

**Associate Agricultural Economist**  
**Essential Task Ratings Results**

Task #	Task Statement
1	Drafts proposed provisions of marketing programs based upon discussions with industry groups and survey findings.
2	In the direct marketing area, studies and analyzes the economic and marketing problems of agricultural commodities, including fluid milk and fluid cream.
3	Determines appropriate provisions, scope, and effectiveness of marketing programs.
4	Produces economic findings on matters related to agricultural marketing programs and their regulation.
5	Supervises the preparation of official lists of producers and handlers.
6	Makes preparations for public hearings and administrative orders for direct or delegated executive approval.
7	Assists in questioning hearing witnesses on economic and marketing matters.
8	Prepares economic findings of fact for the issuance and administration of marketing programs.
9	Supervises the tabulation of referenda and prepares findings regarding referenda to such programs.
10	Supervises, advises, and works with industry boards and committees in the administration of agricultural marketing programs.

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16	Addresses meeting of producers, handlers, or consumers to discuss marketing problems.
17	Creates presentations for the Director and other officers of the Department pertaining to economic matters.
18	Drafts correspondence for the Director of other officers of the Department pertaining to economic matters.
19	Keeps informed of the economic and marketing conditions affecting Federal marketing programs and cooperates with the administration of such programs.
20	Maintains a thorough knowledge of the general economic and marketing conditions of agricultural commodities in California and the United States.
21	Conducts economic analyses and makes recommendations on assigned phases of agricultural marketing problems.
22	Leads the outreach to stakeholders explaining how State and Federal marketing orders are administered.
23	Leads the outreach to stakeholders explaining how State and Federal marketing orders are similar.
24	Leads the outreach to stakeholders explaining how State and Federal marketing orders differ.
25	Prepare economic reports and make presentations to the public.

Task #	Task Statement
28	Identify market trends of agricultural commodities, factors of production influencing agricultural commodities and from external sources for use in compiling economic reports.
29	Prepare materials and presentations for industry stakeholders regarding marketing programs.
34	Formulate policy recommendations and alternatives to aid management in policymaking decisions.
35	Use statistical theories and methods to examine the production and marketing of agricultural commodities and to analyze data for use in economic reports.
36	Make economic projections and forecasts of production and price of agricultural commodity markets and of economic figures to assist in decision making.
37	Forecast trends using economic principles and historical data.
38	Formulate economic policy using economic principles and historical data.
39	Conduct economic surveys on assigned phases of agricultural marketing problems.
40	Conduct economic studies on assigned phases of agricultural marketing problems.
43	Advise and meet with marketing programs (i.e., councils, commissions, and boards), their executives, and other staff throughout the state ensuring adherence to Food and Agricultural Code (FAC) provisions regarding the administration of agricultural marketing programs.
44	Interpret, apply, and explain to stakeholders provisions of the FAC, the Bagley-Keene Open Meeting Act, the Public Contracts Code, the Fair Political Practices Act, and department policies and procedures that apply to marketing programs.
45	Facilitate effective operation of marketing programs and, when necessary, process proposed amendments to, or termination of, marketing programs.

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46	Conduct relevant analyses through economic of marketing issues and prepare reports, issue papers, memos, and letters as needed to find solutions to marketing program new and anticipated issues.
47	Represent the Department at meetings, hearings, and conferences with marketing board executives, board members, and related industry representatives.
48	Interact/confer with the department's Legal Office, Secretary's Office, Attorney General's Office, Legislative staff, Governor's Office, board members, and related industry representatives.
49	Participate in public hearings, gather and analyze testimony, and prepare economic findings of fact.
50	Prepare official industry mailings including verification of lists and contents of each mailing (i.e., ballots; referenda; assents).
51	Research, analyze, and make recommendations on marketing program financial, administrative, and program operations.
52	Assist other economists with marketing program issues.
53	Assist in the preparation of legislative bill analyses on marketing programs and other related topics.
54	Prepare administrative orders for approval of Branch Chief.
55	Make presentations to students, other visitors, the legislature, and agricultural industry groups to explain marketing programs, what such programs do, how they are set up, and how the branch oversees them.
56	Provide training to new program executives regarding requirements of applicable laws, policies, and procedures; the role and authority of the Secretary; and the role of the branch.
57	Respond both verbally and/or in writing to public, stakeholders, and governmental inquiries regarding marketing programs.

<b>Task #</b>	<b>Task Statement</b>
58	Work with federal agencies, 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. Examples include Federal-State Market Improvement Program (FSMIP) and USDA Market Access Program (MAP) grants.
59	Work with branch members and industry clients to prepare annual strategic plan, which includes development of action steps and performance measures, as well as vision/mission/value statements.
60	Assist the Branch Chief with presentation of strategic plan to marketing managers.