

☐	Current
☒	Proposed

Classification / Working Title Research Scientist Manager	Employee Name
Position Number 014-110-5662-001	Supervisor Name / Classification Dr. Amanda Murray/ State Veterinarian
Division / Branch / Unit AHFSS/Animal Health Branch	Effective Date
Collective Bargaining Unit Identifier (CBID) M10	Work Week Group (WWG) E
Tenure Permanent	Timebase Full Time
Physical CDFA Headquarters Location 1220 N St Sacramento, CA 95814	Division / Program Hyperlink AHFSS/ CDFA - AHFSS - AHB
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: As part of the California Department of Food and Agriculture (CDFA) and the Animal Health and Food Safety Services (AHFSS) Division, the Animal Health Branch (AHB) functions as California's organized, professional veterinary medical unit to protect public health, animal agriculture, and the economy from catastrophic animal diseases, natural disasters that impact animals, and other related health and agricultural problems. AHB addresses livestock diseases and issues that require statewide coordinated resources; implements programs that protect public health and animal agriculture; and ensures the availability, affordability, and wholesomeness of food.	
Position Identification: Under broad administrative direction of the Animal Health and Food Safety Services Assistant Director-State Veterinarian, the Research Scientist Manager (RSM) is responsible for providing leadership in the planning, organizing, directing, and coordination of the duties and functions of AHB, and is responsible for administering the provisions of the Food and Agricultural Code related to administrative, animal health, food safety, emergency management, and other special programs and functions. The incumbent is responsible for providing management guidance and leadership in the planning and directing of difficult and complex scientific research studies or animal health and food safety investigations that have broad statewide scope using sound scientific theories and principles for the understanding, protection, prevention, or control of animal health diseases and food safety and security issues. During events, such as a food borne illness or zoonotic disease outbreak, the incumbent must be capable of working within high levels of uncertainty and be capable of balancing potentially extreme and intense conflicts of interest. The RSM must establish and maintain good working relationships with the public, Branch personnel, stakeholders, boards, and other agencies or organizations; travel by State vehicle or other public transportation systems to various locations in the State and nation, make appropriate decisions and recommendations; provide recommended course of action; mediate, negotiate, or be involved in sensitive issues or problems; work independently in completing assigned work; complete work satisfactorily; work well under pressure; and meet required deadlines.	

Special Requirements:

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| ☒ 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: <u>5</u> %

☒ Other (Specify): This position requires a valid license issued by the Board of Examiners in Veterinary Medicine for the State of California to practice as a Doctor of Veterinary Medicine prior to appointment. |
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Essential Functions:

Animal Health Branch Management

40%

- Plan, organize, and direct activities of the Branch to administer the provisions of Food and Agricultural Code and associated regulations, policies, and procedures related to animal health, emergency management, food safety, special programs, and administrative functions. Organize and align Branch programs in collaboration with the California Animal Health and Food Safety Laboratory System, School of Veterinary Medicine at the University of California, Davis, federal/state/county agencies, private veterinarians, and the livestock and poultry industry to ensure proper communication in the event of a disease outbreak. Travel as needed.
- Approve and review all information compiled, including laboratory analyses and statistical data obtained from research, investigation, and surveillance projects, and approve written conclusions based on sound scientific data
- Supervise the first and second-line Branch supervisors with responsibilities for programs, projects, tasks, and functions associated with research, foreign animal disease surveillance and investigations, emergency management, food safety, and other special programs. Travel as needed.
- Verify that programs are being executed effectively, efficiently, and according to science-based principles utilizing the proper distribution of personnel and equipment. Travel as needed.
- Ensure on-going scientific training related to animal and public health, emergency management, and food safety is provided to all Branch staff
- Establish a strategic plan for recruitment and succession planning purposes utilizing a variety of outreach methods
- Monitor branch supervisors to ensure the hiring and training of new personnel is in line with statewide and Departmental policies
- Complete individual development plans and annual performance appraisals for direct reports
- Address and correct unacceptable performance or behavior and take disciplinary action when appropriate
- Oversee and evaluate the work of a multi-disciplinary professional program and administrative staff to ensure activities are integrated to attain common goals

	- Respond to employee complaints or grievances working with program management, Human Resources Branch, and CalHR to achieve appropriate resolution - Coordinate appropriate responses to employee issues such as employee assistance programs, benefits, pay, requests for absences, etc.
30%	Animal Health Branch Development and Administration - Provide management guidance on scientific research, investigations, and surveillance projects that contribute to the understanding, prevention, and elimination of emerging and on-going animal health diseases - Advise the Assistant Division Director, Division Director, Deputy Secretary, Undersecretary, and Secretary of the Department on scientific determinations and recommendations regarding current issues related to public and animal health, emergency management, and food safety - Direct and oversee the creation of methods to be used for scientific research, investigations, and surveillance projects - Analyze, monitor, and adjust methods or techniques as necessary, for research, investigation, and surveillance activities to ensure that effective science-based conclusions can be drawn from the projects - Direct staff to prepare proposals requesting grant funding from federal agencies related to animal health, food safety, and security in order to obtain additional funding - Develop partnership agreements and memoranda of understandings, as necessary, and review current scientific research reports and data related to or impacting Division programs - Draft legislation, regulations, plans, policies, procedures, criteria, instructions, and correspondence related to administrative functions, animal health, emergency management, food safety and special programs and provide recommendations to the Assistant Director and Director - Review, analyze, and provide recommendations to the Executive Office on positions on legislation associated with administrative functions, animal health, emergency management, food safety, and special programs - Design and implement departmental programs and protocols relating to the work of the Branch and Division utilizing science-based tools and research
10%	Budget Management - Plan, allocate, and monitor the Branch budget - Manage the development of budget change proposals and review forecasted 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 Assistant Director's attention to discuss and determine the best option moving forward - Administer the approved budget and ensure fiscal solvency
10%	Emergency Preparedness and Response Travel and respond immediately for extended periods of time anywhere within California to incidents involving reportable animal disease conditions, disasters, or emergencies, in assigned field-level Incident Command Post(s), the Department Operation Center, State

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	Operation Center, Regional Emergency Operation Center(s) and/or County Emergency Operation Center(s). • Attain and maintain Incident Command System position credentialing through attendance at online and in-person courses and training events. • Respond to natural disasters affecting animals in the State and provide statewide oversight of animal care using the standardized emergency management system on all issues relevant to their welfare, rescue, transportation, sheltering and veterinary care. • Participate in planning activities and exercises as well as development of standard operating procedures to prepare for animal health emergencies • Participate in educational programs with organizations and groups working on these issues
5%	Branch/Department Representation • Represent the Department in various meetings with representatives from local, State, and Federal entities, university officials, industry stakeholders, national associations and the public • Attend and present findings of statewide scientific research, investigations or surveillance at local, state, federal, and national professional meetings, conferences and seminars. May require travel. • Direct, prepare, and compose scientific findings and statewide investigation results in scientific journals, newsletters, and industry publications • Represent the Department during public and media inquiries as required • Serve as back up to the State Veterinarian in his/her absence as needed.
Non-Essential/Marginal Functions:	
5%	Other related duties as assigned.
Required Qualifications: This position requires a valid license issued by the Board of Examiners in Veterinary Medicine for the State of California to practice as a Doctor of Veterinary Medicine prior to appointment.	
Work Environment and Equipment Used: The duties of this position are mostly conducted indoors; however, incumbent may occasionally be required to work outside and under difficult conditions. Travel (including nights, weekends and holidays) for extensive periods may be required during an emergency response. During emergency response periods, duties may require working long shifts at hours other than the normal work hours and pre-planning of travel may not be possible. The incumbent is expected to be able to personally operate a vehicle whether personal, rental or government. Additionally, most of the response locations such as farms, premises, and saleyards are not accessible by public transport or rideshare. The incumbent must possess a valid California driver's license subject to driving record approval. Indoor activities may include: • Operating a computer with various software programs, including e-mail and word processing • Entering data in a computer database • Operating a telephone, facsimile, calculator, and copier • Operating various filing drawers and bins • Processing paperwork and samples Outdoor activities may include:	

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- Working in livestock facilities at various locations including saleyards and milking parlors
- Inspecting livestock at farms, ranches, and saleyards or other livestock facilities
- Taking samples from livestock at farms, ranches, saleyards or other livestock facilities
- Travel by State vehicle or other modes of transportation to various locations in California

The incumbent may encounter:

- Confrontational, unfriendly, or irate individuals
- Quickly moving heavy gates
- Stampeding livestock
- Crowded milking parlors
- Heavy machinery
- Extremes in temperature
- High levels of noise
- Various unpleasant odors
- Sick and diseased animals

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) Amanda Murray	Signature	Date

CC: Employee
Official Personnel File
Supervisor's Drop File