

☒ Current
☐ Proposed

**California Department of Food and Agriculture
Legislative Office
Staff Services Manager I (Specialist)
Duty Statement**

I. Program/Position Identification

The Legislative Office, under the Executive Office, in the California Department of Food and Agriculture (CDFA), responds to incoming legislative correspondence, phone calls, and contacts regarding State and Federal legislative issues. Also, it provides guidance and direction with bill development, and responds to questions from the public, elected officials, advocates, or other agency staff.

Under the general direction of the Deputy Secretary for Legislative Affairs, the incumbent will function as CDFA's Legislative Manager, and will assume the duties of the Deputy Secretary in his/her absence. In addition, the incumbent will perform tasks regarding a variety of emerging issues as they relate to agriculture and legislation including air and water quality and supply, energy and land use, endangered species, environmental protection, agricultural economics, agricultural labor, animal health issues, federal grant programs, and the budget process.

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 set a clear vision to achieve productive results by developing plans to meet goals, leverage 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 CDFA'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.

Classification:	Staff Services Manager I (Specialist)
Working Title:	Legislative Manager
License or	
Other Requirement:	N/A
Position Number:	014-001-4800-002
Division/Branch:	Executive Office/Legislative
Location:	Sacramento
Date Prepared:	March 2025
Work Hours/Shift:	Full Time 40 hours (Monday – Friday)

II. Essential and Non-Essential Job Functions

A. Essential Functions:

Function #1: Legislative Coordinator 50%

- Serve as CDFA's Legislative Manager and manage the Department's legislative issues.
- Independently provide expert consultative services and briefings to the Deputy Secretary for Legislative Affairs, Undersecretary, Secretary, and Division staff by communicating the feasibility, impact, or potential of various legislative issues that may affect CDFA.
- Attend various meetings with industry representatives, other agencies, local representatives, and/or department staff to discuss legislation.
- Provide updates and briefings to the appropriate Executive Office staff and/or department staff on legislative issues. In addition, the incumbent will be responsible for completing or coordinating any actions that need to be taken as a result of a hearing and/or meeting.
- On a daily basis, discuss departmental issues regarding technical assistance on legislation with legislative committee consultants, legislators' staff, members of the Governor's Office, departmental and agency legislative coordinators, Department of Finance staff, and representatives of agriculture industry groups and local government.
- Lobby CDFA's official positions on legislation and negotiate amendments on legislation that affect the agency.
- Act in place of the Deputy Secretary for Legislative Affairs on any legislative issues in his/her absence.

Function #2: Legislative Bill Analyses and Proposals 25%

- Perform complex legislative analyses related to department programs and designs; research and prepare legislative proposals, analyses, amendments, and position papers on proposed or pending legislation.
- Coordinate the development of CDFA's annual legislative program, including advising the Secretariat and program management on the feasibility, risks and strategy related to individual proposals. Responsible for coordinating the proposal/s through the legislative process.
- Review all bill analyses and Enrolled Bill Reports from CDFA divisions on issues assigned to ensure that all points are discussed, information is accurate, and positions supported and are appropriate, prior to submission to the Deputy Secretary for Legislative Affairs and the Secretary.
- Read all bills introduced by the Legislature (approximately 5,000 each session) to determine which bills are of interest to the department, the agriculture industry, and/or the county agricultural commissioners and sealers of weights and measures.

- Assess which programs/divisions are of interest and/or should have copies routed to them for information only or should be requested to have analyzed.
- Develop and maintain all legislation of interest using a tracking system.
- Prepare Enrolled Bill Reports for review of the Deputy Secretary for Legislative Affairs, Undersecretary, Secretary, and other Executive Office staff before being forwarded to the Governor's Office.
- Prepare veto and signing messages for the signature of the Governor and discuss issues related to the various bills with Governor's Office staff.

Function #3: Committee Hearings Activities & Legislative Training 20%

- Attend committee hearings on legislation of interest and testify before members of the Legislature on bills that impact the department.
- Work with committee staff prior to hearings to insure they have the appropriate technical information and knowledge of CDFA's policies and positions.
- Develop and provide Legislative Bill Analysis Training to department staff on a yearly basis.
- Provide weekly legislative updates to department staff engaged in the legislative process.
- Develop and disseminate Legislation of Interest Report to the department.

B. Non-Essential Functions

Function #1: Miscellaneous Duties 5%

- Perform other job-related duties as required.

III. Work Environment

The duties of this position are primarily conducted indoors. Office equipment includes a computer, with various software programs, including e-mail, a telephone with voicemail, and stationary filing drawers and bins.

Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy.

Travel throughout California and outside of the State may be required on an occasional basis.

IV. Other Information

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.

V. 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.

Employee Signature² Date

Supervisor Signature Date

Print Name

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.