

**California Department of Food and Agriculture
Inspection Services Administration
Duty Statement
Associate Governmental Program Analyst
Grant Administration and Outreach Specialist
Urban Agriculture Grant Program
(24-Month Limited-Term)**

I. PROGRAM/POSITION IDENTIFICATION

In order to protect and promote California's agricultural industry, 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 (Division) 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 Division's priority is to provide the highest degree of consumer protection, analytical services, and grading services. The Division is comprised of three branches: Center for Analytical Chemistry; Feed Fertilizer & Livestock Drugs Regulatory Services; Inspection & Compliances and, an Administration unit. Within the Division's Administration 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 Community Food Hub Grant Program, the California Farm to School Program (including the Farm to School Incubator Grant Program), and the Healthy Refrigeration Grant Program.

Under the general direction of the Staff Services Manager I, the Associate Governmental Program Analyst (AGPA) provides administration and analytical support to the Office, the Urban Agriculture Grant program, and the Farm to School Incubator Grant program with grants, supporting grant administration and analysis from the application process through grant agreements and management. The incumbent must have initiative, good judgement, independent action, timeliness, prioritization of multiple projects, good verbal and written communication skills, proficient computer skills and knowledge of a variety of software, including but not limited to: Microsoft Word, Microsoft Excel, Power Point, Outlook and internet social media functions.

Classification:	Associate Governmental Program Analyst (24-Month Limited-Term)
Working Title:	Grant Administration and Outreach Specialist
License/Other Requirements:	None
Position Number:	014-727-5393-982
Division/Branch:	Inspection Services/Administration
Location:	Remote/Telework
Date Prepared:	August 2022
Work Hours/Shift:	Monday-Friday, 8:00 a.m. – 5:00 p.m.

II. ESSENTIAL AND NON-ESSENTIAL JOB FUNCTIONS

A. Essential Functions:

Function #1: Program Implementation and Communications – 45%

- Serve as main point of contact for the Urban Agriculture Grant Program application process, including developing, maintaining, and refining the CDFA online grants platform and related documents that simplify and increase effectiveness of grant programs, including the application questions, review categories, scoring guides, FAQ's, grant writing resources, application templates, question & answers, and other necessary resources
- Conduct, review, draft, and analyze studies and stakeholder surveys to ensure programs reflect community needs, including applicant communications, public comment period, webinars, award notifications, contracts and grant agreements, press releases, project descriptions, and online information regarding grant opportunities
- Manage and utilize internal and external stakeholder feedback to formulate procedures and policies for the Urban Agriculture Grant program, especially during the grant review processes and recruiting, tracking, and training grant reviewers
- Analyze urban agriculture grant applications and stakeholder feedback to make recommendations on a broad spectrum of administrative and program-related problems
- Author and organize reports, newsletters, blogs, social media posts, surveys, information guides, and resource libraries regarding CDFA's Urban Agriculture Grant program
- Coordinate and support virtual and in-person events with CDFA staff regarding urban agriculture, including listening sessions, tours, webinars, peer to peer learning, and best practice sharing
- Track and maintain records for CDFA's Urban Agriculture Grant program, activities, compiling statistics and other relevant impact data
- Support other CDFA's Farm to School grant programs as needed, including but not limited to, Farm to School Incubator Grant Program, Farm to Community Food Hub Grant Program, California Nutrition Incentive Program, and the Healthy Refrigeration Grant Program

Function #2: Administrative Duties – 40%

- Attend the Office's management meetings to provide effective inputs and updates on work status
- Research other grant opportunities and best practices in grants management to effectively update grant platforms and practices
- Implement work plans and projects, analyze workload and determine personnel and budget needs for Office staffing
- Research agricultural industry statutes, codes and regulations regarding issues which may impact the development and process of the Office in order to prepare analysis of findings and make recommendations to stakeholders
- Revise and analyze proposed legislation and advise management on the impact
- Conduct policy analysis and make recommendations to management regarding future Office initiatives

- Coordinate activities with CDFA Office of Grants Administration staff and update grant timelines as needed

Function #3: **Program Outreach – 10%**

- Participate in outreach events including conferences and events with other agencies

B. Non-Essential Functions: **Other duties as Needed – 5%**

- Perform other job-related duties, projects, or assignments deemed necessary by management

III. Work Environment

The duties of this job are performed indoors 90% of the time. The incumbent in this position teleworks at least 90% of the time. The incumbent is supplied with the necessary tools and supplies to perform the assigned duties, including, but not limited to, a cell phone, a laptop computer with various software programs, and a multifunction print/scan/copy machine.

Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy. Occasional travel by private vehicle, state vehicle or public transportation to various locations throughout the State such as conferences or outreach events may be required.

Incumbent must be able to establish and maintain effective working relationships with those contacted during the course of work; work well under pressure, make appropriate decisions and well-thought-out recommendations, work independently in completing assignments and meeting required deadlines.

IV. Employee's Statement:

(Initial applicable statement)

_____ I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation¹ 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 Accommodation¹ 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.

¹ A reasonable accommodation is an adjustment or modification to a job or workplace that allows qualified employees or prospective employees to perform the essential functions of the job successfully.

Associate Governmental Program Analyst

Position # 014-727-5393-982

Page | 4

Employee Signature² Date

Supervisor Signature Date

Print Name

Print Name

² Duties of this position are subject to change and may be revised as needed or required. If/when duties change you will be provided a revised duty statement to sign.