

Per California Code of Regulations, title 2, section 548.5, the following information will be posted to CalHR's Career Executive Assignment Action Proposals website for 30 calendar days when departments propose new CEA concepts or major revisions to existing CEA concepts. Presence of the department-submitted CEA Action Proposal information on CalHR's website does not indicate CalHR support for the proposal.

A. GENERAL INFORMATION

1. Date

01/31/2017

2. Department

California Department of Food and Agriculture

3. Organizational Placement (Division/Branch/Office Name)

Executive Office/County/State Liaison Office

4. CEA Position Title

County/State Liaison

5. Summary of proposed position description and how it relates to the program's mission or purpose. (2-3 sentences)

The County/State Liaison will serve as the primary contact between CDFA and the California County Agricultural Commissioners and Sealers of Weights and Measures, as well as serving as the Emergency Management Administrator (EMA). The incumbent will be responsible for policy development and implementation, legislative, regulatory, public relations and external matters and oversee the Health and Safety Program. As a key policy expert, the County/State Liaison will have extensive contact with a wide variety of individuals inside and outside state government. CDFA's mission is to serve the citizens of California by promoting and protecting a safe and healthy food supply, and enhancing local and global agricultural trade through efficient management, innovation and sound science with a commitment to environmental stewardship. As County Liaison and County Licensing Program Administrator, the incumbent will promote consistent statewide program enforcement at the county level, as well as develop and maintain regulations and policies as they pertain to the examination and licensing of employees of county agricultural and weights and measures program staff as governed by the Food and Agricultural Code and Business and Professions Code to ensure effective and respectable results for Californians and CDFA.

6. Reports to: (Class Title/Level)

Deputy Secretary of Administration & Finance, CEA Level C

7. Relationship with Department Director (Select one)

- Member of department's Executive Management Team, and has frequent contact with director on a wide range of department-wide issues.
- Not a member of department's Executive Management Team but has frequent contact with the Executive Management Team on policy issues.

(Explain):

8. Organizational Level (Select one)

- 1st 2nd 3rd 4th 5th (mega departments only - 17,001+ allocated positions)

B. SUMMARY OF REQUEST

9. What are the duties and responsibilities of the CEA position? Be specific and provide examples.

The County/State Liaison Office (C/SLO) provides collaboration and establishes hierarchy between CDFA and County Agricultural Commissioners and Sealers of Weights and Measures (CAC/SWMs) to ensure there is uniform application of mandated regulations between County and State, and works cooperatively on issues of mutual interest, including but not limited to: policy implementation and enforcement, emerging issues and challenges affecting agriculture, environmental issues, natural disaster status and needs, cooperative agreements, and budget issues. The County/State Liaison will develop and implement new policy and maintain or modify existing departmental policies relating to licensing programs of the CAC/SWM programs. The C/SLO also oversees the administration of qualification exams and licensing for successful candidates for Agricultural Commissioner, Sealer of Weights and Measures, and subordinate classifications. This licensing process is required by State statute and is in place to ensure effective and fair interaction between county staff and regulated industries and public.

Under the direction of the Secretary and Executive Office of the CDFA, the County/State Liaison will foster communications between the CAC/SWMs and all CDFA divisions by providing communication and oversight to assure the uniform application of county/state programs administered by CDFA as mandated by the Food and Agricultural Code (FAC) and the Business and Professions Code (BPC). This includes developing and/or modifying regulations and policies as they pertain to the interaction between CDFA and CAC/SWMs as well as the appointment of county agricultural and weights and measures program staff as governed by the FAC and BPC. The liaison will also represent the Department at meetings with CAC/SWM to ensure they are kept informed of the priorities, programs, and policies of the CDFA, and communicate county issues to the Secretariat.

The County/State Liaison will also lead CDFA's County Licensing Program. This program is responsible for the examination and licensing of CAC/SWM staff as governed by the FAC and BPC. It is carried out in conjunction with the Department of Pesticide Regulation, which contracts with CDFA to administer county licensing exams on its behalf. The County/State Liaison will oversee staff in the administration of these exams and subsequent issuance of licenses to successful candidates. The incumbent will develop and/or maintain regulations and policies as they pertain to the examination and licensing of CAC/SWM staff as governed by the FAC and BPC. The incumbent will also be responsible for employee supervision, budgeting, and contract management.

The County/State Liaison will also administer CDFA's Emergency Response Program. This program serves to advise CDFA's Executive team, develop and implement policy, ensure emergency preparedness, and develop emergency response plans consistent with the State of California Emergency Plan. CDFA under this plan is required to do a multitude of functions including coordinating with private sector organizations dedicated to providing food, water, shelter and care to animals/livestock; providing information relative to outbreaks of livestock diseases that may have an impact on human health; leading efforts to support the continuance, safety and security of production agriculture and livestock; and evaluating and reporting agricultural sector damage and resultant economic losses to the Governor's Office and Cal OES when emergencies or disasters occur. The incumbent will develop and oversee the implementation of statewide CDFA emergency policies. The incumbent will also interact and coordinate program activities with industry and those responsible for emergency response in other state and federal agencies (including Office of Emergency Services). The County/State Liaison will also assist in the coordination of media responses in emergency situations as they pertain to agriculture or food safety.

Additionally, the County/State Liaison will administer CDFA's Employee Health and Safety Program. This program is responsible for development and implementation of policy and procedures pertaining to the health and safety of CDFA employees and members of the public having business in CDFA occupied buildings or property. The incumbent will have direct oversight of CDFA's Health and Safety Officer who will develop and oversee the implementation of CDFA health and safety policies as they pertain to its employees or the public interacting with its employees.

B. SUMMARY OF REQUEST (continued)

10. How critical is the program's mission or purpose to the department's mission as a whole? Include a description of the degree to which the program is critical to the department's mission.

- Program is directly related to department's primary mission and is critical to achieving the department's goals.
- Program is indirectly related to department's primary mission.
- Program plays a supporting role in achieving department's mission (i.e., budget, personnel, other admin functions).

Description: CDFA's mission is to serve the citizens of California by promoting and protecting a safe and healthy food supply, and enhancing local and global agricultural trade, through efficient management, innovation and sound science, with a commitment to environmental stewardship. The duties of this position have integral functions in fulfilling this mission as follows:

The County Licensing Program's mission is to promote and protect the food supply and enhance trade. The FAC mandates many programs and functions be carried out under joint state/county responsibility. These include plant pest exclusion, plant pest detection, fruit and vegetable quality inspection, organic inspection, direct marketing, egg quality control, weighmaster inspection, weighing or measuring device enforcement, price and quantity control, and petroleum enforcement. In coordination with the various CDFA programs overseeing these activities, the County Liaison promotes consistent statewide program enforcement at the county level. The C/SL serves as a conduit for communication between CDFA and CAC/SWMs to ensure CDFA oversight directives are received and understood and corrections are made as necessary. The incumbent also serves to facilitate resolution of differences between state and county interests. Through examination and licensing of county employees, the program ensures that only well-qualified county staff carries out the provisions of the FAC and BMP for which CDFA has oversight responsibility, making the County Licensing Program mission critical.

The Emergency Response Program is directly responsible for coordinating with other responding agencies to assist industry and the public in the management of damage to the agriculture environment and food supply in emergency situations. Through well-prepared emergency responses carried out through program policy, damage to vital current and future food resources and impacts to trade may be minimized or mitigated.

The Health and Safety Program's mission is to carry out and achieve all aspects of CDFA's mission by ensuring that its employees have a safe and healthy work environment. This program is critical to CDFA due to the negative impact of not having a well-developed program in place to minimize preventable accidents or safety incidents. By implementing and directing a Health and Safety Program, CDFA faces lower risks of accidents which may result in injury to employees that would certainly create an unnecessary tax burden to California's citizens and impair CDFA's ability to fulfill its mission.

B. SUMMARY OF REQUEST (continued)

11. Describe what has changed that makes this request necessary. Explain how the change justifies the current request. Be specific and provide examples.

Currently, the CDFA County Liaison/County Licensing, Emergency Response, and Health and Safety Programs are all overseen by separate entities within the Department. In recent years CDFA's responsibilities and involvement in response to disasters such as drought and fires has greatly increased and become more complex requiring extensive data gathering and policy level decision making. Additionally, federal and state occupational health and safety requirements are ever changing and have become more complex. These factors have resulted in the need for this position which will house all of these related program functions under one office, with implementation and oversight responsibilities by one manager. Due to the high level of complexity and policy responsibility of this position, it is warranted that it be classified at the CEA level.

C. ROLE IN POLICY INFLUENCE

12. Provide 3-5 specific examples of policy areas over which the CEA position will be the principle policy maker. Each example should cite a policy that would have an identifiable impact. Include a description of the statewide impact of the assigned program.

As County Liaison/County Licensing Program Administrator, the incumbent will be responsible for developing and maintaining all CDFA policies and regulations pertaining to interaction between CDFA and CAC/SWMs and the appointment, examination, and licensing of county employees of county agricultural and weights and measures program staff as governed by the FAC and BPC. These policies are essential to CDFA as the CAC/SWMs rely heavily on the Department to provide uniform guidance in the implementation of programs having joint state/county responsibility and assess license holder qualifications. The County/State Liaison will be responsible for policies relating to the County Licensing Program such as the Director of County/State Relations policy, which establishes the authority of the CDFA to examine candidates for State certificates of qualifications required for the positions in the offices of the CAC/SWMs, the Notification of Changes policy, which requires county staff to notify the County Licensing Program and the County/State Liaison of any impeding vacancies and appointments of staff in the offices of the CAC/SWMs, and the Rescheduling County Licensing Exams policy, which allows CDFA to reschedule written tests and interviews for candidates to, among additional reasons, accommodate for candidates on active military duty during the time of the exam, to correct an error of the CDFA, and to accommodate when an examination notice fails to reach the candidate through no fault of his/her own. Not having clearly defined program policies may result in differing interpretations and enforcement from county to county, undermining the statewide effort to protect California's food supply and/or resulting in unfair business advantages.

As the Emergency Response Program Administrator, the incumbent will be responsible for the development of policies relating to CDFA's response to emergencies and disasters as they relate to the State of California Emergency Plan. These policies are essential to CDFA and other state agencies in providing efficient coordinated response in emergency and disaster situations. In response to the State of California Emergency Plan, the County/State Liaison will develop the CDFA Emergency Procedures which instruct all CDFA staff how to respond to a variety of emergencies, including injury/illness, fire, assault, and weapon/hostile situations. Additionally, the County/State Liaison will develop policies and procedures for the CDFA in response to the California Homeland Security Strategy, created by the Department of Homeland Security. The County/State Liaison will develop policies on CDFA's responses to emergency situations, such as preventing and disrupting terrorist attacks on key food and agriculture resources. Not having pre-established and clearly defined policies and preparedness plans in place may hamper the efforts of all agencies responding to disasters and unnecessarily worsen the negative impacts to industry and the citizens of California.

As CDFA's Health and Safety Program Administrator, the incumbent will be responsible for the development of policies pertaining to the health and safety of all CDFA employees. These policy areas will include the Injury and Illness Prevention Policy, the Employee Toxic Exposure Records policy, and the Reporting Work-Related Serious Injuries policy. This policy area is essential to CDFA as it is imperative its employees are able to conduct their work in as safe and healthy environment as possible. Failure to develop, maintain and implement effective policies in these areas would result in an increased number of work-related injuries or illnesses to the detriment of the department's employees. Without these policies in place, the Department would not be in compliance with state and federal law and would be exposed to criminal or civil suits. Furthermore, avoidable injuries or illnesses unnecessarily expend resources and create a tax burden to the citizens of the State.

C. ROLE IN POLICY INFLUENCE (continued)

13. What is the CEA position's scope and nature of decision-making authority?

The incumbent has primary statewide decision and policy making responsibility for the County Liaison, County Licensing, Emergency Response, and Health and Safety Programs. The CEA will plan, organize, and direct the County/State Liaison Office and the County Licensing Programs. The County/State Liaison will have full responsibility and independent decision making authority for the development, implementation, and modification of policies rules and regulations related to the County Liaison, County Licensing, Emergency Response, and Health and Safety Programs, and serves as the Department's authority to influence policies, mandates, and interactions between the Secretariat, and CAC/SWM.

As County Liaison/County Licensing Program Administrator, the incumbent will have complete authority over the County/State Liaison Office and the County Licensing Programs. The CEA will have full responsibility and independent decision making authority for the development, implementation, and modification of policies, laws, rules, and regulations related to the County/State Liaison Office and the County Licensing Programs.

As the Emergency Response Program Administrator, the incumbent will have full responsibility and independent decision making authority for the development, implementation, and modification of policies, laws, rules, and regulations related to CDFA's response to emergencies and disasters as they relate to the State of California Emergency Plan.

As CDFA's Health and Safety Program Administrator, the incumbent will have full responsibility and independent decision making authority for the development, implementation, and modification of policies, laws, rules, and regulations related to the health and safety of all CDFA employees.

To ensure policies are appropriate and practical to implement, the incumbent must consider new and/or revised state or federal legislation and state administrative policy direction as well as the budgetary capability and operational needs of all affected entities (i.e., CDFA Programs, CDFA employees, county agricultural and weights and measures programs, other cooperating agencies, etc.). The incumbent will work with State, federal, and local agencies on overlapping multi-jurisdictional statewide program activities as necessary.

14. Will the CEA position be developing and implementing new policy, or interpreting and implementing existing policy? How?

The incumbent will maintain responsibility for the County Liaison and County Licensing programs as well as take over oversight responsibilities for the Emergency Response and Health and Safety programs. All of these programs have existing policies and responsibilities requiring interpretation and implementation. However, as new laws or regulations are created, or old ones amended, the incumbent will be responsible to creating new policy, or changing existing policy, to meet the needs of the Department and other stakeholders.