

☐	Current
☒	Proposed

Classification / Working Title Senior Environmental Scientist (Supervisory)	Employee Name
Position Number 014-140-0764-XXX	Supervisor Name / Classification Dr. Fernando Umayam/ Environmental Program Manager I
Division / Branch / Unit AHFSS/Meat, Poultry and Egg Safety Branch	Effective Date
Collective Bargaining Unit Identifier (CBID) S10	Work Week Group (WWG) E
Tenure Permanent	Timebase Full Time
Reporting Location (Employee's Headquarters Address) 3800 Concours 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 general direction of the Environmental Program Manager I (Assistant Branch Chief), the Senior Environmental Scientist (Supervisory) performs a wide range of managerial and consultative work concerning the activities of the Meat, Poultry & Rendering (MPR) Unit. This includes licensing and inspection of meat and poultry establishments, analysis and interpretation of complex environmental health laws, formulating and administering policies pertaining to meat and poultry safety and efficacy, and coordinating strategic planning efforts to improve environmental health; The incumbent will work closely with subject matter experts on all matters pertaining to carcass management and development of alternative recycling technologies and pathogen reduction standards.

As a leader in State government, the incumbent is responsible to develop and inspire their workforce and deliver great results for Californians and the California Department of Food and Agriculture (CDFA). The incumbent must set a clear vision to achieve productive results by developing plans to meet goals, leverage staff skills, and solve problems; build collaborative relationships and foster an inclusive environment for consensus-building and decision-making; coach, guide, train, instruct, and develop team members; empower staff through a sense of shared ownership and decision-making; create an open and transparent environment for the exchange of information; foster a team environment through the support and recognition

of team members; promote customer service and accountability; motivate loyalty to the Department's mission and commitment to drive continuous improvement for better results. The incumbent must inspire personal credibility through authenticity, confidence, consistency, courage, decisiveness, generosity, honesty, integrity, and good judgment.

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>35</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:

Unit Development & Management

35%

- Develop and propose new policies and procedures for the MPR Unit to effectively use agency resources to implement program tasks and accomplish the goals to ensure that meat and poultry products are safe and unadulterated.
- Ensure standardization of raw pet food safety goals within MPES are aligned with FDA's Food Safety Modernization Act (FSMA) and work closely with licensed pet food processors, pet food slaughterers and Pet food importers
- Work closely with the SES Specialist in the rulemaking process for pet food with a focus on enhancing sanitation practices and aligning CDFA's requirements with other state and federal standards
- Draft preventative regulations to enhance biosecurity, sanitation practices pertaining to raw pet food that strengthens inspection procedures and pet food safety, including establishing industry pet food inspectors
- Develop a Robust pet food sampling, recall and traceability program for licensed pet food processors, pet food slaughterers and importers
- Assess the current regulations and procedure in identifying and tagging of adulterated raw pet food
- Collaborate with SES Specialist in assessing a Comprehensive Risk-Based Inspection within licensed pet food operations
- Supervise and work closely with SES Specialist associated with inaugural procedures of pet food processors, slaughterers and importers to ensure consistency
- Prepare grant proposals requesting funding from federal agencies related to food safety management
- Develop partnership agreements and memoranda of understanding as necessary, review current scientific reports and product research reports and data related to or impacting the MPR Unit
- Advise the Branch Chief and Assistant Branch Chief on research, environmental health investigations, and pathogen limit, detection and variation projects that are needed to contribute to the understanding and prevention of contamination of meat & poultry products

	to ensure that the public consumption of these products is safe and unadulterated • Work closely with the Branch Chief and Assistant Branch Chief in proposing legislation, regulations, plans, policies, procedures, criteria, instructions and correspondence related to administrative functions, meat & poultry program to the Executive Management as necessary • Lead the Hazard Analysis and Critical Control Point (HACCP) rulemaking process to shift inspections to using a preventative system of hazard control at all licensed plants to enhance food safety • Work closely with Direct Marketing and the University of California Cooperative extension on implementing bills and developing regulatory guidance and outreach materials for Community Supported Agriculture, Farmers' Markets, and other community-driven initiatives • Identify areas for continuous improvement and provide feedback to the Emerging Threats Data System team to use technology to capture and analyze data • Review, analyze and recommend positions on legislation associated with administrative functions, meat & poultry programs, pet food processing plants and carcass management • Work closely with other regulatory agencies and emergency responders having jurisdiction over animal mortalities and ultimate disposition of carcasses • Conduct bill analysis and propose regulations to facilitate proper and legal recycling/disposal of carcasses • Provide progress reports to the Rendering Industry Advisory Board members and work closely with the Western United Dairymen, the Renderers, and other parties interested in carcass management issues in California • Establish a task force consisting of regulatory agencies, academia, industry and researchers/subject matter experts to explore ways to address the carcass management issues facing California • Become familiar with existing documents and structures for dealing with emergencies such as the State Emergency Plan and Annexes, the California Animal Disease Emergency Responses Plan, the California Animal Health Emergency System Responses Manuals, local Planning Guide for Animal Disease Emergency Responses and other local, state, and federal guidelines • Work with the task force members and other interested parties (academia, producers, regulators/emergency responders, industry, and technology proponents) on updating/revising existing emergency carcass management documents and tools, including decision trees and carcass recovery hierarchy to be used during emergencies • Working directly with the carcass management team in revising regulations associated with pathogen reduction standards • Review and work closely with experts in assessing process controls and hazard analysis in rendering plants
35%	Supervision Activities/Operations • Plan, organize and direct activities of the staff within the MPR Unit to administer the provisions of the Food and Agricultural Code and associated regulations, policies and procedures related to meat & poultry products • Supervise Senior Environmental Scientist Specialist, Veterinarians and Environmental Scientist associated with meat, poultry and rendering work • Work closely with SES Specialist in working with ensuring pet food importers meet MPES regulatory standards • Continuously monitor route inspection assignments of field work • Manage staff to ensure adequate food safety and public health protection, including prompt

	response to consumer complaints and the Public Health Department reports of foodborne illness potentially linked to meat products at licensed establishments • Conduct site visits in licensed rendering plants to review process controls to ensure standards are met • Develop and implement policies and procedures to ensure the raw pet food standards are adhered • Approve the review of all information compiled, including production logs and other pertinent information on sanitation and meat processing, and slaughter operations records obtained from licensed facilities, environmental health impact reports and feasibility studies, environmental investigations and approve inspection reports based on sound scientific reasoning • Ensure on-going scientific training related to food safety, emerging sampling and testing new technologies and environmental health hazard mitigation is provided to all MPR Unit staff • Take personnel actions for MPR Unit staff, including hiring, promotions, discipline and performance appraisals • Create individual development plans and workplans for directly supervised staff • Address and correct unacceptable performance or behavior and take disciplinary action when it is appropriate • Review inspection reports to ensure completeness of the reports and adequacy in addressing all applicable statutory and regulatory standards for purposes of documenting compliance with those requirements or pursuing corrective/enforcement actions • Respond to employee complaints or grievances working with program management, the Human Resources Branch, and Cal HR to achieve appropriate resolution • Coordinate appropriate responses to employee issues such as employee assistance programs, benefits, pay, requests for absences, etc. • Develop procedures and update desk manuals on meat and poultry licensing, Industry Inspectors' licensing, and all other functions within the MPR Unit
15%	Budget Management • Plan, allocate and monitor the MPR Unit budget by studying past trends, future expectations, and available resources, assist the Branch Chief in the development of budget change proposals, forecast future revenues and expenditures • Ensure monthly budget allotments, expenditures, revenues, projections, cash status reports and potential issues are correctly identified, and budget shortfalls or surpluses are brought to the attention of the Assistant Branch Chief to discuss and determine the best option in moving forward • Administer the approved budget and ensure fiscal solvency of the MPR Unit
10%	Unit/Branch Representation • Represent MPES in various meetings with representatives from other States, industry stakeholders, other federal and state agencies, county agencies and the county agriculture commissioners • Attend meetings and conferences with governmental agencies, industry groups, university officials and public forums to address and anticipate new issues and develop expertise and solutions • Prepare clear and complete reports, guidance materials, letters, and memorandums as required • Consult with Meat, Poultry and Rendering industries on proposed regulations and changes in existing regulations • Conduct hearings and supervise enforcement actions related to licensed MPR plants as

STATE OF CALIFORNIA
DEPARTMENT OF FOOD AND AGRICULTURE
HUMAN RESOURCES BRANCH
DUTY STATEMENT
SO-92 (REV. 07/2026)

	required • Prepare information on licensed plants 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.
Non-Essential/Marginal Functions:	
5%	• Act in the absence of the Assistant Branch Chief or Branch Chief • Attend local, State, Federal and national professional meetings • Participate in seminars and classes to improve administrative skills • Read professional and scientific journals to stay up to date with new scientific trends. • Other related duties as assigned.
Work Environment and Equipment Used: The duties of this position are conducted primarily indoors. The SES has a private office with standard office furniture and equipment. Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy. Any employee who is teleworking must adhere to all telework policies and procedures. The SES often travels to licensed establishments throughout California to conduct inspections and to meet with plant owners and operators. Meat and poultry slaughter and processing establishments and other inspected facilities such as rendering plants, and collection centers often have wet, slippery floors, are noisy, and present many potential hazards, such as moving equipment, heavy overhead structures, and knives. The SES often alternates between cold dry coolers, hot humid processing areas and whatever seasonal outside environmental conditions are present around inspected facilities. 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 Supervisory oversight of 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