

DUTY STATEMENT PROPOSED

Employee Name:

Classification: Associate Governmental Program Analyst	Position Number: 580-410-5393-909
Working Title: Administration Analyst	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Tenure/Time Base: Limited Term/Full-Time
Center/Office/Division: California Connected	Branch/Section/Unit: California Connected – Workforce Training and Development

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 Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by ensuring core business areas are efficient, innovative, transparent, and customer focused.

The Associate Governmental Program Analyst (AGPA) serves as a highly skilled professional with independent responsibility for carrying out a variety of assignments in a fast-paced environment, providing coordination support for the CA Connected Workforce Training and Development Team. This position also works closely with external partners from University of California, San Francisco (UCSF), and University of California, Los Angeles (UCLA), to develop and implement the California Public Health Corps (CA-PHC) Training and Pathways Program and the Virtual Training Academy (VTA). The incumbent provides subject matter expertise, as well as high-level support for the coordination of all aspects of the VTA and CA-PHC programs.

The incumbent works under the direction of the Health Program Manager II (HPM II), California Connected Workforce Training and Development Section Chief.

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)

- 40% Provides coordination support for the CA-PHC Pathways program. Assists with CA-PHC program development, implementation, and evaluation activities. Assists Section Chief with efforts to organize, convene, and facilitate collaborative efforts between academic partners and CDPH. Provides support to ensure that all project activities are carried out in a timely and effective manner to reach all program goals; including the development and monitoring of metrics to assess the quality of the CA-PHC program. Assists with the identification and implementation of program improvement strategies. Drafts reports and presentations regarding CA-PHC to present findings, ideas, and information to CDPH management and external stakeholders which reflect independent analysis, decision-making, and evaluation of operational factors. Organizes and facilitates CA-PHC multi-agency meetings, webinars, and stakeholder forums by setting the agenda, coordinating meeting topics, and developing materials. Coordinates and facilitates meetings with CA-PHC trainees and local health jurisdiction (LHJ) Host Sites. Provides technical consultative assistance to CA-PHC team. Responds to questions regarding the CA-PHC program. Maintains professional and diplomatic verbal and written communication with varied entities, including academic partners, CA-PHC trainees, and LHJ host sites.
- 20% Provides coordination support for the VTA and the CA Connected Mentorship Team. Assists with efforts to organize, convene, and facilitate training and workforce development activities. Composes timely complex and sensitive correspondence regarding training opportunities, including email communication to a wide and varied audience. Provides input regarding development, implementation, and evaluation of these programs, with a special emphasis on tracking and monitoring training and workforce development activities.
- 20% Provides support to the Section Chief with the identification and implementation of new training and workforce development initiatives.
- 10% Provides coordination support for special projects. Performs independent work that may include conducting research, writing reports, making recommendations, responding to drills and coordinating trainee wellness and recognition events. Maintains special project tracking logs.

Marginal Functions (including percentage of time)

- 10% Performs other AGPA job-related duties as required and assigned.

<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
<p>HRD Use Only: Approved By: Daren Saechao</p>		<p>Date 9/13/2021</p>	