

**Assistant Agricultural Economist**  
**Essential Task Ratings Results**

<b>Task #</b>	<b>Task Statement</b>
1	Under guidance from senior staff, prepare necessary documents to effectuate actions recommended by advisory boards and councils, prepare exhibits to include in hearing exhibit folders for hearings on continuation of existing programs or implementation of new programs.
2	Represent the Department and ensure Marketing Programs are in compliance with the Marketing Act, and individual orders or laws by attending board, council and commission meetings along with Branch representatives to learn about how programs function and the role the Branch plays at these meetings. As expertise is developed, advise and meet with marketing program (i.e., councils; commissions; and boards) managers throughout State (estimated 20% travel, occasionally overnight).
3	Assist in providing oversight to Marketing Programs by ensuring the Program's adherence to specific Food and Agricultural Code provisions regarding the conduct of agricultural marketing programs as mandated in the California Marketing Act to assure that each program is being handled according to legislative intent (via the Food and Agricultural Code).
4	Under the guidance from senior staff, utilize economic principles and theories to assist in drafting analyses regarding the basis for new marketing programs or for continuing existing marketing programs. These findings include, for a given agricultural commodity, evaluation of (1) current supply and demand conditions and trends, (2) cost of production, (3) purchasing power of consumers and (4) level of prices for competing goods, and how the provisions of the mandating program affect these economic conditions.
5	Interprets, applies and relays information regarding Food and Agricultural Code provisions, state and department procedures and policies as necessary for the effective ongoing operation of, proposed amendments/changes to, and closure of marketing programs.
6	Prepare reports, issue papers, memos, and letters as needed relating to aforementioned items.

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7	As expertise is developed and under the general direction of senior staff, represents Department at meetings, hearings, and conferences with marketing board managers, board members, and related industry representatives.
8	Interacts/confers with departments Legal Office, Secretary's Office, Attorney General's Office, Legislative staff, Governor's Office, board members, and related industry representatives on various aspects (legal; etc.) related to governance of marketing programs.
9	Participate in public hearings on marketing programs, assist in gathering and analyzing testimony, prepare report of findings.
10	Prepares and confirms official industry mailing lists (i.e., ballots; referenda; assents). By requesting growers and/or handlers (depending on the commodity) submit forms listing contact and volume information for the most recent growing season's data. From these forms the Agricultural Economist will use the volume information reported to verify the parameters of the specific referenda are met. The Agricultural Economist must also make determinations regarding whether each name on the list represents a separate legal entity. These mailing lists include extensive statistical data (Grower and handler volumes) used to calculate voting percentages for weighted votes. Depending on the commodity, these lists can include over 6000 companies.
11	Researches, analyzes, and makes recommendations on marketing program financial, administrative, and program operations. Must ensure that programs budgets are based on appropriate projections of assessment revenue and that budgeted expenditures are appropriate for the budget for each activity planned and providing for sufficient reserves at the end of the fiscal year.
12	Assists senior staff in preparing Legislative Bill analysis on marketing programs and other related topics by researching prior bill analysis on similar issues affecting the specific commodity. For amendments to marketing program laws research the impact the amended provisions would have on the economic conditions facing the industry and whether the changes would accomplish what is proposed in the bill. Must understand how the proposed legislation affects the industry by researching the arguments of those in favor and those opposed to sufficiently analyze and make recommendations to the Governor.

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13	Assists senior staff to explain agricultural marketing programs to the public, industry and to respond to other governmental inquiries regarding marketing programs.
14	Assists in the preparation of administrative orders for executive approval.
15	As expertise develops performs liaison work with federal agencies, research/educational institutions, and other state entities on research projects and surveys relating to such topics as production, processing, consumption, marketing, and distribution of agricultural commodities.