DUTY STATEMENT

Employee Name:  
Position Number:  
580-140-5393-724  
Classification:  
Associate Governmental Program Analyst  
Tenure/Time Base:  
Permanent/Full-Time  
Working Title:  
Associate Governmental Program Analyst  
Work Location:  
1415 L Street, Sacramento, CA 95814  
Collective Bargaining Unit:  
R01  
Position Eligible for Telework (Yes/No):  
Yes  
Center/Office/Division:  
Office of Legal Services  
Branch/Section/Unit:  
Administrative  

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.

Job Summary

This position supports CDPH’s mission and strategic plan by performing the more responsible, varied, and complex technical analytical staff services assignments such as program evaluation and planning; policy analysis and formulation; systems development; budgeting and planning analysis; and continually provides consultative services to management or others.

The Associate Governmental Program Analyst (AGPA) will independently process purchase orders (POs), service orders (SOs), and contracts and will act as the lead for subscription services and encumbrances, which are crucial to the functions of the Office of Legal Services (OLS).

The incumbent works under the direction of the Staff Services Manager I of the Administrative team within the OLS.
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)

35% **POs/SOs** – Acts as a Purchase/Service Order Analyst by utilizing the CDPH Program Support Branch’s (PSB) guidelines and purchasing manuals to independently prepare PO and SO requisitions to determine the appropriate solicitation method for all procurements. Sends appropriate solicitations to vendors by fax, email, and regular mail. Evaluates quotes from vendors; awards purchases to selected vendor; retains all required documents to create POs and SOs; and resolves discrepancies and issues between vendors, program, and staff including, but not limited to, incomplete orders, items ordered in error, damaged goods, and billing discrepancies. Utilizes the Accounting and Purchasing Manual to apply the necessary coding for each purchase such as object code, cost center, and expenditure authorization. Independently processes invoices for payment and works with accounting staff to ensure that all invoices and requests for revolving funds are completed in accordance with accounting guidelines and procedures.

25% **Contracts** – Acts as Contracts Analyst by utilizing PSB’s guidelines and contracting manuals to independently prepare contracts with vendors and internal stakeholders. Independently processes invoices for payment and works with accounting staff to ensure that all invoices and requests for revolving funds are completed in accordance with accounting guidelines and procedures. Works with teams within OLS to create and maintain their own contracts. Trains staff as needed on the correct processes using the State Contracting Manual provided by the Department of General Services.

20% Serves as the Administrative team’s lead for all subscription services from start to finish, including working with internal staff and vendors, as well as the CDPH Contracts Management Unit and Accounting to ensure all subscriptions are timely renewed and completed. These subscription services include, but are not limited to, Westlaw, ProLaw, PACER and GovQA. All these subscription services are crucial to the functions of OLS. Acts as the lead on all OLS encumbrances and disencumbrances.

15% Independently completes annual budget drills each year under the leadership of the OLS Administrative team’s lead AGPA over budget drills. Acts as a backup for two other AGPAs on the team regarding their purchasing, procurement, and contracts work. Acts as a backup to the Administrative team’s lead AGPA over building maintenance and facility operations.
## Marginal Functions (including percentage of time)

5% Performs other 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.)

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<th>Supervisor’s Name:</th>
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<td>Supervisor’s Signature</td>
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**HRD Use Only:**
Approved By: Alyssa Ballesteros-Agulo Date 8/29/2022