

DUTY STATEMENT

Employee Name:	Position Number: 580-610-5157-742
Classification: Staff Services Analyst	Tenure/Time Base: Permanent / Full-Time
Working Title: Licensing Analyst	Work Location: 1500 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Environmental Health / Division of Food and Drug Safety	Branch/Section/Unit: Food and Drug Branch / Financial Operations and Program Support Section / Food Program Support Unit

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.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

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 Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by promoting health and wellness and improving state health outcomes by advancing protective measures and reducing risk.

The Staff Services Analyst (SSA) will perform work of average difficulty in a wide variety of consultative and analytical staff services assignments for the Food and Drug Branch (FDB). The SSA will be responsible for reviewing and monitoring the complex licensing database, with a focus on Pet Food, Processed Food and Industrial Hemp (IH) program applications. The SSA will also provide administrative support by tracking income and expenditures for all the aforementioned programs.

The SSA classification is distinguished from the Associate Governmental Program Analyst (AGPA) classification by the scope of responsibility, complexity of work performed, independence of action, decision-making, and level of supervision received. This classification consists of three alternate ranges and as the SSA advances within the classification ranges, their responsibilities are expected to show broader knowledge of the work environment, organizational and/or departmental requirements while the scope of work increases.

The incumbent works under the supervision of the Staff Services Manager I (SSM I) in the FDB, Financial Operations and Program Support Section (FOPSS), Food Program Support Unit (FPSU).

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)

- 30% Under supervision, reviews and monitors the licensing database, applications, product labels, and investigative reports for firms that are licensed or certified as pet food manufacturers for new and renewal licensure. Verifies firm information from the licensing database to determine the readiness of firms for inspection and licensure approval; gathers information; evaluates data; and works with firms to determine if and when the firms can be recommended for licensure. Researches files, gathers information on problem cases, determines appropriate action, and prepares written recommendations for management review. Communicates both orally and in writing with facilities of non-compliance and/or other outstanding violations identified by field investigators. Issues monthly renewal, late, and invalidation notices, and additional information to firms in preparation for inspections. Monitors and ensures completion of each licensing step and prepares, issues, and tracks license certificates in accordance with unit procedures.
- 20% Independently monitors expenditures and revenue for the pet food licensing program. Identifies concerns and makes recommendations for resolution. Independently works with cashiering staff to ensure the reconciliation of fee payment records and reviews monthly FI\$Cal Online Reporting Environment (FORE) expenditure reports to balance program expenses versus income received. Resolves discrepancies between the program's expenditures, revenue data, and FI\$Cal expenditure; determines when refunds are to be initiated; and processes refund request forms. Under supervision, works with the Department's Accounting Office to determine course of action for insufficient funds checks made to the Department and monitors programs to ensure they remain within their budgeted allocations.
- 20% Under supervision, reviews information from registration applications, licensing database, investigation reports and industry to recommend firms for licensure. Evaluates firms for Processed Food Registrations (PFR) for new and renewal licensure by applying licensing criteria and knowledge of the applicable sections of the Health and Safety Code (HSC); uses

data from the licensing database to determine the readiness of firms for inspection and licensure approval. Communicates orally and in writing with facilities of non-compliance and/or outstanding violations identified by field investigators. Gathers information; assists with data review and work with firms to determine the firms have met all licensing requirements. Researches files, gathers information on problem cases, and determines appropriate action. Tracks and monitors outstanding firms to complete the licensing process. Contacts firms on sensitive issues including license denials and invalidation notices. Prepares PFR Certificates in accordance with unit procedures. Responds to customer inquiries and written correspondence from firms regarding registration status.

15% Under supervision, reviews and monitors licensing database, applications, product labels, investigative reports for firms that are licensed or certified as IH extractors, IH human food manufacturers, IH cosmetic manufacturers, and IH pet food manufacturers, for new and renewal licensure. Verifies firm information from the licensing database to determine the readiness of firms for inspection and licensure approval; gathers information, evaluates data, and works with firms to determine if and/or when the firms can be recommended for licensure. Research files, gathers information on problem cases, determines appropriate action, and prepares written recommendations for management review. Communicates both orally and in writing with facilities of non-compliance and/or other outstanding violations identified by field investigators. Issues monthly renewal, late, and invalidation notices and additional information to firms in preparation for inspections. Monitors and ensures completion of each licensing step, and prepares, issues, and tracks license certificates in accordance with Unit procedures.

10% Under supervision, responds to telephone inquiries and written correspondence regarding licensure and monitors license status by gathering confidential information from a variety of sources. Informs firms of the requirement for IH testing, and the reports that must accompany requests for licensure. Monitors any outstanding firms that have not met required time frames by providing general information, detailed instructions, and guidance to complete the licensing process, including firms that have invalid licenses for IH and Processed Food Registrations (PFR). Provides clarification of applicable laws and regulations and consults with program scientists or Unit Chiefs on scientific inquiries of average difficulty.

Marginal Functions (including percentage of time)

5% Performs other work-related duties as assigned.

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.

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.)

Supervisor’s Name: Doreen Schultz	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

HRD Use Only:

Approved By: Nathalia Klyn

Date: 04/26/2024