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

☐	**Current**
☒	**Proposed**

Classification / Working Title Analyst II / Southern District Analyst	**Employee Name**
Position Number 014-350-5393-XXX	**Supervisor Name / Classification** Carl Baum / Supervisor I
Division / Branch / Unit Citrus Pest & Disease Prevention Division	**Effective Date**
Collective Bargaining Unit Identifier (CBID) R01	**Work Week Group (WWG)** 2
Tenure Permanent	**Timebase** Full time
Reporting Location ***(Employee's Headquarters Address)*** 16308 Arthur Street Cerritos, CA 90703	**Division / Program Hyperlink** Citrus Pest & Disease Prevention Division / https://www.cdfa.ca.gov/citrus/

As an employee of the California Department of Food and Agriculture (CDFA), we are stewards of public resources, we operate in 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 California Department of Food and Agriculture's (CDFA) Citrus Pest and Disease Prevention Division (CPDPD) mission is legislatively mandated in the California Food and Agricultural Code (FAC), Section 403. It specifically instructs the CDFA to protect agricultural crops as well as ornamental plantings and the native environment from the harm caused by exotic pest invasions. CPDPD is legislatively mandated in the FAC Sections 5911-5940. FAC section 5915 specifically directs the CDFA to develop and implement programs for surveying, detecting, analyzing, and treating pests and diseases specific to citrus involving producers of citrus fruit and residential owners of citrus fruit and host materials, as well as informational programs to educate and train residential owners of citrus fruit, local communities, groups, and individuals on the prevention of pests, and diseases and their vectors, specific to citrus. These are accomplished through the operation of a statewide detection trapping program, special detection surveys, execution of pest control and eradication programs, implementation of environmental monitoring practices and implementation of outreach and educational programs. This is provided through several general, federal, and industry-funded programs for citrus pests and diseases. CPDPD consults with the Primary State Scientists, global subject matter experts (Technical Working Groups), and regulatory agencies (Department of Pesticide Regulation, Office of Environmental Health Hazard Assessment, California Environmental Protection Agency). Functionally, Division activities are divided into the following five components: Managerial, Pest Detection, Pest Response, Quarantine Enforcement and Outreach. The CPDPD operates out of field offices located within three geographical districts. Each district works under the general direction of the Sacramento headquarters staff.

Position Identification: Under direction from the Supervisor I (S1) in Sacramento, and in collaboration with the Environmental Program Manager I (EPM I) in Cerritos, the Analyst II is the subject matter generalist for multiple offices in the CPDPD Southern District (SD). The incumbent works independently and in a lead role on varied and complex administrative assignments. The incumbent is responsibility for defining administrative problems, identifying alternate solutions, making recommendations to management, providing consultive services to management, and monitoring the results. Working with management in the SD, the incumbent must establish and maintain effective working relationships with staff located in various locations, work well under pressure, make appropriate decisions, make well-thought-out recommendations, use independent judgment, and meet required deadlines.

Special Requirements:

☐ Conflict of Interest Filer (Form 700)

☐ 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.

☐ California Driver's License

☐ Travel Required over 10% - Employer Pull Notice (EPN) Required

☐ Field Work: ____%

☐ Other (Specify): _____

Essential Functions:

25%	**Budget Development and Analysis** • Act as the lead budget analyst for SD. • Collaborate with the EPM I to develop, prepare and manage the budget for SD. • Assess personnel and operational impacts on the budget, formulate alternatives and provide consultative services to the EPM I and S1 with the amount of funding needed to support SD operations. • Identify, analyze, and resolve various complex budgetary and fiscal problems, identify alternative solutions and recommend action plan to the EPM I. • Evaluate, gather, and audit expenditures to formulate program alternatives for reducing operational costs to the EPM I. • Review monthly expenditures data, assist the EPM I with budget tracking, and help identify potential impacts on SD operations. • Plan, implement, and conduct budget training with SD management as needed to ensure fiscal management standards set by the Director, Branch Chief, EPM I, and S1 are followed. • Keeps abreast of departmental guidelines, policies and procedures for budget, financial and accounting issues and provide input to the S1.
25%	**Purchasing and Agreement Preparation and Analysis** • Act as the lead analyst for agreements and purchasing for the SD. • Assess agreement and purchasing impacts on SD operations and provide consultative services to the EPM I and S1 on solving complex agreement and purchasing issues. Formulate program alternatives for the most complex and sensitive agreement and purchasing problems. • Work with management to prepare and develop the more complex and sensitive interagency, cooperative, county, grant, contract, other legal binding agreements, request for proposals, purchase orders, and memorandums of understanding by reviewing the State Administrative Manual (SAM), State Contract Manual, FAC, and prior fiscal year agreements. • Evaluate and review agreement language to ensure consistency with the scope of work, meet agreement policy and procedures, services provided are within proper guidelines, and present agreements to management with solutions and recommendations for approval. Some travel within or to Los Angeles, Orange, Riverside, or San Diego counites, including to rural and remote areas, may be required to meet and discuss objectives with vendors.

	• Oversee agreement and purchase order processing by the Administrative Services Division. Monitor agreement and purchase order term end date, and usage, including encumbrances and expenditures against the agreement or purchase order. Advise management, program staff, and agreement vendors of the processing, usage, approaching term end dates of agreements, and their amendments. Disseminate other agreement-related information as needed. • Compile administrative process inefficiencies by analyzing and reviewing agreement and invoice data using Microsoft Excel (MS Excel) to provide management with up-to-date program agreement status reports. • Evaluate and audit the more complex vendor invoices for accuracy of fiscal details, completeness, correct appropriation, and funding source. Initiate follow-up actions with vendors to ensure all invoices submitted are compliant with the agreement terms, conditions, and invoices approved for payment. • Develop and prepare discrepancy notifications and resolve the more complex invoice disputes by comparing agreement work plans and scope of work to the invoices received. Communicate any discrepancies to the vendors, to maintain proper funding and billing. Review and prepare the P-Card Statement of Account via US Bank statements for purchases made and ensure all purchases are in accordance with the Department's P-Card policies and procedures. Identify discrepancies and make recommendations for solutions to management.
20%	**Fleet Management** • Act as the CPDPD Fleet Coordinator and lead analyst. • Evaluate vehicle usage impacts on SD operations and provide consultative services to the EPM I and S1 on solving complex vehicle issues. • Responsible for vehicle inventory management, and the issuing and replacement of vehicle gas and charging cards as needed for SD. • Evaluate the impact department-wide fleet polices will have on fleet operations in the SD and make recommendations to the EPM I and S1. Formulate program alternatives to address conflicts with operational needs. • Submit monthly vehicle logs to the Department of General Services portal for the SD. • Develop and implement plans for vehicle deployments and movements in the SD. • Assist management with the completion of vehicle accident reports. • Formulate and propose vehicle policy and procedures for the SD to the EPM I.
15%	**Inventory Management and Control** • Manage, track, verify, and distribute all inventory; including equipment, vehicles, computers, software, printers, copiers, and cell phones while ensuring current information is readily available to management when requested using MS Excel. • Evaluate program needs and make recommendations to management on the appropriate distribution of inventoried items in the SD. • Prepare, coordinate, and distribute all documents and reports, equipment transfers, and surveys to management for review and approval. Submit approved forms to the Division Inventory Coordinator for processing. • Communicate with field office staff regarding inventory related issues, questions, and requests over the phone and through Outlook mailboxes. • Manage the storage of and inventory items in the warehouse in Cerritos using MS Excel.

	• Develop and maintain a system to fulfill complex supply needs accurately and expediently to SD offices. Some travel within or to Los Angeles, Orange, Riverside, or San Diego counites may be required to ensure the expeditated delivery of supplies. • Develop warehouse inventory reports. Make and implement recommendations to management on complex inventory issues. Project and procure supplies for the district by working with district supervisors and submitting procurement documents to the program manager. • Ensure all procured items are received in good working condition and resolve problems with vendors as needed.
10%	**Human Resources** • Act as the personnel lead for the SD. • Evaluate, gather, and analyze position and payroll data to make recommendations to the EPM I on appropriate staffing levels for the SD. Review the California Department of Human Resources' Class Specifications and make recommendations to management on class allocation to appropriately fill position vacancies. • Perform complex program evaluations and provide personnel analysis and support to management staff in the SD when creating duty statements and justification memorandums. • Working with the Division's Personnel Liaison, assist management in the SD with the advertisement and recruitment of vacant positions in the SD. • Ensure completion of new hire documents and prepare new hire packets for supervisor's review and approval. Submit new hire packets to the Division's Personnel Liaison for processing. • Work with all staff in the SD by completing personnel documents and answering all personnel-related inquiries.
Non-Essential/Marginal Functions:	
5%	**Miscellaneous** • Develop, create, and write a desk manual for all assigned duties and provide training to assigned back-ups for all assigned duties. Edit the desk manual as needed to reflect changes in policy and procedure. • Perform other job-related duties as requested by the supervisor. • Assist the EPM I when needed.

Desirable Qualifications:

- Strong verbal and writing skills.
- Detailed orientated and well organized.
- Use of formulas in Excel.

Work Environment and Equipment Used:

The duties of this position are performed indoors approximately 85% of the time. The employee works both in an open office setting with a laptop computer and cell phone, as well as in a warehouse. The building has an air-conditioning/heating system in the office portion. The employee will need to operate and use a lift in the warehouse to move miscellaneous office and field supplies.

Travel by State vehicle or other public transportation systems to various locations throughout the State may be required for training, meetings, and to perform assigned duties some of the time.

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

Physical/Mental Abilities:
This position requires the incumbent to lift items weighing up to approximately 25 pounds as needed.

The incumbent must be able to establish and maintain effective working relationships with those contacted while work; work well under pressure, make appropriate decisions, work independently in completing assigned work, and meet required deadlines.

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 balanced 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