**DEPARTMENT OF JUSTICE**

**CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION**

**JUSTICE DATA AND INVESTIGATIVE SERVICES BUREAU**

**CLIENT SERVICES BRANCH**

**CONTROLLED SUBSTANCE UTILIZATION REVIEW AND EVALUATION SYSTEM (CURES) PROGRAM**

**HELP DESK SECTION**

**AB 528**

**JOB TITLE:** Staff Services Analyst (SSA)

**POSITION NUMBER:** 420-XXX-5157-XXX

**INCUMBENT:**

**STATEMENT OF DUTIES:** Under the supervision of the Staff Services Manager I (SSM I), the SSA provides administrative and operational support to the Controlled Substance Utilization Review and Evaluation System (CURES) Program. The SSA responds to the more complex inquiries from new delegates and non-DEA licensed physician and surgeon applicants and users regarding registration and access to CURES. The incumbent acts as lead for the interstate data sharing process, including overseeing the creation/revision of all CURES interstate data sharing forms developed by the program to ensure existing standard format is followed for consistency and that compliance standards are met; develops and maintains the program’s interstate data sharing process documentation, including working with program management to include new policy/procedure information and revise existing procedures; serves as a subject matter expert on all issues involving interstate data sharing working independently or with others performing a variety of consulting and analytical assignments.

**SUPERVISION RECEIVED:** Reports directly to the SSM I.

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** Ability to sit at a computer terminal for extended periods of time. May be required to lift, carry, or move up to 20 pounds.

**TYPICAL WORKING CONDITIONS:** Modular workstation in a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

35% Develop, document, train others on the internal processes and procedures associated with new registrant applications. Respond to the more complex inquiries regarding new delegates and non-DEA licensed physician and surgeon applicants and users, and, be familiar with the associated statute and regulations. Serve as the subject matter expert on interstate data sharing by providing consulting and performing analytical assignments related to interstate data sharing. Review, analyze, evaluate, and process interstate data sharing application packages and renewals. Verify the accuracy of interstate data sharing application documents, including memoranda of understanding with agencies operating Prescription Drug Monitoring Programs (PDMP) in other states and interstate hubs.

35% Evaluate and analyze CURES information technology processes, including processes related to interstate data sharing, to improve client operability by identifying system deficiencies and new business requirements. Participate as part of a team in the design, testing, implementation, and/or redesign of CURES system enhancements to ensure new business requirements are met and system issues are corrected. Support the CURES Program by providing ongoing evaluation and recommendations for program efficiency enhancements.

20% Provide CURES registration and use training outreach, including interstate data sharing, to medical and pharmaceutical clinicians. Provide training to law enforcement and regulatory board officials on the statutory and regulatory requirements of the CURES program, as well as the analysis of data indicators of criminal diversion of controlled substances. Prepare training materials in a variety of media, including PowerPoint presentations, live and pre-recorded Webinars, and tutorial videos for the CURES public web site and law enforcement. Support the CURES Help Desk Section by addressing the Help Desk subject matter questions that are of average difficulty. Assist with special projects and other related duties as assigned.

10% Perform rulemaking assignments in support of the Associate Governmental Program Analyst. Participate and assist with the following: developing the notifications for public hearings and making the necessary arrangements to hold these hearings; conducting stakeholder solicitations to facilitate input from the public and/or interested parties as required by the Administrative Procedures Act; and, maintaining ongoing stakeholder communication for optimal program maintenance and client satisfaction.

*I have read and understand the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.*

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Employee Signature Date Supervisor Signature Date