

**California Department of Food and Agriculture  
Inspection Services Administration  
California Farm to School Program  
Staff Services Manager I  
Duty Statement  
Farm to School Southern California Operations Manager**

**I. PROGRAM/POSITION IDENTIFICATION**

In order to protect and promote California's agricultural industry, the California Department of Food and Agriculture (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 & Compliance and, an Administration Unit. Within the Division's Administration Unit is the Office of Farm-to-Fork (Office), which 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 Staff Services Manager I (SSMI) will serve as the Southern California Operations Manager for the California Farm to School Network (CFSN). The incumbent will supervise eight Associate Governmental Program Analysts, including the planning, forecasting, coordination, administration, and implementation of programs within Southern California. This position will oversee the San Joaquin, South Coast, Greater Los Angeles, and Southern Regions, with a focus on administrative and operational coordination throughout programs to ensure uniformity and consistency across farm to school activities and to improve effectiveness of regional staff and stakeholder engagement. 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.

This position will serve the Southern California Region which includes the following counties: Madera, Fresno, Kings, Tulare, Inyo, Kern, San Benito, Santa Cruz, Monterey, San Luis Obispo, Santa Barbara, Ventura, Los Angeles, San Bernardino, Orange, Riverside, San Diego, and Imperial.

As a leader in State government, the incumbent is responsible to develop and inspire their workforce and deliver great results for Californians and CDFA. The incumbent must share a clear vision to achieve productive results by developing plans to meet goals, utilize staff skills, and solve problems; build collaborative relationships and foster an inclusive

environment for consensus-building and decision-making; coach, guide, train, instruct, and develop team members; empower staff through a sense of shared ownership and decision-making; create an open and transparent environment for the exchange of information; foster a team environment through the support and recognition of team members; promote customer service and accountability; motivate loyalty to the Department's mission and commitment to drive continuous improvement for better results. The incumbent must inspire personal credibility through authenticity, confidence, consistency, courage, decisiveness, generosity, honesty, integrity, and judgment.

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within thirty (30) days of appointment, on an annual basis, and upon vacating the position. The incumbent must complete an Ethics orientation training course within six months of assuming a Form 700 covered position, and every two (2) years thereafter, by December 31 of each numbered year. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

<b>Classification:</b>	<b>Staff Services Manager I</b>
<b>Working Title:</b>	<b>Farm to School Southern California Operations Manager</b>
<b>License/Other Requirements:</b>	<b>Driver's License</b>
<b>Position Number:</b>	<b>014-772-4800-XXX</b>
<b>Division/Branch:</b>	<b>Inspection Services/Office of Farm to Fork</b>
<b>Location:</b>	<b>Remote/Telework</b>
<b>Date Prepared:</b>	<b>October 2024</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: Supervision & Administrative Duties – 40%

- Plan, organize, direct, coordinate, and evaluate the activities and performance of Southern California CDFA Farm to School Regional staff. This includes conducting annual reviews, travel claim and timesheet review, ensuring compliance with laws and regulations, training requirements, and other positional requirements.
- Apply practices and principles of employee supervision; development and training; methods and techniques of effective leadership; consistently exercise a high degree of initiative, independence, accuracy, and originality. Evaluate work performance, set work standards and goals, resolve personnel related matters, provide guidance and leadership, coaching and mentoring, and take corrective or disciplinary action when appropriate. Maintain confidentiality and discretion on personnel matters.
- Gather, review, analyze, and interpret program data for CDFA's response to public records act, executive management team, partner agencies, and stakeholders' requests related to Farm to School efforts.

- Review, analyze and interpret existing program legislation and proposed legislation on an ongoing basis to assist the Department with standardizing program reporting, monitoring and implementation.
- Prepare bill analyses for assembly and senate bills that impact CDFA related to CDFA's Farm to School Program, including coordinating with various CDFA programs, Budget Office, and Farm Equity Office to secure feedback and develop a comprehensive analysis.
- Develop, conduct, and coordinate Farm to School team meetings, regional meetings, individual meetings, and trainings to ensure staff are aware of the most up-to-date rules, policies, and procedures, including meetings with Northern California Operations Manager to align programming.
- Monitor, analyze, and evaluate the quality and effectiveness of processes and procedures. Identify problem areas, develop strategies to resolve problems, and implement solutions. Develop and revise policies and procedures as necessary.
- Travel to statewide conference, regional events, conferences, and gatherings to support regional staff as necessary.

**Function #2: Program Development – 40%**

- Create CDFA grant program solicitation documents, application materials, procedure documents, scoring templates, surveys, and other related materials to support farm to school program growth.
- Manage implementation of CFSN action plans, strategic plans, landscape analyses, and other related initiatives.
- Manage data collection efforts for Southern California, including creating key data collection tools, systems, and materials, training staff on new data collection resources, and tracking implementation of the CFSN regional database.
- Coordinate with other governmental agencies to address Farm to School issues, including the California Department of Education, California Department of Public Health, California Department of Social Services, and the USDA's Food and Nutrition Service's Western Region Office.

**Function 3: Other/Special Projects – 15%**

- 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.
- Implement special projects related to Office of Farm to Fork programs, including researching, preparing, implementing, training, and measuring impact of special projects.
- Manage interdepartmental collaboration with partner agencies implementing farm to school, farm to summer, farm to early care and education, and similar programming.

**B. Non-Essential Functions:**

**Function #1: Miscellaneous Duties – 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.**

\_\_\_\_\_

---

<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.

Employee Signature<sup>2</sup>

Date

Supervisor Signature

Date

**CC: Employee  
Supervisory Drop File  
Official Personnel File**

---

<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.