

Senior Agricultural Economist
Essential Task Ratings Results

Task #	Task Statement
1	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.
2	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.
3	Facilitate effective operation of marketing programs and, when necessary, process proposed amendments to, or termination of, marketing programs.
4	Conduct relevant analyses through economic and marketing surveys of marketing issues and prepare reports, issue papers, memos, and letters as needed to find solutions to marketing program new and anticipated issues.
5	Represent the Department at meetings, hearings, and conferences with marketing board executives, board members, and related industry representatives.
6	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.
7	Conducts and participate in public hearings, gather and analyze testimony, and prepare economic findings of fact.
8	Prepare official industry mailings including verification of lists and contents of each mailing (i.e., ballots; referenda; assents).
9	Research, analyze, and make recommendations on marketing program financial, administrative, and program operations.
10	Assist and advise other analysts and economists with marketing program issues.
11	Prepare legislative bill analyses on marketing programs and other related topics.
12	Prepare administrative orders for approval of Branch Chief.
13	Assist the Branch Chief as assigned in the administration of the Branch.
15	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.

Task #	Task Statement
16	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.
18	Respond both verbally and/or in writing to public, stakeholders, and governmental inquiries regarding marketing programs.
19	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.
22	Serves as staff expert representing the Secretary on the economic regulation of milk.
25	Provides outreach to stakeholders explaining State and federal marketing orders, how they are administered, how they are similar and how they differ.
26	Conducts meetings of producers, handlers, or consumers to discuss marketing issues.
27	Maintains a thorough knowledge of the general economic and marketing conditions in California and the United States; works in cooperation with other members of the staff on dairy marketing issues.
31	Compiles economic analysis of relevant state and national data regarding current dairy issues.
34	Participates in the public hearing process including the review and preparation of economic analysis, serving on hearing panels, and preparation of formal findings of fact following such public hearings held for the purpose of establishing or amending Milk Stabilization and Marketing Plans and/or the Pooling Plan for Market Milk.
37	Plans, organizes, manages, directs, and reviews the overall workload, activities, and operations of the Statistics, and Operations Units.
38	Sets priorities, assigns tasks, and provides supervisory direction and guidance. Evaluate and counsel staff regarding job performance, prepare and complete probationary reports and Individual Development Plans for permanent staff. Ensure that staff has the necessary tools, equipment, and training to effectively perform the essential functions of their position. Develop training and work plans for staff.
40	Keeps staff informed of policy and procedural decisions. Ensures that staff adheres to policies and procedures established by the identify problem areas, develop strategies to resolve problems, and implement solutions or recommends methods and procedures to improve upon by Unit activities and end products. Stay abreast of current trends and practices.