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

☒	**Current**
☐	**Proposed**

Classification / Working Title Environmental Scientist	**Employee Name**
Position Number 018-406-0762-996	**Supervisor Name / Classification** Caitlin Hengeveld/ Senior Environmental Scientist Supervisor
Division / Branch / Unit Plant Health and Pest Prevention/Pest Exclusion Branch/ Nursery, Seed, and Cotton Program	**Effective Date** 10/01/2026
Collective Bargaining Unit Identifier (CBID) R10	**Work Week Group (WWG)** 2
Tenure Limited Term	**Timebase** Full-Time
Reporting Location ***(Employee's Headquarters Address)*** 1220 N St, Sacramento, CA	**Division / Program Hyperlink** CDFA - Plant Health - Nursery, Seed, and Cotton Program

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 Pest Exclusion Branch, the Nursery, Seed, and Cotton Program (NS&C) is responsible for the enforcement of laws and regulations that ensure the quality and orderly marketing of nursery, seed, and cotton plant products. The mission of the program is to prevent the introduction and spread of agricultural pests and diseases in nursery and seed products, thereby protecting California's environment, agricultural systems, and consumers against economic losses. The program coordinates statewide regulatory and inspection activities with county agricultural commissioners. In addition, the program maintains registration and certification services which provide the agricultural industry with clean planting stock.

The California Industrial Hemp Farming Act (CIHFA) requires CDFA to establish a registration program for the commercial cultivation of industrial hemp. The NS&C Program is responsible for administering the CIHFA and developing regulations and guidelines for registration by the county agricultural commissioner. Under a grant agreement with the Department of Fish and Wildlife (CDFW), the Evaluation and Remediation of Illegal Hemp Cultivation (ERIHC) was created to ensure non-compliant hemp cultivation sites are appropriately identified, remediated, and monitored and undergo all necessary cleanup. Under the agreement, CDFA will ensure that these activities are executed consistently across California in coordination with County Agricultural Commissioners (CACs) and other state and local agencies.

Position Identification:

Under the supervision of Senior Environmental Scientist (SES), the Environmental Scientist (ES) performs a broad range of scientific and professional office and field duties involving environmental analysis, research, surveys, investigations, and studies in support of ERIHC from within the NS&C Program. The ES is also responsible for preparing reports and correspondences commensurate with their classification and experience. The ES must establish effective working relationships and maintain cooperative liaison

relationships with government agencies, agricultural industry, and the general public. This position is necessary to provide technical support to CACs and facilitate interagency coordination for addressing non-compliant hemp cultivation activities.

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: _5_%

☐ Other (Specify): _____

Essential Functions:

40%	**Administration of Environmental Program Activities** • Provide recommendations to management to ensure that appropriate procedures, laws, rules, and regulations are followed. • Collaborate with County Agricultural Commissioners (CACs), State, federal, and local agencies to provide technical consultation regarding compliance issues related to hemp cultivation. • Monitor program effectiveness and recommend improvements to the SES (Sup)to ensure program success and compliance with State laws and regulations. • Develop training and educational information, and provide technical training for State, county, and industry personnel regarding proper procedures for the inspection, testing, and enforcement of industrial hemp cultivators. • Oversee planning and preparation for public meetings. This includes the review of agendas and preparation of materials.
30%	**Regulatory Compliance and Stakeholder Involvement** • Collaborate with other state, federal, and local agencies and provide technical consultation regarding environmental issues related to cultivation of industrial hemp. • Collaborate with other state, federal, and local agencies on outreach to the industry and public regarding state, federal, and local laws and regulations that may affect industrial hemp growers. • Develop advisories, training aids, manuals, and other resources used by state, county, and industry personnel regarding inspection, sampling, and testing of industrial hemp to ensure regulatory requirements are met, and that all protocols are implemented consistently and correctly statewide. • Coordinate with the SES (Sup) to evaluate, develop, and implement guidelines, procedures, and policies to ensure statewide program activities meet statutory requirements.

	• Review, track, audit, and analyze industrial hemp inspection reports and related documentation from CACs for accuracy, completion and to rectify discrepancies.
15%	**Communication and Outreach Activities** • Meet and confer with growers, ranchers, nurseries and commercial agricultural entities as well as stakeholders to provide regulatory guidance in order to obtain compliance with current laws and regulations. • Serve as a consultant in regulatory and enforcement programs to county departments of agriculture by responding to written and oral inquiries from other cooperating agencies regarding industrial hemp cultivation and regulatory requirements. • Stay up to date on new environmental research and technology by reading technical journals and other scientific publications. Maintain knowledge of California's environmental programs and policies relating to industrial hemp.
10%	**Training Activities** • Prepare and present scientific information at training sessions on the inspection, sampling, testing, and environmental issues, as well as other regulations on the cultivation of industrial hemp. Presentations may be presented to County Agricultural Commissioner's staff, CDFA, industry representatives, relevant stakeholders and members of the general public.
Non-Essential/Marginal Functions:	
5%	• Transport, operate, and uphold all State property including State vehiclesin a safe, working condition. • Perform other job-related duties as assigned.

Desirable Qualifications:

- Proficient in verbal and written communications and employ active listening skills.
- Ability to interpret and apply laws, rules, regulations, policies, etc.
- Detail oriented with strong organizational skills.
- Proficiency in Microsoft Office Suite and other relevant software.
- Work independently and cohesively in a team environment.
- Excellent/predictable attendance.
- Excellent time management and organizational skills.

Work Environment and Equipment Used:

The duties of this job are performed indoors approximately ninety percent (95%) of the time in an office. The employee's workstation is located inside an office building equipped with standard office equipment. The remainder of the time is spent traveling to meetings or district offices, outdoor locations, warehouses or facilities of industrial hemp production or sale. The employee may be exposed to extremes in temperature, dust, fumes, gases, and odors.
Incumbents may be required to travel to various locations (federal, state, county offices and project sites; businesses; and field stations) to conduct all aspects of essential and non-essential functions. Travel overnight and on weekends may be required.

Overnight and/or extended travel to various locations throughout the State may be required to accomplish work objectives in various environments. State vehicles are used to travel to these worksites. Rental vehicles and/or air travel may also be used. Incumbent may be required on short notice to work on emergency projects for the Branch or any other program for the Plant Division. 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