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

☒	**Current**
☐	**Proposed**

Classification / Working Title CEA A / Assistant Director	**Employee Name**
Position Number 014-701-7500-003	**Supervisor Name / Classification** Natalie Krout - Greenberg / CEA B (Division Director)
Division / Branch / Unit Inspections Services Division/ Administration Unit	**Effective Date**
Collective Bargaining Unit Identifier (CBID) M01	**Work Week Group (WWG)** E
Tenure Non-Tenured	**Timebase** Full-time
Reporting Location ***(Employee's Headquarters Address)*** 2399 Gateway Oaks Dr Suite 200, Sacramento, CA 95833	**Division / Program Hyperlink** http://www.cdfa.ca.gov/is

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:
In order to protect and promote California's agricultural industry, the California Department of Food and Agriculture (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 (ISD) 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 ISD's priority is to provide the highest degree of consumer protection, analytical services, and grading services. Products entering the marketplace must comply with applicable standards for maturity, grade, size, weight, pack and labeling to prevent the sale of substandard or misrepresented commodities. The ISD is comprised of three branches: Center for Analytical Chemistry; Feed Fertilizer & Livestock Drugs Regulatory Services; Inspection & Compliance; and, the Administrative Unit. Within the ISD's Administrative 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 School Program (including the California Farm to School Incubator Grant Program), and the Healthy Refrigeration Grant Program.

Position Identification:
Under the administrative direction of the ISD Director, the Career Executive Assignment A (CEA) performs a wide range of managerial and consultative work concerning the development and implementation of policy within the ISD and in coordination with programs across CDFA and among other agencies. The CEA will be responsible for coordinating directly with the Animal Health and Food Safety Services Assistant Director in order to help oversee and facilitate programmatic and policy development of the Antimicrobial Use and Stewardship Program (AUS). The CEA has direct supervision of the Office, the Special Assistant, ISD Administrative staff; and will serve in a consultative capacity to the Office of Public Affairs and the ISD's dedicated Public Information Officer II. Additional duties include planning, developing, and directing critical and/or complex program policy work, including food waste; food labeling; safe and affordable drinking water; and statewide nutrition incentives. This individual will be responsible for projects tied to legislative mandates; coordination and oversight of the ISD's Information Technology (IT) projects; and coordination among state agency programs for the purposes of long-term environmental sustainability within agriculture

production. The incumbent is responsible for formulating and advising the Director on administering policies and procedures, division-wide strategic planning efforts, compiling and implementing the division- wide workforce plan, and provides direct consultation and recommendations to the Director pertaining to the sustainability of California agriculture. The incumbent will also directly oversee the IT governance functions across all programs of the ISD to ensure that projects are delivered on time, and within scope and budget. The incumbent's role will be supervising the operations of the Office and includes organizing and directing the activities of the Special Assistant, as well as coordinating the office administration work with other parts of the department and stakeholders in order to meet the broader defined departmental and statewide goals of the Office. In their role throughout the ISD, the incumbent interacts directly with Branch Management in order to develop and implement policy and provides information and reports to the top CDFA administration as well as participates in high-level meetings and decisions on behalf of the Director.

Incumbent must establish and maintain effective working relationships with those contacted during the course of the 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 _____

☒ 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%	**Policy Development and Management** • Serve as a member of the ISD policy setting executive staff. • Develop policy and procedures to implement statewide initiatives and regulations related to ISD mandates, including but not limited to: Antimicrobial Use & Stewardship (AUS); food labeling; food waste; safe drinking water; and, statewide nutrition incentives. • Direct, organize and oversee the statewide AUS program, which is intended to promote actions that will slow the development of resistant bacteria associated with livestock and poultry. • Establish and maintain an accountability system to demonstrate that programs, activities, and actions of individual employees are consistent with the AUS program across both ISD and the Animal Health and Food Safety Services Division Divisions. • Collaborate with representatives from other states, statewide and national industry stakeholders, United States Department of Agriculture (USDA), U.S. Food and Drug Administration (FDA), and other State agencies to develop policies and strengthen stakeholder relations and to acquire information, determine solutions and gather consensus on a variety of issues. • Collaborate with partner stakeholders across private sector, industry, sister agencies, and associations to assemble, routinely update, and disseminate food labeling information, inclusive of statewide timelines and deliverables that adhere to food waste policy initiatives

	for California. • Collaborate with sister agencies and within CDFA to implement waste reduction initiatives over the coming decades in order to achieve statewide policy initiatives of reducing short-lived climate pollutants. • Develop and propose new policies and procedures for the program in order to effectively use agency resources to accomplish goals and objectives. • Recommend positions on legislation associated with ISD programs. • Administer and control the overall budget for the respective project oversight and seek or recommend changes in funding deemed necessary. • Supervise the activities of the Office, including the development and ongoing support of nutrition incentive programs, including: the California Nutrition Incentive Grant Program; the development of the California Refrigeration Grant program; and the development, policy support, and guidance of the California Farm to School Network. • Ensure the goals of the Office (improve food security; advance farm to school; and coordination and communication) are carried out in alignment and coordination with the goals and objectives of the CDFA Executive Office; sister agencies; and USDA. • Provide direct oversight to the administrative support staff of the ISD and provide work assignments and timelines to support the operations of the ISD and its Branches in order to maintain alignment with CDFA policies and initiatives. • Review and keep the Director and Branch Chiefs informed on policy initiatives and subjects of special concern or emphasis, emerging issues, research priorities, progress of new programs, and changes in program and training activities. • Develop, administer, and evaluate new policies and procedures to effectively use agency resources to implement programs to accomplish goals and objectives. This includes independent analysis of information and material; independent consultation with Branch Managers, CDFA subject matter experts, and sister agency program managers; and advise the Director based on sound science, policy, and/or relevant information. • Plan, organize, direct, and/or assist the Director in planning, organizing, and directing the programs and functions of the ISD, as well as maintain and secure compliance with ISD, CDFA, and State administrative policy, practices, and procedures. • Oversee and evaluate the work of a multi-disciplinary professional program and administrative staff to integrate the activities of the diverse ISD programs, as appropriate, to achieve common goals and strengthen our workforce team.
35%	**Administrative Management** • Assist the Director and Executive Management in developing, administering and evaluating ISD programs and identifying and providing solutions for complex programs and administrative activities. • As appropriate conduct strategic planning; Lean 6 sigma review; and/or establish documented standard operating procedures to optimize state government operations. • Serve as a mentor to Branch Chiefs and other management and supervisory staff on a wide range of administrative and technical matters. • Explore, develop and provide continuous improvement, change management strategies and activities to further enhance the performance, efficiency and effectiveness of each Branch across the ISD. • Coordinate with CDFA's Information Technology Services to provide oversight, coordination and guidance on the implementation of ISD's information technology needs. • Monitor and evaluate program activities and recognize accomplishment of program goals and objectives when appropriate.

	• Complete special assignments, such as; initiating new methodology, reviewing difficult policy decisions, analysis of proposed legislation, regulation(s) affecting ISD and/or develop innovative approaches and solutions to issues affecting ISD and CDFA. • Establish a communication plan and strategy for ISD working in close partnership with the public affairs office Director and ISD's dedicated Public Information Officer II. Collaborate with the Executive Office, ISD programs and industry stakeholders to develop robust education and outreach materials to strengthen stakeholder relations and advance the activities of ISD's mission, CDFA's strategic plan as well as those identified within Agriculture Vision 2030. • Prepare, review, and edit complex and difficult correspondence concerning a wide range of ISD activities. • Review the ISD budgets, Budget Change Proposals (BCP), and monthly financial reports to ensure fiscal solvency. • Review documents and Notice of Proposed Action pertaining to enforcement work as prescribed by the Food and Agriculture Code. • Coordinate with CDFA's policy and planning offices, industry, universities, and other government and non-governmental entities to assist in identifying emerging issues where the Branches and the Office can provide lead efforts. • Evaluate employee performance and take appropriate commendatory or disciplinary action. • Exercise leadership in implementation of CDFA's Equal Opportunity policies; encourage and monitor employee development. • Participate in strategic planning activities for ISD and CDFA.
20%	**Division Oversight & Representation** • Perform the job-related duties of the ISD Director in their absence. • Provide mentorship to supervisors and managers across ISD. • Provide oversight, consultation and guidance to projects and sensitive areas as requested by the ISD Director. • Drive to attend meetings and conferences with governmental agencies, industry groups, and university officials, to address and anticipate new issues and develop expertise and solutions prior to and during an emergency crisis that could impact the ISD's ability to protect the public and California's agricultural economy. • Address issues and concerns from citizens, or special interest groups; and conduct and facilitate public meetings. • Perform liaison work between ISD and governmental units, industry or individuals concerned with specific issues relating to policy and ISD programs. • Serve on special task force assignment to provide input and further policy initiative on behalf of the ISD. • Advise the ISD Director, Assistant Secretary, Deputy Secretaries, Undersecretary, and the Secretary of Agriculture on areas specifically related to those activities of the Office, as well as ISD-wide functions and efforts. • Provide information on policy direction and interpretation for the Governor's Office, the Legislature, other administrative and regulatory bodies, the media, and the public regarding issues that affect California agriculture. May testify as an expert at administrative and legislative hearings and in court.
Non-Essential/Marginal Functions:	
5%	Other related duties as assigned.
Desirable Qualifications:	

- Strong leadership, interpersonal, and problem-solving skills.
- Demonstrated ability to perform high-level and complex administrative, management, and policy development and implementation tasks.
- Demonstrated ability to manage the development, implementation, and evaluation, of procedures and policies for ISD related services and programs.
- Demonstrated ability to communicate effectively both verbally and in writing including producing written work products.
- Demonstrated ability to collaborate across high levels of government, external organizations, industry associations, and board members.
- Demonstrated ability to lead change and transformation efforts within and outside the organization, utilizing excellent communication and change management strategies

Work Environment and Equipment Used:
The duties of this position are primarily conducted indoors. The employees' workstation is equipped with standard office furnishings, a computer, a telephone with voicemail, and stationary filing drawers and bins.

Travel by State vehicle or other public transportation systems to various locations throughout the State may be required on an occasional basis. Regular or recurring telework may be part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy

Physical/Mental Abilities:

- Works in an office environment and uses a computer, telephone, and other office equipment as needed to perform duties.
- Ability to sit or stand for long periods of time.
- Exercise independent judgement and problem solving

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