

**California Department of Food and Agriculture
Meat, Poultry and Egg Safety Branch
Agricultural Technician II
Duty Statement**

I. Program/Position Identification

The Meat, Poultry and Egg Safety (MPES) Branch consists of three core functional areas: Meat and Poultry Food Safety; Rendering; and Egg Safety. MPES, through the Meat and Poultry Program 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. The Rendering Program 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 Program (ESQM) registers and inspects eggs at the production, wholesale, and retail levels to make sure eggs sold in California are wholesome, properly labeled, refrigerated, and of established quality.

Under general supervision of the Agriculture Program Supervisor II (APS II), the Agricultural Technician II conducts the more varied shell egg and liquid egg product inspections for compliance with provisions of the California Code of Regulations (CCR's) and the Food and Agricultural Code (FAC) as applied to quality, size, grade, labeling, bio-security, food safety, container and refrigeration egg laws and regulations.

Incumbent must establish and maintain effective working relationships with those contacted during the course of work; travel by state vehicle or other public transportation systems to various locations in the State; work well under pressure; make appropriate decisions and well thought out recommendations; work independently is completing assigned work; and meet required deadlines.

Employee:	Vacant
Classification:	Agricultural Technician II
License or Other Requirement:	California Driver License
Position Number:	014-141-0033-982
Division/Branch/DAA:	AHFSS/Meat, Poultry and Egg Safety
Location:	San Luis Obispo
Date Prepared:	April 20, 2022
Work Hours/Shift:	8 hours/day, Various Days

II. Essential and Non-Essential Job Functions

A. Essential Functions:

Function #1: Shell Egg Regulatory Enforcement

40%

- As a program specialist, independently perform the more challenging shell egg and liquid egg product inspections at retail facilities and (10% production/processing or wholesale/distribution monthly inspections) to ensure compliance with CCR's and FAC and relay any questions or concerns to APS II
- Perform retail egg inspections at Certified Farmer's Markets, communicate regulatory requirements to market vendors, market managers, and County Agricultural Commissioner staff
- Verify that each facility that is selling eggs in California, is properly registered with ESQM; and provide a new registration to the facility, if any current information changes
- Issue non-compliance and Hold-Off Sale notices on shell eggs that fail to meet registration, quality, grade, size, labeling and refrigeration requirements
- Investigate brand registration complaints from Shell Egg Industry and report findings to APS II
- Take enforcement action on all sub-standard shell egg lots including out of state shell egg import lots by issuing Notice of Violations
- Respond to requests by APS II to conduct inspection and enforcement activities on out-of-state egg shipments that were tagged at California Border Protection stations for failure to meet compliance, take necessary steps to ensure required corrective actions are taken, release the shipments once compliance has been verified and report findings to APS II
- Respond to consumer egg quality and safety complaints by collecting suspect egg samples for laboratory analysis, maintain chain of custody and complete required laboratory submission forms

Function #2: Prepare and Submit Various Reports for Accurate Recordkeeping and Fund Tracking Purposes

40%

- Complete and compile shell egg inspection worksheets to verify the quality of eggs inspected and rejected daily and submit reports to APS II
- Respond to retail complaints timely and prepare report of findings to APS II
- Complete daily work activity log within the ET database for grant and fund tracking purposes
- Prepare, complete, and submit monthly travel expense claims, time sheets, and State vehicle travel logs
- Keep accurate records of facilities inspected. Compile information for daily reports, which includes miles traveled, facility inspected, facilities out of compliance, and retail complaints
- Complete annual required training classes

Function #3: Act as Program Specialist by Staying Up to Date on Regulations that Effect the Egg Industry **15%**

- Attend Program and Branch meetings
- Attend Shell Egg industry meetings and workshops
- Act as program expert by keeping updated on FAC and CCR's that impact the egg industry, and on consumer and marketing trends

B. Non-Essential Functions:

Function #1: Miscellaneous Duties **5%**

- Perform other job-related duties as requested by supervisor

III. Work Environment

The duties of this position are conducted in-doors and out-doors at egg production and distribution facilities. The Agricultural Technician II travels often to those establishments throughout an assigned geographical area to conduct inspections, and to conduct reviews on behalf of the United States Department of Agriculture (USDA) and the Food and Drug Administration (FDA). Egg wholesale and distribution facilities usually have wet, slippery floors, are noisy, and have many potential hazards such as moving equipment, heavy overhead structures, and sharp knives. Agricultural Technician II duties also necessitate working in cold dry coolers, freezers, warm humid processing areas, and seasonal environmental conditions while inspecting buildings and surrounding property. Drive to various locations throughout the assigned area is required on a daily basis. The incumbent must follow California Department of Food and Agriculture (CDFA), Division, and Branch employee health and safety policies.

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.

IV. Employee's Statement

_____ I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation and how it applies to essential functions. I can perform the duties of this job without Reasonable Accommodation.

OR

_____ I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation and how it applies to essential functions. I will need Reasonable Accommodation to perform one or more of the essential functions described in this duty statement.

Employee Signature¹

Date

Supervisor Signature

Date

Print Name

Print Name