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

☐	**Current**
☒	**Proposed**

Classification / Working Title Office Technician (Typing)	**Employee Name**
Position Number 014-110-1139-002	**Supervisor Name / Classification** Kavishti Kokaram/ Supervising Veterinarian
Division / Branch / Unit AHFSS/Animal Health Branch	**Effective Date**
Collective Bargaining Unit Identifier (CBID) R04	**Work Week Group (WWG)** 2
Tenure Permanent	**Timebase** Full Time
Physical CDFA Headquarters Location 1220 N St Sacramento, CA 95814	**Division / Program Hyperlink** AHFSS/ https://www.cdfa.ca.gov/AHFSS/animal_health/

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.

Within the AHB, the Biosecurity Section provides leadership and direct industry engagement for the prevention, and mitigation of risk for diseases of agricultural concern that fall under the jurisdiction of AHFSS. During non-emergencies, the Biosecurity Section focuses on guidance and resources for livestock and poultry producers to prepare for a foreign animal disease outbreak to reduce risk of exposure of livestock and poultry through enhanced biosecurity and maintain business continuity for the livestock industry, transporters, packers and processors.

Position Identification:
Under the direction of the Supervising Veterinarian, the incumbent will collaborate with the Senior Environmental Scientist, Biosecurity Compliance Audit Program (BCAP), to provide administrative support to facilitate the development and advancement of the United States Department of Agriculture (USDA) BCAP Program in California. Responsibilities of the position at this level may require detailed and sensitive information and must have the ability to independently create correspondence involving the knowledge and application of detailed regulations, policies, and procedures. Incumbents must have good judgment and the ability to communicate effectively, in writing and verbally; work well under pressure; prioritize, organize, and manage workload.

Special Requirements:

☐ Conflict of Interest Filer (Form 700)

☐ California Driver's License

☐ 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.	☐ Travel Required over 10% - Employer Pull Notice (EPN) Required ☐ Field Work: ____% ☒ Other (Specify): Typing Certificate

Essential Functions:

40%	**Provide General Office and Program Support** • Apply knowledge and application of specific laws, regulations, policies, and procedures at the direction of the Senior Environmental Scientist in the Biosecurity Compliance Audit Program (BCAP) and Supervising Veterinarian • Perform a wide variety of responsible, confidential, and duties related to the recording, preparation, and maintenance of records, non-routine correspondence, prepare packets and binders in support of the Biosecurity Section • In collaboration with the BCAP Senior Environmental Scientist, facilitate the organization and scheduling of in-state conferences and meetings involving AHB staff, producers and industry stakeholders as well as personnel from the United States Department of Agriculture (USDA), industry, and other stakeholders in facilitating continued development of the BCAP program in California o Schedule, coordinate and track attendance for meetings and conferences at the direction of professional staff • Assist and support Biosecurity Section staff with projects and project information; with primary emphasis within the BCAP program • Collect and review various resources for biosecurity as directed in support of the BCAP program • Develop and maintain appropriate database management for tracking of auditor credentialing status (BCAP and in-state Biosecurity Audits) within California • Maintain proficiency in various software programs and systems of record for data management and reports to include, EMRS and ET • Ordering, tracking, maintaining, stocking, organizing and securing supplies and various equipment as pertinent
35%	**Respond to Disasters and Emergencies Impacting Animal Health and Animal Care and Welfare, Special Projects, and Assignments** • Respond to outbreaks of emergency animal diseases as part of an Incident Management Team (IMT) and maintain the capability to fulfill a role within the IMT to include that of section support within the Biosecurity Section. o Participate in meetings relating to AHFSS emergency preparedness and planning o Provide program support for prolonged periods during times of emergency response, including weekends and holidays • Attain and maintain ICS position credentialing through attendance at online and in-person courses and training events as pertinent.
20%	**Arrange Travel and Training for BCAP Program Staff**

	• Assist program staff with travel arrangements and justifications when requested • Facilitate reservation of appropriate lodging and travel accommodation for staff when necessary • Assist staff with submitting reimbursement claims in CalATERS when requested

Non-Essential/Marginal Functions:

5%	Other related duties as assigned.

Required Qualifications:
Typing Certificate: Ability to type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.

Desirable Qualifications:
Incumbents must be able to establish and maintain effective working relationships with associates and stakeholders, make appropriate decisions, follow oral and written directions on assignments, and work independently to complete assignments. Incumbent must have working knowledge of the Microsoft Office Suite, excellent communication, typing, and grammar skills.

Work Environment and Equipment Used:
The duties of this position are mostly conducted indoors; however, incumbent may occasionally be required to work outside, under difficult conditions, and in non-standard office environments.

Travel (including nights, weekends, and holidays) for extended periods may be required for meetings and events as well as during an emergency response. Travel on short notice may be required upon activation for 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 must follow CDFA, Division, and Branch employee health and safety policies. Travel will not exceed more than 10%.

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.

Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy. Any employee who is teleworking must adhere to all telework policies and procedures.

Indoor activities may include:

- Operating a computer with various software programs, including e-mail, word processing, and spreadsheets.
- Entering information into a computer database.
- Operating an office and cellular telephone, fax, calculator, and copier.
- Operating various filing drawers and bins.
- Processing paperwork and samples.

Outdoor activities may include:

- Biosecurity audits on commercial poultry facilities
- Occasional travel by State vehicle or other modes of transportation to various locations in the district for assignments, emergency planning exercises, or meetings

- Standing for extended periods of time
- Exposure to potential allergens, hazardous materials, or airborne contaminants

Physical/Mental Abilities:

Depending on the task, the incumbent must be able to spend significant amounts of time:

- Moving, sitting, or bending
- Typing or working on a computer
- Reaching above, at, or below shoulder height
- Twisting at the waist
- Move neck freely in all directions.

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