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

☒	**Current**
☐	**Proposed**

Classification / Working Title Agricultural Technician (Seasonal)	**Employee Name**
Position Number 014-118-0034-982	**Supervisor Name / Classification** Dr. Edie Marshall/ Research Scientist Supervisor II
Division / Branch / Unit AHFSS/AUS	**Effective Date**
Collective Bargaining Unit Identifier (CBID) R01	**Work Week Group (WWG)** 2
Tenure Non-Tenured (Seasonal)	**Timebase** Intermittent
Reporting Location ***(Employee's Headquarters Address)*** 1220 N Street Sacramento CA 95814	**Division / Program Hyperlink** AHFSS/ https://www.cdfa.ca.gov/ahfss/aus/

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 Animal Health and Food Safety Services division upholds animal health and food safety best practices to ensure California's livestock producers provide a safe, secure, and bountiful food supply for all consumers. The Antimicrobial Use and Stewardship (AUS) program promotes actions that aim to slow the development of resistant bacteria associated with livestock and poultry that have negative public and animal health impacts. Specifically, AUS provides education and tools for veterinarians and livestock producers to make decisions regarding disease prevention and judicious use of antimicrobials and monitors antimicrobial resistance in livestock animal production. The intent is to uphold best practices in animal health and food safety to provide a safe, secure, and bountiful food supply.

Position Identification:
Under supervision of the Research Scientist Supervisor II (Veterinary Sciences), the incumbent performs assignments of average difficulty concerned with the development of AUS program outreach, educational materials and is primarily computer-based with the limited possibility of field work. Current team members predominantly work remotely with regular in-office days.

Special Requirements:

☐ Conflict of Interest Filer (Form 700)

☐ Medical Clearance

☐ License / Certificate Required

☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____

☐ California Driver's License

☐ Travel Required over 10% - Employer Pull Notice (EPN) Required

☐ Field Work: ___%

☐ Other (Specify): _____

☒ 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.

Essential Functions:	

35%	**Develop and Edit Educational Materials**
	• Aid with the development of AUS program outreach and educational materials including:
	  ○ Customize resources for veterinarians developed for stewardship initiatives such as outreach on Veterinary Feed Directives
	  ○ Assist with the design and/or editing of public-facing infographics/handouts based on deliverables provided by research partners and external collaborators (university partners and the California Animal Health and Food Safety laboratory system, etc.)
	  ○ Assist with the review, editing, and formatting of scientific documents and public-facing outreach generated by the AUS team, research partners, or external collaborators.

35%	**Routine and Special Projects**
	• Design and execute routine projects to fulfill team objectives, including summaries of current relevant scientific news and maintain an Access database to help with coordinating stakeholder outreach.
	• Complete assignments that have been identified through gap analyses conducted by AUS staff. Such projects may include:
	  ○ Developing data visualization and infographics.
	  ○ Assisting with data analysis and mapping (e.g., ArcGIS software, R programming). Prior experience is not required but welcome.
	  ○ Review ongoing projects and data with external collaborators and research partners.

25%	**Review and Assess Scientific Literature**
	• Identify, read and review published scientific literature to identify:
	  ○ Relevant surveillance techniques that can be used by the California Department of Food and Agriculture (CDFA) AUS team
	  ○ Applicable animal husbandry, prevention, and treatment practices that can be used in stewardship resource development.
	  ○ Novel new technologies and techniques to assist with the voluntary reduction of antimicrobials, decreased disease occurrence, and optimization of animal health
	• Create, develop and review informational bulletins related to antimicrobial stewardship and resistance in animal production, both nationally and abroad.
	• Organize and manage literature databases.

Non-Essential/Marginal Functions:	
5%	Other related duties as assigned.

Desirable Qualifications:
Specifically, the incumbent must be able to perform reviews of scientific literature to identify relevant information related to animal health and safety; antimicrobial drug use and resistance for various livestock species; and animal husbandry practices that may be applicable to California livestock producers. Additionally, the incumbent must be able to establish and maintain effective working relationships with associates, work independently under the guidance of AUS staff, and make appropriate decisions to complete assignments/meet deadlines.

Work Environment and Equipment Used:
The duties of this position are performed indoors and outdoors. In this environment, the incumbent may occasionally work under difficult conditions.

Indoor activities may include:

- Operating a computer with various software programs, including e-mail, Adobe Acrobat, and Microsoft Word, Excel, Access, and PowerPoint.
- Entering data in a computer database.
- Operating a telephone, fax, calculator, copier, scanner, stamp machine, shredder.
- Operating various filing drawers and bins.
- Processing paperwork and samples.
- Lifting boxes of supplies up to 30 pounds.

Outdoor activities may include:

- Visiting livestock at farms, ranches, saleyards, or other livestock facilities to assess disease prevention and treatment practices.
- Travel by State vehicle or other modes of transportation to various locations in the State, including UC Davis.

The incumbent may encounter:

- Confrontational, unfriendly, or irate people
- Quickly moving heavy gate
- Heavy machinery
- Extremes in temperature
- High levels of noise
- Work in environments with potential exposures to hazards such as allergens, including dust and animal dander, and non-hazardous and hazardous agricultural and industrial chemicals
- Regular or recurring telework may occur as part of the incumbent’s regular work 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