### Duty Statement

**Employee Name:**

<table>
<thead>
<tr>
<th>Classification:</th>
<th>Position Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Governmental Program Analyst</td>
<td>580-410-5393-909</td>
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<table>
<thead>
<tr>
<th>Working Title:</th>
<th>Work Location:</th>
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<tbody>
<tr>
<td>Web and Public Records Act Coordinator</td>
<td>1616 Capitol Avenue, Sacramento, CA 95814</td>
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<thead>
<tr>
<th>Collective Bargaining Unit:</th>
<th>Tenure/Time Base:</th>
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<tbody>
<tr>
<td>R01</td>
<td>Limited-Term/Full-Time</td>
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<tr>
<th>Center/Office/Division:</th>
<th>Branch/Section/Unit:</th>
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<tbody>
<tr>
<td>Center for Infectious Diseases / Division of Communicable Disease Control – Division Office</td>
<td>Program Support Section</td>
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</tbody>
</table>

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 protecting the public’s health through strengthening foundational public health and health care infrastructure at the State and local levels.

The Associate Governmental Program Analyst (AGPA) will serve as the main point of contact for web content and Public Records Act (PRA) requests. The AGPA will also function as the lead web contributor and backup PRA liaison for DCDC; coordinate and respond to all pertinent inquiries; and independently develop and update Division policy guidelines and recommendations for PRA requests.

The incumbent works under the direction of the Staff Services Manager II, in the Program Support Section, within the Center for Infectious Diseases, Division of Communicable Disease Control (DCDC).
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% Responsible for all aspects of web development, including Section 508 of the Rehabilitation Act and the Web Content Accessibility Guidelines (WCAG). Independently analyzes, researches, and responds to the more responsible, varied, complex, difficult, sensitive, and/or high priority correspondence from members of the public, businesses, and government agencies. Accurately identifies and enters complaint information into CDPH PRA Tracking System. Coordinates DCDC PRA requests that are received from members of the public through CDPH PRA Tracking System or by mail, email, or fax including, but not limited to, private law firms, student researchers, private businesses, stakeholder groups, and media agencies. Frequently consults with CDPH’s Office of Legal Services (OLS) staff to determine correct handling of correspondence and drafts original response letters that must be legally and technically accurate and well written.

25% Ensures electronic content on public websites and media platforms meet all applicable state and federal accessibility laws and regulations. Independently develops and refines accessibility policies and procedures as needed. Oversees and provides technical and analytical assistance to other DCDC staff who assist with PRA fulfillment within the Division Office and DCDC programs. Identifies sensitive and high-profile PRAs to ensure appropriate and timely processing, including consultation with DCDC legal counsel within OLS, CDPH Privacy Office, or the CDPH Information Security Officer. Develops PRA responses within mandated timeframes and corresponds with members of the public.

15% Identifies and produces hard copy and electronic records of complaints. Independently prepares reports and spreadsheets documenting complaints and violations for historical reference. Assists OLS staff with constituent requests and provides data in support of legislation.

10% May be responsible for a wide range and/or lead role of a variety of drills, special projects, and tasks.

5% Coordinates between OLS and CDPH’s Accounting to streamline a payment process for incoming requests. Works with program liaisons to obtain all appropriate backup payment documentation. Responds to customer inquiries to resolve discrepancies in payments or to document balances. Keeps track of all payments and maintains historical records. Continues to improve the payment process, as needed.
Marginal Functions (including percentage of time)

5% Performs other AGPA work-related duties as required. Assists with other team members’ processing workloads and special projects whenever appropriate and practical.

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: Alyssa Ballesteros-Agulo Date 3/11/2022