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| <input type="checkbox"/>            | <b>Current</b>  |
| <input checked="" type="checkbox"/> | <b>Proposed</b> |

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| <b>Classification / Working Title</b><br>Analyst II /Farm to School Producer Engagement Specialist, Bay Area                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Employee Name</b>                                                                                                                               |
| <b>Position Number</b><br>014-730-5393-982                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Supervisor Name / Classification</b><br>Pamela Lee / Supervisor I                                                                               |
| <b>Division / Branch / Unit</b><br>ISD/ Admin – Office of Farm to Fork                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Effective Date</b>                                                                                                                              |
| <b>Collective Bargaining Unit Identifier (CBID)</b><br>R01                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Work Week Group (WWG)</b><br>2                                                                                                                  |
| <b>Tenure</b><br>Permanent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Timebase</b><br>Full Time                                                                                                                       |
| <b>Reporting Location</b><br>2399 Gateway Oaks Drive Sacramento, CA 95833                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Division / Program Hyperlink</b><br><a href="https://cafarmtofork.cdfa.ca.gov/farm_to_fork/">https://cafarmtofork.cdfa.ca.gov/farm_to_fork/</a> |
| <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                    |
| <p><b>Division / Branch / DAA Information:</b><br/>In order to protect and promote California’s agricultural industry, CDFA oversees the production of safe food and fiber for the consumers of California agricultural commodities through responsible environmental stewardship and the regulation of the marketplace standards ensuring a fair and competitive marketplace. The Inspection Services Division (Division) fulfills its mission by providing professional services which support and contribute to a safe, abundant, quality food supply, environmentally sound agricultural practices, and an equitable marketplace for California agriculture. The Division’s priority is to provide the highest degree of consumer protection, analytical services, and grading services. The Division is comprised of three branches: Center for Analytical Chemistry; Feed Fertilizer &amp; Livestock Drugs Regulatory Services; Inspection &amp; Compliances and, an Administration unit. Within the Division’s Administration Unit is the Office of Farm-to-Fork (Office), which currently operates the statewide California Nutrition Incentive Program, the California Urban Agriculture Grant Program, the California Farm to Community Food Hub Grant Program, the California Farm to School Program (including the California Farm to School Incubator Grant Program), and the Healthy Refrigeration Grant Program.</p> |                                                                                                                                                    |
| <p><b>Position Identification:</b> Under the direction of the Supervisor I, the Analyst II serves as an independent field analyst who collects, analyzes, and evaluates complex data collected from California food producers, distributors, processors, food hubs, or other value chain partners. The Regional Producer Engagement Specialists work with CDFA Farm to School Regional Network Leads, the CDFA Farm to School Network, and regional partners to create solutions that serve the California school food community and advance CDFA’s Farm to School Roadmap.</p> <p>This position will serve the Bay Area Region, which includes the following counties: Sonoma, Marin, Napa, Solano, Contra Costa, Alameda, Santa Clara, San Mateo, and San Francisco</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                    |

**Special Requirements:**

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|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Conflict of Interest Filer (Form 700)                                   | <input checked="" type="checkbox"/> California Driver's License                                    |
| <input type="checkbox"/> Medical Clearance                                                       | <input checked="" type="checkbox"/> Travel Required over 10% - Employer Pull Notice (EPN) Required |
| <input type="checkbox"/> License / Certificate Required                                          | <input checked="" type="checkbox"/> Field Work: <u>30</u> %                                        |
| <input type="checkbox"/> Bilingual: Pass a State written and/or verbal proficiency exam in _____ | <input type="checkbox"/> 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:**

**Program Development and Grant Management**

45%

- Drive to conduct required grant site visits throughout the Bay Area Region and California to provide technical assistance and organize regional and virtual gatherings related to program implementation and other in-person programmatic activities.
- Design, create, evaluate, and refine a community asset mapping tool within the California Farm to School Network Region. This includes conducting a landscape analysis of California school food stakeholders like producers, distributors, processors, food hubs, or other value chain stakeholders.
- Establish interview schedule, interview script, and interview record keeping system, conduct interviews, and regularly review, update, and analyze information shared by community stakeholders.
- Once collected, utilize data to create and present reports for CDFA internal stakeholders as well as regional stakeholders. Analyze the data to develop potential policy and administrative solutions and make recommendations to best achieve program goals. Reports will succinctly analyze stakeholder input and identify areas for collaboration across local, regional, and State resources, and make program policy recommendations on a regional and statewide basis.
- As needed, design, test, implement, and evaluate new solutions to support stakeholder needs.
- Develop and implement the California Farm to School Incubator Grant Program, which includes making recommendations on grant program design and implementation based on data collected during ongoing landscape analysis; creating opportunities for public information sessions regarding grant application; and creating, implementing, and evaluating scoring criteria for funding. Once funding is distributed, create regular check- in schedules, interview scripts, data collection tools, evaluation schedules, and reports on grant progress, successes, and challenges.
- Identify issue areas and independently direct necessary resources to solve challenges in the field.
- Travel to conduct stakeholder engagement sessions and relationship building activities with California food producers, Tribal producers, and food system partners, and utilize information to make recommendations on a broad spectrum of administrative and program- related

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

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | problems. Develop procedures, policies, and program alternatives for the California Farm to School Network and the California Farm to School Incubator Grant Program.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 40%                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Program Outreach and Communications</b> <ul style="list-style-type: none"> <li>• Design, perform, and evaluate local food procurement activities with California school food stakeholders, specifically California school districts, food producers, distributors, processors, food hubs, or other value chain partners.</li> <li>• Using data collected from ongoing landscape analysis, determine the proper type of value chain coordination, create procurement solutions, establish budget, coordinate partners, create required materials, design matchmaking agendas, facilitate procurement, analyze procurement outcomes, write and publish procurement reports, and implement post-procurement communications with stakeholders.</li> <li>• Design, test, utilize, evaluate, and redesign a regional database of California school food stakeholders in order to strategically identify, engage, and collaborate with solution partners across the state.</li> </ul> |
| 10%                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Administrative Duties</b> <ul style="list-style-type: none"> <li>• Attend CDFA-Office's regular meetings to provide effective input and updates on work status.</li> <li>• Prepare status reports for the supervisor on a regular basis, including tracking community stakeholder contacts and relationship status.</li> <li>• Coordinate and discuss farm-to-school programs and opportunities with regional and statewide farm to school staff.</li> <li>• Serve as CDFA representative in the field</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Non-Essential/Marginal Functions:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 5%                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Other related duties as assigned.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Desirable Qualifications:</b> Proficient in verbal and written communications and employ active listening skills; manage multiple assignments with limited direct supervision; ability to interpret and apply laws, rules, regulations, policies, etc.; detail oriented with strong organizational skills; work independently and cohesively in a team environment; excellent time management; ability to multi-task and meet strict deadlines with changing priorities. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Work Environment and Equipment Used:</b> The incumbent in this position teleworks at least 90% of the time. The incumbent is supplied with the necessary tools and supplies to perform the assigned duties, including, but not limited to, a cell phone, a laptop computer with various software programs, and a multifunction print/scan/copy machine.                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Occasional travel by private vehicle, state vehicle or public transportation to various locations throughout the State such as conferences, site visits, or outreach events may be required. A valid driver's license is required for this position.                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Physical/Mental Abilities:</b> Ability to perform regular travel throughout the Bay Area Region, including Sonoma, Marin, Napa, Solano, Contra Costa, Alameda, Santa Clara, San Mateo, and San Francisco; Exercise independent judgement and problem solving;                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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**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.

|                                                                                                                                 |                  |             |
|---------------------------------------------------------------------------------------------------------------------------------|------------------|-------------|
| <b>Employee Name</b> (Print)                                                                                                    | <b>Signature</b> | <b>Date</b> |
| <b>Supervisor Statement:</b><br>I have discussed the duties outlined in the duty statement and provided a copy to the employee. |                  |             |
| <b>Supervisor Name</b> (Print)<br>Pamela Lee                                                                                    | <b>Signature</b> | <b>Date</b> |

CC: Employee  
Official Personnel File  
Supervisor's Drop File