

**California Department of Food and Agriculture  
Inspection Services Administration  
Duty Statement  
Associate Governmental Program Analyst  
California Farm to School Program  
Farm to School Network Regional Lead  
Central Region**

**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 California Farm to School Incubator Grant Program), and the Healthy Refrigeration Grant Program.

Under the general direction of the Staff Services Manager II, the Associate Governmental Program Analyst (AGPA) serves as an independent field analyst who collects, analyzes, and evaluates complex data collected from school districts, school garden organizations, non-profit organizations, community-based organizations, local governments, Tribal communities, historically excluded communities, and other entities engaged in school food transformation. The Farm to School Network Regional Leads work with CDFA Farm to School Regional Producer Engagement Specialists, the CDFA Farm to School Network, and regional partners to create solutions that serve the California school food community and advance CDFA's Farm to School Roadmap.

This position will serve the Centra Region which includes the following counties: Yolo, Sacramento, El Dorado, Amador, San Joaquin, Calaveras, Stanislaus, Tuolumne, Merced, Mariposa, Mono and Alpine.

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.

<b>Classification:</b>	<b>Associate Governmental Program Analyst</b>
<b>Working Title:</b>	<b>Farm to School Network Regional Lead (Central Region)</b>
<b>License/Other Requirements:</b>	<b>Driver's License</b>
<b>Position Number:</b>	<b>014-730-5393-012</b>

<b>Division/Branch:</b>	<b>Inspection Services/Administration</b>
<b>Location:</b>	<b>Remote/Telework</b>
<b>Date Prepared:</b>	<b>July 2023</b>
<b>Work Hours/Shift:</b>	<b>Monday-Friday, 8:00 a.m. – 5:00 p.m.</b>

## II. ESSENTIAL AND NON-ESSENTIAL JOB FUNCTIONS

### A. Essential Functions:

#### **Function #1: Program Development and Grant Management 45%**

- Design, create, evaluate, and refine a community asset mapping tool within the California Farm to School Network Central Region. This includes conducting a landscape analysis of farm to school stakeholders, specifically school districts, school garden organizations, non-profit organizations, community-based organizations, Tribal communities, historically underserved communities, and other entities engaged in school food transformation.
- Establish interview schedule, interview script, and interview record keeping system, conducting interviews, and regularly reviewing, updating, and analyzing information shared by community stakeholders.
- Once collected, utilize data to create and present reports for CDFA internal stakeholders as well as regional stakeholders. Analyze the data to develop potential policy and administrative solutions and make recommendations to best achieve program goals. Reports will succinctly analyze stakeholder input, identify areas for collaboration across local, regional, and State resources, and make program policy recommendations on a regional and statewide basis.
- As needed, design, test, implement, and evaluate new solutions to support stakeholder needs.
- Serve as main point of contact for the California Farm to School Incubator Grant Program. This includes making recommendations on grant program design and implementation based on data collected during ongoing landscape analysis; creating opportunities for public information sessions regarding grant application; and creating, implementing, and evaluating scoring criteria for funding. Once funding is distributed, establish regular check-in schedules with grantees in their region, create interview scripts, data collection tools, evaluation schedules, and produce reports on grant progress, successes, and challenges.
- Identify issue areas and independently direct necessary resources to solve challenges in the field.

#### **Function #2: Program Outreach and Communications – 40%**

- Design, implement, and evaluate public events with California school food stakeholders, specifically school districts, school garden organizations, non-profit organizations, community-based organizations, and other entities engaged in school food transformation.
- Using data collected from ongoing landscape analysis, determine the proper type of event, create event goals, identify venue, establish budget, coordinate partners, create event materials, design meeting agenda, facilitate event, analyze event outcomes, write and publish event report, and implement post-event communications with attendees, the general public, and internal stakeholders.

- Design, test, utilize, evaluate, and redesign a regional database of California school food stakeholders in order to strategically identify, engage, and collaborate with solution partners across the State.

**Function #3: Administrative Duties –10%**

- Attend CDFA-Office's regular meetings to provide effective inputs and updates on work status.
- Prepare status reports for supervisor on a regular basis, including tracking community stakeholder contacts and relationship status.
- Coordinate and discuss farm to school programs and opportunities with regional and statewide farm to school staff.

**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 75% 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. Travel by private vehicle, State vehicle or public transportation to various locations throughout the State such as conferences, site visits or outreach events may be required. A valid driver's license is 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 Accommodation<sup>1</sup> 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<sup>1</sup> 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 Signature<sup>2</sup>                      Date

\_\_\_\_\_  
Supervisor Signature                      Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

<sup>1</sup> 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.

<sup>2</sup> 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.