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

☒	**Current**
☐	**Proposed**

Classification / Working Title Office Technician (Typing)	**Employee Name**
Position Number 014-141-1139-002	**Supervisor Name / Classification** Penny Arana, Supervisor I
Division / Branch / Unit AHFSS/Meat, Poultry and Egg Safety Branch	**Effective Date**
Collective Bargaining Unit Identifier (CBID) R04	**Work Week Group (WWG)** 2
Tenure Permanent	**Timebase** Full Time
Reporting Location ***(Employee's Headquarters Address)*** 1220 N Street, Suite 342, Sacramento CA 95814	**Division / Program Hyperlink** AHFSS / https://www.cdfa.ca.gov/AHFSS/MPES/

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 Meat, Poultry and Egg Safety (MPES) Branch consists of two core functional areas: Meat, Poultry and Rendering and Egg Safety. MPES licenses, registers, and inspects meat processing establishments and meat and poultry slaughterhouses exempt from federal inspection, providing oversight to ensure that only wholesome, unadulterated, and properly labeled meat and poultry products are provided to the public and owners of the livestock and poultry. It also licenses, registers and inspects renderers, collection centers, transporters of inedible kitchen grease and inedible materials, and dead animal haulers. MPES, through the Egg Safety and Quality Management (ESQM) Program registers and inspects eggs at production, wholesale, and retail levels to make sure eggs sold in California are wholesome, properly labeled, refrigerated, and of established quality.

Position Identification:
Under the direction of the Supervisor I, the Office Technician (Typing) (OT) works closely with the other administrative staff and provides clerical and administrative support to the ESQM program.

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%	**Process and Finalize Statistical Information, Data Management** • Independently review and sort by date, out-of-state shell egg and egg products shipping and receiving reports submitted by the CDFA border stations • Extract and compare border station report data to in-state and out-of-state egg handler registrations. Input and maintain current information into database ensuring accuracy; distribute reports to ESQM staff and interested industry members; provide supervisors and District Supervisors with a list of non-registrants; mail letters and registration forms when needed • Create and monitor border station reports and work with program supervisors to resolve discrepancies • Independently track and monitor companies that are not in compliance with ESQM registration regulations • Provide detailed shipment report of out-of-state egg handlers for assessment payment verification • Update and maintain database with current registrant information • Assist with tracking and issuing Notice of Violations (NOV) and Notices of Non-compliance (NNC) with corresponding late, miscalculation, etc. letters to companies • Act as back up support as needed to the Staff Services Analyst by collecting industry monthly and annual mill assessment reports and entering the assessment information into the ET database.
35%	**Manage Reports, Records and Licensing** • Assist with inputting Egg Handler annual registration into Egg Safety Quality Management (ESQM) database, print and mail out registrations and any additional requested information • Enter client information into databases, such as mailing address changes, outreach material distribution and emergency contacts • Identify incomplete or incorrect data and replace with correct information, identify missing or incorrect data, make corrections as necessary and update information on an ongoing basis • Validate the existing data for retail and border station reports by using the internet and other means to research names, business ownership, addresses and phone numbers • Independently create, maintain, and update electronic and paper files and records for egg handler registrants • Scan and upload all documents into company's account in ET • Update and print new registrant materials as needed • File correspondence, reports and notices in appropriate files and binders • Purge registrant files and records regularly according to the Record Retentions Schedule
20%	**Provide General Office Support** • Act as receptionist for walk-in visitors, receive, review, process, and/or distribute mail, which may not be specifically addressed or may be sensitive in nature (i.e. personnel type documents) • Provide general office support to MPES staff and act as back-up to all other Office Technician's in MPES • Answer external/internal phone inquiries relating to ESQM Program and transfer to appropriate program staff • Prepare outgoing mail for pick up, including United States Postal Service, overnight delivery, and other special delivery

	• Edit, proofread, and complete final preparation of a wide variety of letters, memorandums, weekly reports, various compliance reports, and other correspondence as needed • Independently file correspondence, reports and notices in appropriate files and binders • Prepare mass mailings to industry members relating to current program information, new regulations and/or policies
Non-Essential/Marginal Functions:	
5%	• Other duties as assigned. • Maintain knowledge of modern office methods, supplies and equipment.

Work Environment and Equipment Used: All the duties of this position are performed indoors and in an office environment on the third floor of a high-rise building. The employees' workstation is equipped with standard office equipment including a computer, printer, telephone, copier, and facsimile machine. Occasional travel throughout California for various meetings. 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