## Duty Statement

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Position Number: 581-440-5393-909</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification:</td>
<td>Tenure/Time Base: Permanent/Full-Time</td>
</tr>
<tr>
<td>Associate Governmental Program Analyst</td>
<td></td>
</tr>
<tr>
<td>Working Title:</td>
<td>Work Location: 850 Marina Bay Parkway, Richmond, CA 94804</td>
</tr>
<tr>
<td>Surveillance Support Analyst</td>
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</tr>
<tr>
<td>Collective Bargaining Unit: R01</td>
<td>Position Eligible for Telework (Yes/No): Yes</td>
</tr>
<tr>
<td>Center/Office/Division:</td>
<td>Branch/Section/Unit:</td>
</tr>
<tr>
<td>Center for Infectious Diseases/Division of Communicable Disease Control</td>
<td>Sexually Transmitted Diseases Control Branch/Surveillance, Epidemiology, Assessment, and Evaluation Section/Surveillance and Data Management Unit</td>
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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 Resources' Job Descriptions webpage](https://www.cdph.ca.gov/Programs/HRSD/HRSDJobDescriptions.cfm).

### Job Summary

This position supports the California Department of Public Health’s (CDPH) mission and strategic plan by providing high-level analytical and programmatic support to the Surveillance, Epidemiology, Assessment, and Evaluation (SEAE) Section, increasing the Department’s capacity to collect, organize, and interpret robust epidemiologic surveillance data, while supporting additional operational and administrative goals of the Sexually Transmitted Diseases Control Branch (STDCB).

The Associate Governmental Program Analyst (AGPA) independently performs the more responsible, varied, and complex technical analytical staff services assignments. The AGPA serves as the project
lead for coordinating SEAE Section meetings statewide; manages communications and logistics; organizes epidemiologist and data scientist training; and supports outbreak response efforts as needed. The AGPA will also plan, implement, evaluate, and monitor a variety of special projects to support the SEAE Section and the STDCB.

The incumbent works under the direction of the Research Scientist Supervisor I (RSS I) of the Surveillance and Data Management Unit within the SEAE Section.

### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- ☒ Travel: Up to 5%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

### Essential Functions (including percentage of time)

- **40%** Coordinates and manages SEAE Section special projects including, but not limited to, internal and external quality improvement (QI) and data flow improvement; ad hoc information requests and queries; the research, and organization of publications; and other correspondence. Supports key administrative support to SEAE Section projects (e.g., data entry, data extraction, and case assignment support when necessary). Independently drafts, edits, and formats correspondence, reports, briefing documents, policy and procedure manuals, and reference materials for review and approval by the SEAE Section Chief. Coordinates document review to be submitted to CDPH management, the California STD Controllers Association (CSTDCA), the California Conference of Local Health Officers (CCLHO), and other stakeholders. Oversees the STDCB-SEAE Requests for Report Approval (RRA) process, including the review and submission of documents via SharePoint; providing updates; making edits; and facilitating communications between pertinent staff. Analyses and interprets policies to prepare communications on a wide range of subjects requiring knowledge of programmatic and administrative policies pertaining to the STDCB-SEAE. Researches and analyzes information and data and summarizes the relevant information on behalf of the SEAE Section Chief.

- **20%** Independently maintains a database to track targeted epidemiology assistance (TA) and other data requests from stakeholders, organizing outreach, updates, and communications with internal and external stakeholders related to these requests as necessary. Coordinates internal STDCB data requests and communications and acts as a liaison between the SEAE Section and other Sections. Provides back-up support to key staff related to communicating with other states and jurisdictions related to disease morbidity.

- **15%** Triages STDCB epidemiology inbox including confidential faxes related to STD case reports and other surveillance activities and disseminates as needed to appropriate Section/Branch staff. Triages the STD Extranet inbox to create new user accounts and secure folders to
facilitate data sharing with local health jurisdiction partners. Prepares updates to the STDCB website and route for approval and posting. Independently reviews all SEAE Section materials being posted to the STDCB website to ensure ADA compliance.

10% Coordinates collection of information and progress logs for electronic case report form change requests related to the statewide electronic surveillance system, as necessary and supports external stakeholder notification of these changes for the SEAE section. Prepares communications with STDCB staff, health departments, and other external stakeholders, always ensuring confidentiality. Ensures communications are in accordance with Federal, State, and Departmental protocols.

10% Provides administrative support for the SEAE Section Chief, RSS I, and the Epidemiology Unit. Triages STDCB main line phone calls for Section specific requests, working closely with staff in each Section to formulate appropriate responses and referrals, and tracking and compiling field-based responses to information/queries. Provides facility, IT, and telecommunications support to the Business Operations Support Section. Manages Section supplies, assesses inventory, and acts as the liaison to the STDCB purchasing coordinator. Acts as the travel coordinator liaison for the Section, assisting staff with booking travel requests via Concur, data entry, and coordinating travel for guests. In close coordination with the Business Operations Support Section, assists with the onboarding and offboarding of SEAE Section staff.

Marginal Functions (including percentage of time)

5% Perform other AGPA work-related duties as required.

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: 8/22/2022
DUTY STATEMENT

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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 providing analytical and programmatic support to the Surveillance, Epidemiology, Assessment, and Evaluation (SEAE) Section, increasing the Department’s capacity to collect, organize, and interpret robust epidemiologic surveillance data, while supporting additional operational and administrative goals of the Sexually Transmitted Diseases Control Branch (STDCB).

The Staff Services Analyst (SSA) performs work of average difficulty in a wide variety of consultative and analytical staff services assignments. The SSA serves as the project lead for coordinating SEAE
Section meetings statewide; manages communications and logistics; organizes epidemiologist and data scientist training; and supports outbreak response efforts as needed. The SSA will also assist with planning, implementation, evaluation, and monitoring a variety of special projects to support the SEAE Section and the STDCB.

The SSA classification is distinguished from the Associate Governmental Program Analyst 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, and organizational and/or departmental requirements while the scope of work increases.

The incumbent works under the supervision of the Research Scientist Supervisor I (RSS I) of the Surveillance and Data Management Unit within the SEAE Section.

**Special Requirements**

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 5%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

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

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Marginal Functions (including percentage of time)

5% Perform other SSA work-related duties as required.

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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.)

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Approved By: Alyssa Ballesteros-Agulo Date: 8/22/2022