

DUTY STATEMENT

Employee Name:

Classification: Associate Governmental Program Analyst	Position Number: 580-140-5393-717
Working Title: Associate Governmental Program Analyst	Work Location: 1415 L Street, Suite 500, Sacramento, CA 95814
Collective Bargaining Unit: R01	Tenure/Time Base: Limited-Term/Full-Time
Center/Office/Division: Office of Legal Services	Branch/Section/Unit: Regulations, Privacy, and Special Projects

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resources Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by administering the Department's Public Records Act (PRA) tracking system and independently performing the more responsible, varied, and complex technical, of analytical, evaluative, problem-solving, and administrative assignments and tasks for the Privacy Office.

The incumbent works under the direction of the Career Executive Assignment (CEA) Assistant Chief Counsel (ACC) of the Regulations, Privacy, and Special Projects team within the Office of Legal Services (OLS).

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in

License/Certification:

Other:

Essential Functions (including percentage of time)

- 35% Independently performs duties in the administration of the Department's PRA tracking system. Develops, implements, and enforces comprehensive and technical internal procedures for receiving, processing and tracking PRAs. Serves as a primary point of contact for PRAs received through the CDPH Public Records Center Portal, and takes the lead in assigning requests to the appropriate office/center and tracks them for timely completion. As needed, coordinates with the vendor regarding technical aspects relating to the operation of the PRA system, making adjustments to the existing system to facilitate efficient and accurate workflow processes for each user group. Acting independently, works with OLS attorneys and staff in the development of PRA training materials. The AGPA will be independently responsible for the maintenance of the Department's PRA Coordinator List and the CDPH PRA intranet page.
- 20% Serves as a lead in scheduling regular meetings with PRA Coordinators (creating invitations, agenda, etc.). Independently works with PRA coordinators and system users regarding software issues, workflow suggestions, and system permissions/restrictions. Generates monthly reports for CDPH management. Specific reports may include Public Records Reports (i.e. 30-Day Activity Detail, PRA Requests by Customer), Question and Answer System Reports (i.e. Portal Activity), Request System Reports (i.e. Open Requests by Assigned Department), Staff System Reports (i.e. Active Staff List), Directory Item Reports (i.e. Google Analytics Tracking), and Activity Reports. Reviews and analyzes PRA data for trends and emerging issues related to the system. Analyzes incoming PRA requests for sensitive or complex issues to be elevated for review by OLS.
- 15% Investigates, reviews, and responds to incoming complaints, inquiries, and surveys addressed to the Privacy Office and the Privacy Officer email box in accordance with established policies and procedures. Drafts correspondences for Privacy Officer signature and coordinates responses to incoming complaints, inquiries, and surveys. Maintains the Privacy Office ProLaw database. Assists in the coordination of meetings with programs and other departments; monitors and tracks action items (such as corrective actions); and ensures timely follow up. Serves as a lead in the review, analysis, and maintenance the Privacy Office Data Use Agreement matrix. Provides preliminary review and analysis of Privacy Threshold Assessments and Privacy Impact Assessments for the Privacy Office.
- 10% Assists in administering the Department's Online Privacy Database. Gathers and analyzes data to make appropriate recommendations for the resolution of program procedural and privacy policy issues.
- 10% Serves as the lead for the coordination of PRA responses for the OLS. Independently tracks and reviews public records for inclusion in PRA responses and coordinates with OLS attorneys as needed.

Marginal Functions (including percentage of time)

10% Performs other work-related duties as required.

<p>I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.</p>		<p>I have read and understand the duties and requirements listed above, and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)</p>	
Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date
HRD Use Only: Approved By: Alyssa Ballesteros-Agulo	Date 5/19/2021		