

**DUTY STATEMENT**

Employee Name: <b>VACANT</b>	Position Number: <b>580-520-5157-909</b>
Classification: Staff Services Analyst	Tenure/Time Base: Permanent / Full-Time
Working Title: Program Support Analyst	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Maternal, Child and Adolescent Health Division	Branch/Section/Unit: Maternal Infant Health Branch

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.

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**Competencies**


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

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**Job Summary**


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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by maintaining a proactive culture of quality improvement and leveraging data and technology to enhance services such as efficiencies in recruitments, contracting, and staff/manager support, ultimately improving the quality and timeliness of program delivery.

Under supervision, the Staff Services Analyst (SSA) performs a variety of complex administrative, technical, project management, and contract support duties. Strong analytical skills and organization are expected when performing duties and during meetings, webinars, and hybrid meeting equipment scheduling, assisting with formatting publications and related communications, and tracking and

supporting drills to ensure accurate and timely completion.

The incumbent maintains confidentiality and has strong attention to detail while performing duties, as the responsibilities include work that is time-sensitive and confidential. The incumbent works under the supervision of the Public Health Medical Officer III, Chief of the Maternal Infant Health Branch.

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**Special Requirements**

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- 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:

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**Essential Functions (including percentage of time)**

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- 30% Under supervision, the SSA utilizes strong formatting, proofreading, and analytical skills to ensure accuracy, completeness, and consistency (e.g., scope, elements) in content across programs when reviewing and supporting the development of documents, presentations, and reports and complying with Department document standards and guidelines. Conducts reviews of publicly released documents to ensure compliance with Americans with Disabilities Act required formatting. Supports the development of PowerPoint presentations by providing a template and structure/format as well as assistance with graphics and source documentation. Organizes and maintains the Branch's digital library of talking points, budget account numbers, drills, bill analyses, and various templates. Provides project management and clerical support by preparing and analyzing tracking logs—making improvements whenever possible—for Division/Center assignments, reports, data products, manuscripts, conferences, presentations, and programmatic activities. Supports MIH/CAH management in the preparation and tracking of Week Ahead Report, Director's Action Requests, Secretary's Action Requests, and associated correspondence.
- 30% Under supervision, the SSA supports MIH and CAH Branch project leads in developing scopes of work, budgets, and contract language for allocation agreements, contracts with local implementing agencies, and interagency agreements for local training/technical assistance by providing current templates, codes, policies, and procedures and ensuring all necessary forms/documents are completed. Develops effective procedures for tracking contract timelines, deliverables, invoices signed-off by program consultant, and staffing. Edits contract budget and invoice templates in Excel. Supports development of contracts including, but not limited to, Requests for Applications, Requests for Offers, Requests for Proposals, and Cooperative Agreements. Works with various MCAH contract staff to complete contract and amendment approvals. Supports project leads in monitoring federal and state grant guidelines to assist in ensuring the compliance of contracts with applicable contract and grant requirements and

statewide evaluation projects. Conducts literature reviews and compiles a summary of findings to management to support decision-making.

- 10% Receives and responds to, or forwards and tracks, completion of inquiries from other local partners (e.g., MCAH Directors), MCAH Division Office, and all other interested parties seeking MIH/CAH information (e.g., program contact information, access to SharePoint site, website information) and ensures adherence to CDPH current policies and procedures regarding appropriate releases of information. Coordinates with the Information Technology Services Division (ITSD) and other department staff for the use of any ITSD equipment needed for MIH meetings, seminars, webinars, etc. Assists with the creation of various standardized databases, forms, spreadsheets, and template documents used by MCAH staff and contractors.
- 15% Ensures prompt and accurate scheduling of various meetings, webinars, training events, site visits, and related hybrid equipment and staff/manager travel arrangements as needed. Provides travel assistance for branch staff such as making reservations or providing instruction for making lodging, air, and car reservations and developing, routing, and tracking Projected Travel Request document packets for management approval. Assists staff/managers with completion of Individual Trip Requests and supporting documents and with completion of the annual Out of State Travel Blanket. Coordinates the procurement of various goods and services, including development of service orders/purchase orders and justifications (e.g., for multiple staff conference registrations) for management review in accordance with departmental and state guidelines and deadlines. Assists program staff with completing expense reimbursement claims via CalATERS Global. Assists Branch management with creating new calendar events and making changes to current meetings/event calendars. Provides technical assistance for and facilitates implementation of virtual and in-person meetings, including room/equipment reservation and room setup. Serves as the MIH/CAH Branch Records Retention Coordinator by performing duties such as assisting staff/managers with boxing, labeling, shipping, or retrieval of materials for storage according to MCAH policies and Procedures. Works with the MCAH Attendance Coordinator to ensure all staff timekeeping documents are submitted on a daily, weekly, or monthly basis as appropriate.
- 10% Assists hiring managers with the completion of personnel documents and recruitment processes, including completing/compiling hiring packets, interview scheduling, onboarding, workstation setup, and other personnel processes. Coordinates with the Administrative Business Services Unit for supply/equipment inventory, management, and distribution.

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**Marginal Functions (including percentage of time)**

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- 5% Assists with Division administrative clerical support, including providing cross-coverage for other branches when needed by processing mail, ordering supplies, assisting with travel arrangements, and performing other job-related duties as needed.

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

**HRD Use Only:**

Approved By: Brittany Hanson

Date: 4/29/24