifications: Ability to establish and maintain effective working relationships with those contacted during the course of the work, work well under pressure, make appropriate decisions and well thought out recommendations, and work independently in completing assigned work and meeting required deadlines.	
Work Environment and Equipment Used: The duties of this position are conducted primarily outdoors. The amount of teleworking is at the discretion of the CDFA and based on the current teleworking policy. While CDFA supports telework where possible, in-person attendance may be required based on operational needs.	

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Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises, as determined by the Department.

The ES often travels by state vehicle or other methods of transportation daily to licensed establishments throughout California and mostly in San Diego County, to conduct inspections and to meet with plant owners and operators. Meat and poultry slaughter and processing establishments and other inspected facilities often have wet, slippery floors, are noisy, and present many potential hazards, such as moving equipment, heavy overhead structures, and knives. The ES often alternates between cold dry coolers, hot humid processing areas and whatever seasonal outside environmental conditions are present around inspected facilities.

Travel by State vehicle to various locations throughout the assigned area is required on a frequent basis. The incumbent must follow CDFA, Division, and Branch employee health and safety policies, including but not limited to the Respiratory Protection Program.

Physical/Mental Abilities: The food safety/public health inspection activities of this position involve detailed technical examinations of sanitary conditions and equipment at Meat and poultry slaughter and processing establishments and other inspected facilities that require extensive walking, standing for long periods, keen visual abilities, working in high noise level surroundings, working around animals, sometimes use of respirators and or other personal protective equipment, analytical awareness, frequent exposure to wet and often uneven concrete surfaces on steps and floors, overhead structures, climbing ladders to access and inspect processing areas and equipment, bending and stooping to check processing equipment, the lifting and carrying of heavy materials and the daily driving of a state vehicle to reach inspection locations. Much of the activities are conducted outdoors under stressful climate conditions such as excessive heat and exposure to live animals and the elements. Inspections require climbing on connected ladders or adjacent scaffolding systems to allow for thorough evaluation of sanitation and cleanliness.

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