STATE OF CALIFORNIA
DEPARTMENT OF FOOD AND AGRICULTURE
HUMAN RESOURCES BRANCH
DUTY STATEMENT
SO-92 (Est. 12/2025)

☐	**Current**
☒	**Proposed**

Classification / Working Title Analyst II / Small Farm Business and Regulatory Support Liaison	**Employee Name**
Position Number 014-006-5393-XXX	**Supervisor Name / Classification** Thea Rittenhouse / Farm Equity Advisor/Special Assistant
Division / Branch / Unit Executive / Farm Equity Office	**Effective Date**
Collective Bargaining Unit Identifier (CBID) R01	**Work Week Group (WWG)** 2
Tenure Permanent	**Timebase** Full Time
Reporting Location *(Position Headquarters Address)* 1220 N St. Sacramento CA, 95814	**Division / Program Hyperlink** https://www.cdfa.ca.gov/farmequity/

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 Farm Equity Office in the California Department of Food and Agriculture (CDFA) was created in 2018 through the passage of AB 1348, the Farmer Equity Act. The office is responsible for ensuring socially disadvantaged, small-scale and historically underserved groups have access to CDFA programs, resources, technical assistance and services needed for their businesses to thrive. The Farm Equity office works throughout California with agricultural communities, local and state governments, researchers, universities and other entities to advance equitable strategies serving small-scale and historically underserved communities. The Farm Equity Office administers two public advisory committees to ensure small-scale and underserved producers have voices in CDFA programs and policies

Position Identification:
Under the direction of the Special Assistant, the Analyst II, serving as Small Farm Business and Regulatory Support Liaison, will advise and support small-scale farming and ranching businesses through direct technical assistance, communication strategies and development of resources to support small-scale agricultural businesses. The liaison will co-develop outreach and communications strategies to ensure small-scale producers have the resources, information and services needed to thrive. The liaison will co-facilitate the quarterly Farm Equity Office's two producer advisory committees. The liaison will be the point of contact for regulatory and business support issues pertaining to small-scale farming and ranching operations in California. The liaison will also support various administrative tasks, development of materials, conference and workshop presentations and interagency presentations. The liaison performs a range of functions in the areas of outreach, engagement, communications and technical assistance with small-scale agricultural businesses across the State. The position requires specific knowledge of challenges and opportunities within the diversity of small-scale agricultural businesses in California. The liaison will have a working knowledge of technical assistance tools and strategies to effectively increase support for small-scale and historically underserved farmers and rancher businesses. There is a need to support these groups with

direct engagement, technical assistance and activities that will directly connect to scaling-up profitability, sales and markets.

Incumbent must be able to establish and maintain effective working relationships with those contacted during work; work well under pressure, make appropriate decisions and well thought out recommendations, work independently in completing assigned work 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 Spanish

☒ 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:

40%	**Public Outreach and Collaboration** • Serve as the primary coordinator and liaison for outreach and engagement with historically underserved and small-scale agricultural businesses. Ensure that local and regional food systems are strengthened through business opportunities and markets to address workforce development, food insecurity and market access. • Coordinate technical assistance offerings statewide. Identify regional opportunities to support small-scale and historically underserved agricultural business owners. • Facilitate networking events and workshops geared towards increasing awareness and access to CDFA grant programs and opportunities for workforce development, small-business entrepreneurship, and farm businesses. • Travel throughout the state to participate in various conferences and meetings with diverse stakeholder groups serving socially disadvantaged and small-scale agricultural businesses to keep informed on issues and to present on CDFA programs available to small farmers and businesses. Statewide travel requires operating a vehicle. • Meet regularly with grant partner organizations and stakeholder groups to identify key challenges and barriers for accessing funding and services and develop strategies and targets for programs. • Identify key regulatory barriers facing small-scale agricultural operations and inform development of new resources and policies to support small-farm resiliency.
25%	**Communication and Resources Development** • Design and maintain consistent communication strategies to ensure small-scale agricultural businesses are informed of new and emerging programs, resources and regulations. • Establish statewide network of partners to share information, collaborate on critical issues and regulatory barriers facing small-scale agricultural business operations.

	• Ensure public-facing farm equity and tribal resources, including webpages, newsletters, social media accounts are maintained and current. Develop new resources as needed to ensure small-scale agricultural businesses and tribal governments are informed of relevant resources, programs and policies. • Serve on interagency work groups and committees as needed, to ensure perspectives of small-scale operations are represented in new interagency policies, regulations or grant programs. • Communicate regularly with the Secretary and Undersecretary on updates and issues.
20%	**Farm Equity Office Producer Advisory Committees Co-Facilitation** • Co-facilitate quarterly meetings of the Black, Indigenous, Person of Color (BIPOC) and Small-Scale Producer Advisory Committees • Complete administrative tasks on behalf of the committees, including agenda development, notetaking, travel claims, reports, on-boarding procedures and training for committee members. • Conduct research, administer surveys, analyze data or policies relevant to topics discussed by committee members. Provide reports, briefings, white papers or other materials as needed by committees. • Assist in identifying speakers, topics and relevant agenda items for quarterly meetings. • Submit reports as needed to Secretary and State Board of Food and Agriculture on progress and opportunities for engagement on the topics discussed within the committees.
10%	**Bilingual Activities** • Facilitate and co-organize networking events, workshops, and public listening sessions in Spanish on various topics relevant to supporting small-scale and historically underserved agricultural businesses. • Support the Farm Equity Advisor and CDFA divisions to ensure information is available for stakeholders about grant opportunities for small scale ag businesses in languages other than English. Participate and assist with facilitation of the CDFA employee Spanish language outreach workgroup. • Facilitate technical assistance opportunities to support small-scale and historically underserved agricultural business owners in English/Spanish. • Provide one on one assistance and/or referrals to farmers and ranchers in Spanish and English via the telephone, email or via in-person workshops, conferences, or other public events.
Non-Essential/Marginal Functions:	
5%	Other related duties as assigned.

Required Qualifications:
This is a bilingual-Spanish position, The incumbent must be able to pass a bilingual-Spanish fluency examination and utilize bilingual skills at least ten percent (10%) of the time while performing the duties of the position.

Work Environment and Equipment Used:
The duties of this position are primarily conducted indoors. Office equipment includes a computer with various software programs and email, a telephone with voicemail, file cabinets and storage space. A team environment is actively promoted and encouraged by the management and staff.

Travel by State vehicle or other public transportation systems to various locations throughout the State may be required on a regular basis.

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

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