

☒	Current
☐	Proposed

Classification / Working Title Environmental Program Manager II / Branch Chief	Employee Name
Position Number 014-140-0769-001	Supervisor Name / Classification Dr. Stephen Beam, CEA
Division / Branch / Unit AHFSS / Meat, Poultry and Egg Safety Branch	Effective Date
Collective Bargaining Unit Identifier (CBID) M10	Work Week Group (WWG) E
Tenure Permanent	Time base Full Time
Reporting Location (Employee's Headquarters Address) 1220 N Street, Sacramento, CA 95814	Division / Program Hyperlink AHFSS / 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 three core functional areas: Meat and Poultry Food Safety; Rendering; and Egg Safety. MPES, through the Meat and Poultry Program 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. The Rendering Program (RP) 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 the production, wholesale, and retail levels to make sure eggs sold in California are wholesome, properly labeled, refrigerated, and of established quality.	
Position Identification: Under administrative direction of the Director of Animal Health and Food Safety Services (AHFSS), the Environmental Program Manager II (EPM II) will lead and oversee a broad range of animal mortality research and assessment projects with the goal of instituting a long-term, integrated, and sustainable carcass management infrastructure in California. This includes providing a strategic direction on the development and implementation of a statewide, cohesive resiliency plans and investments with local/county and state considerations related to animal mortality management. This position will also lead statewide enforcement of sensitive and complex environmental health laws, formulating and administering policies pertaining to meat, poultry and egg safety, and coordinating strategic planning efforts to improve environmental health and the sustainability of California agriculture. As a leader in State government, the incumbent is responsible to develop and inspire their workforce and deliver great results for Californians and 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 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>10 %</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%	Animal Mortality Strategy and Development and Implementation • Lead a broad range of pilot projects aimed at evaluating the efficacy of various carcass recycling technologies and development of a recycling infrastructure necessary to meet state goals specified in statutes and regulations, while ensuring continued protection of animal health, public health and the environment • Work with academia and United States Department of Agriculture (USDA)/ Animal and Plant Health Inspection Services (APHIS) to establish science-based pathogen reduction standards that will enable the development of pragmatic criteria for ensuring safety of recycled carcass products intended for use in animal feed or agricultural use • Work closely with Animal Health Branch (AHB) and other branches within CDFA and other state and local regulatory agencies and emergency responders on proper disposition of carcasses from routine mortalities as well as surges in mortalities during emergencies • Develop partnership agreements and memoranda of understanding (MOU) to facilitate coordination between agencies and other subject matter experts on animal mortality issues • Establish a task force consisting of regulatory agencies, academia, industry and researchers/subject matter experts to identify regulatory and other challenges facing California and explore ways to address the carcass management issues • Identify statutory/regulatory changes and short-term routine animal mortality recycling solutions while long-term solutions are under development • Act as a liaison and build collaborative relationships with regulatory agencies, academia, renderers, producers, and other stakeholders having an interest and/or authority over animal mortality management in California
	Program Development and Management • Formulate and propose new policies and procedures for the MPES involving rendering, carcass management, retail meat processors, custom livestock slaughter plants, poultry plants, and egg processing facilities as authorized under administrative regulations and the Food and Agricultural Code (FAC)

30%	• Advise the Division Director, Deputy Secretary, Undersecretary and Secretary of Agriculture on carcass management research, environmental health investigations, and pathogen reduction standards to ensure the safety of recycled carcass products intended for use in animal feed or fertilizers/agricultural use • Propose regulations, plans, policies, procedures, criteria, instructions and correspondence related to administrative functions of meat and poultry programs, rendering/carcass management, and egg safety to the Executive Management as necessary. Recommend positions on legislation associated with administrative functions of meat and poultry programs, rendering/carcass management, and egg safety • Approve the review of all information compiled, including laboratory analyses and statistical data obtained from pathogen reduction research, environmental health impact reports and feasibility studies, environmental investigations and approve written conclusions based on sound scientific reasoning • Plan, organize and direct the critical, sensitive and complex work of the Branch to administer the provisions of the Food and Agricultural Code and associated regulations, policies and procedures related to meat products and meat, rendering and egg processing facilities to assure 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, poultry, and egg products; ensure compliance with state and federal statutes, regulations, and policies and procedures • Direct staff to prepare proposals requesting grant funding from federal agencies related to carcass management and food safety • Coordinate performance management and quality improvement capacity building for all levels of management and staff within the MPES Branch by assuring that MPES's work assignments and program goals and objectives are aligned with national animal and public health direction and policies • Ensure work accountability is established and monitored through workplans and performance metrics • Ensure on-going scientific training related to food safety, emerging sampling and testing new technologies and environmental health hazard mitigation is provided to MPES staff • Review environmental health inspection and compliance reports and investigative reports • Administer the Branch budget and ensure fiscal solvency by reviewing budget allotments, cash status reports, revenue projections and approving expenditures and projections • Identify potential issues and budget shortfalls or surpluses to the Director to discuss and determine the best option in moving forward • Plan, allocate and monitor the Branch budget by studying past trends, future expectations, oversee the development of budget change proposals and forecast future revenues and expenditures
20%	Branch / Department 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 with governmental agencies, industry groups, university officials and public forums to address and anticipate new issues and develop expertise and solutions • Attend and present at conferences and national meetings/events with other

STATE OF CALIFORNIA
DEPARTMENT OF FOOD AND AGRICULTURE
HUMAN RESOURCES BRANCH
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	governmental agencies, industry representatives, academia, and other stakeholders to anticipate and address new and emerging issues related to carcass management and develop expertise and disposal/recycling technologies • Represent CDFA on animal mortality issues and provide high level briefings to CDFA's Executive Staff, Department Directors, Governor's Office, legislators, and others, as necessary • Prepare clear and complete reports, letters, and memorandums as required • Consult with meat, poultry and egg industries on proposed regulations and changes in existing regulations • Conduct hearings and supervise enforcement actions as required • 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
Non-Essential/Marginal Functions:	
5%	Act for the Division Director • Perform the duties of the Division Director in his/her absence • Perform other job-related duties as requested by a supervisor
5%	Continuing Education and Training • Attend local, State, Federal and national professional meetings • Participate in seminars and classes to improve administrative skills • Read professional and scientific journals to keep up to date on the current status and findings in the dairy and livestock industry
Work Environment and Equipment Used: The duties of this job are performed indoors 90 percent of the time. The incumbent's office is equipped with laptop computer hardware and various software programs including email, telephone with voicemail, and other standard office essentials. Travel by air, car, or other transportation systems to attend meetings, follow up with fieldstaff, industry, local, state and federal agencies, and advisory board committee meetings will be necessary. Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy. The incumbent must follow CDFA, Division, and Branch employee health and safety policies.	

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