

**California Department of Food and Agriculture Inspection Services Administration  
Staff Services Manager I – Specialist (Limited Term)  
Resilient Food Systems Infrastructure: State Planning Lead  
Duty Statement**

**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 & 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 (CNIP), the California Urban Agriculture Grant Program, the California Farm to Community Food Hub Grant Program (Food Hub), the California Farm to School Program (including the California Farm to School Incubator Grant Program), the Healthy Refrigeration Grant Program (HRGP) and administers a USDA Gus Schumacher Nutrition Incentive Grant (GusNIP). The Resilient Food Systems Infrastructure Program (RFSI) is a federally funded program to build resilience in the middle of the food supply chain; to provide more and better markets to small farms and food businesses; to support the development of value-added products for consumers, fair prices, and fair wages; and create new and safe job opportunities. Part of the RFSI program includes a state led supply chain planning component that includes robust stakeholder engagement, state-wide asset and gap mapping, and will result in a report that outlines a state plan to create a more resilient food system over the next 15 years.

Under the general direction of the Research Data Supervisor II, the Staff Services Manager I Specialist (SSM I-Specialist) leads the state-led supply chain project, focusing on stakeholder engagement, public meetings, complex project management, and contractor oversight. The SSM I-Specialist conducts comprehensive analysis, prepares high-level reports, and acts as a liaison across internal and external departments. The role includes designing and overseeing major research projects on local food system resiliency, including asset and gap mapping, policy analysis, budget forecasting, and long-term state planning. The incumbent collaborates with the Executive Office, Office of Grants Administration, Office of Farm to Fork, and partner state agencies to achieve project goals. 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, and manage external contractors.

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.

**Classification:** Staff Services Manager I - Specialist  
**Working Title:** RFSI State Supply Chain Lead  
**License/Other Requirements:** Driver's License  
**Position Number:** 018-772-4800-982  
**Division/Branch:** Inspection Services/Administration  
**Location:** Remote/Telework  
**Date Prepared:** December 2024  
**Work Hours/Shift:** 40 hours/week, Monday - Friday

## II. Essential and Non-Essential Job Functions

### A. Essential Functions

**Function #1: Stakeholder Engagement** **35%**

- Lead high-profile public meetings to gather stakeholder input for the RFSI state-led supply chain plan.
- Design and implement a comprehensive stakeholder engagement strategy, including conducting interviews with supply chain entities.
- Collaborate with governmental agencies at all levels to gather information, align efforts, and strategize for long-term food system resilience.
- Coordinate efforts to enhance food security and support regional food systems, engaging with stakeholder groups, government entities, non-profits, and the public.
- Interpret and apply State and Federal regulations, CDFA policies, and procedures to provide informed recommendations and respond to inquiries.
- Travel statewide to build relationships with food producers, Tribal producers, and food system stakeholders.

**Function #2: Project Management**

**35%**

- Act as the primary contact and subject matter expert for the RFSI state-led supply chain project, providing leadership and strategic direction.
- Coordinate multi-stakeholder teams to execute key components of the statewide plan, including mapping, analysis, and budget forecasting.
- Oversee contractor activities, evaluating deliverables such as reports and analyses to ensure alignment with project goals and quality standards.
- Review and approve contractor invoices, ensuring compliance with project budgets and resolving discrepancies with Financial Services Branch staff.
- Lead regular meetings with project contractors to assess progress and ensure timely completion of deliverables.

**Function #3: Communications**

**25%**

- Develop and execute a communications strategy to engage stakeholders in the RFSI planning process and promote the final statewide plan.
- Deliver presentations to high-level state officials, stakeholders, and public audiences on project milestones and outcomes.
- Advise senior leadership and program directors by preparing detailed reports and presentations, offering insights and recommendations to support strategic decision-making.

**B. Non-Essential Functions:**

**Function #1: Miscellaneous Duties**

**5%**

- Perform additional duties as assigned by management, including special projects that support the objectives of the RFSI grant program and the Department's mission.

**III. Work Environment**

The duties of this job are performed indoors 95% 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.

**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                                      Date**

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

**CC:    Employee  
      Official Personnel File  
      Supervisor's Drop File**

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.

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.