# DUTY STATEMENT

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Position Number: 580-510-5393-909</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>R01</td>
</tr>
<tr>
<td>Working Title:</td>
<td>Work Location: 3901 Lennane Drive, Sacramento CA 95834</td>
</tr>
<tr>
<td>Hearing and Appeals Analyst</td>
<td></td>
</tr>
<tr>
<td>Collective Bargaining Unit:</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 Family Health / Women, Infants, and Children (WIC) Division</td>
<td>Policy and Planning Branch / Vendor Policy and Food Package Section / Vendor Policy and Regulations Unit</td>
</tr>
</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.

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 Resource’s Job Descriptions webpage.

## Job Summary

This position supports the California Department of Public Health’s (CDPH) mission and strategic plan by advancing the health and well-being of California’s diverse people and communities. As an employee of the Policy and Planning Branch, the incumbent serves as part of a team that monitors, improves, and implements local and statewide policies which protect and serve Women, Infants, and Children (WIC) Program participants, vendors, and local agencies.

The incumbent works under the general direction of the Chief, Vendor Policy and Regulations Unit (VPRU), Staff Services Manager I (SSM I). The Associate Governmental Program Analyst (AGPA)
works in collaboration with the CDPH Office of Legal Services in conducting administrative appeal hearings for the WIC Program. Provides assistance to WIC staff to aid in the preparation of oral testimony at administrative appeal hearings. Advises and trains Division staff on regulations governing compliance investigations, routine monitoring process, and termination process. Serves as a subject matter expert on specific policies related to WIC vendor issues. Provides consultation on vendor policy by preparing guidelines, providing policy interpretation, and assisting in the implementation process to ensure effective policy application of WIC vendors throughout the state. This position may require up to 25% travel throughout the state with possible overnight stay(s).

### Special Requirements

- [x] Conflict of Interest (COI)
- [ ] Background Check and/or Fingerprinting Clearance
- [ ] Medical Clearance
- [x] Travel: Statewide travel up to 25% of the time with possible overnight stay(s)
- [ ] Bilingual: Pass a State written and/or verbal proficiency exam in
- [ ] License/Certification:
- [ ] Other:

### Essential Functions (including percentage of time)

45% Independently responsible for complex hearing preparation and representation of the WIC Program at administrative appeal hearings before Hearing Officers and Administrative Law Judges from the Office of Administrative Hearings and Appeals when vendors appeal adverse actions. Represents the Department in abbreviated administrative reviews and formal administrative appeal hearings where vendors are appealing sanctions taken against them. Independently prepares position statements and exhibit packages for presentation at informal and formal administrative appeal hearings. Researches and prepares evidence in support of Superior Court cases. Assists WIC staff in the preparation of oral testimony at administrative appeal hearings. Independently conducts peer reviews of Compliance Investigations, Routine Monitoring Visit Reports, Termination Letters, Denial Letters, and other various correspondences that may be provided to vendors. Assists in the development and maintenance of the compliance investigation, routine monitoring visit and termination processes, documents, and procedures. Advises and trains Division staff on regulations governing the compliance investigation, routine monitoring process, and termination process.

25% Conducts research on regulations related to hearings and the food delivery system to prepare for abbreviated administrative reviews and formal administrative appeal hearings, and acts in an advisory capacity to WIC staff on issues pertaining to policy, and state and federal regulations. Serves as a subject matter expert on specific policies related to WIC vendor issues. Provides consultation to WIC staff on vendor policy by preparing guidelines, providing policy interpretation, and assisting in the implementation process to ensure effective policy application of WIC vendors throughout the state. Manages assignments related to vendor regulations. Assists the Vendor Management Branch with special projects,
and vendor communications including Vendor Alerts, annual vendor training newsletters, and/or coordinating web posting. Conducts data collection and analysis using computer-based applications and tools such as Microsoft Office, for projects with the Policy and Planning Branch and Vendor Management Branch. Participates in high priority projects. Serves on special committees as directed.

15% Analyzes, develops, writes, and/or revises state regulations and policies pursuant to federal and state law and regulations governing the WIC program. Participates in work group assignments developing, revising, and implementing Division policies, procedures, and regulations. Performs the periodic review of existing state regulations and proposes revisions to those regulations as needed. Makes recommendations on the proper application of laws and regulations. Consults with various WIC staff and California Department of Public Health’s Office of Legal Services on regulatory matters. Leads stakeholder meetings and briefs WIC staff and stakeholders on policy and regulations.

10% Analyzes and prepares written documents, including correspondence related to the food delivery system (e.g., annual State Plan, briefing papers, legislative bill analyses, legislative concepts, issue memorandums, budget change concepts, budget change proposals, controlled correspondence, congressional letters, etc.) for approval and signature of executive management. Prepares responses to state, federal, and public inquiries, including coordinating responses to Public Record Act requests. Responds to United States Department of Agriculture (USDA) inquiries on state interpretation of vendor policy. Prepares materials for submission to USDA as required.

Marginal Functions (including percentage of time)

5% Performs other job-related duties as assigned.

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.)

<table>
<thead>
<tr>
<th>Supervisor’s Name:</th>
<th>Date</th>
<th>Employee’s Name:</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervisor’s Signature</th>
<th>Date</th>
<th>Employee’s Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

HRD Use Only:
Approved By: Date
DUTY STATEMENT

Employee Name: 
Position Number: 580-510-5157-909

Classification: Staff Services Analyst
Tenure/Time Base: Permanent / Full Time

Working Title: Hearing and Appeals Analyst
Work Location: 3901 Lennane Drive, Sacramento CA 95834

Collective Bargaining Unit: R01
Position Eligible for Telework (Yes/No): Yes

Center/Office/Division: Center for Family Health / Women, Infants, and Children (WIC) Division
Branch/Section/Unit: Policy and Planning Branch / Vendor Policy and Food Package Section / Vendor Policy and Regulations Unit

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 Resource’s Job Descriptions webpage.

Job Summary

This position supports the California Department of Public Health’s (CDPH) mission and strategic plan by advancing the health and well-being of California’s diverse people and communities. As an employee of the Policy and Planning Branch, the incumbent serves as part of a team that monitors, improves, and implements local and statewide policies which protect and serve Women, Infants, and Children (WIC) Program participants, vendors, and local agencies.

The incumbent works under the general direction of the Chief, Vendor Policy and Regulations Unit (VPRU), Staff Services Manager I (SSM I). The Staff Services Analyst (SSA) works in collaboration
with the CDPH Office of Legal Services in conducting administrative appeal hearings for the WIC Program. Provides assistance to WIC staff to aid in the preparation of oral testimony at administrative appeal hearings. Advises and trains Division staff on regulations governing compliance investigations, routine monitoring process, and termination process. Serves as a subject matter expert on specific policies related to WIC vendor issues. Provides consultation on vendor policy by preparing guidelines, providing policy interpretation, and assisting in the implementation process to ensure effective policy application of WIC vendors throughout the state. This position may require up to 25% travel throughout the state.

**Special Requirements**

- [ ] Conflict of Interest (COI)
- [ ] Background Check and/or Fingerprinting Clearance
- [ ] Medical Clearance
- [x] Travel: Statewide travel up to 25% of the time, with possible overnight stay(s)
- [ ] Bilingual: Pass a State written and/or verbal proficiency exam in
- [ ] License/Certification:
- [ ] Other:

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

45% Assists with hearing preparation and representation of the WIC Program at administrative appeal hearings before Hearing Officers and Administrative Law Judges from the Office of Administrative Hearings and Appeals when vendors appeal adverse actions. May represent the Department as a witness in abbreviated administrative reviews and formal administrative appeal hearings where vendors are appealing sanctions taken against them. Assists with preparing position statements and exhibit packages for presentation at informal and formal administrative appeal hearings. Researches and prepares evidence in support of Superior Court cases. Assists WIC staff in the preparation of oral testimony at administrative appeal hearings. Assists with peer reviews of Compliance Investigations, Routine Monitoring Visit Reports, Termination Letters, Denial Letters, and other various correspondences that may be provided to vendors. Collaborates with Unit staff in the development and maintenance of the compliance investigation, routine monitoring visit and termination processes, documents, and procedures. Assists with advising and training Division staff on regulations governing the compliance investigation, routine monitoring process, and termination process.

25% Conducts research on regulations related to hearings and the food delivery system to prepare for abbreviated administrative reviews and formal administrative appeal hearings and assists in advising WIC staff on issues pertaining to policy, and state and federal regulations. Serves as a subject matter specialist on specific policies related to WIC vendor issues. Provides consultation to WIC staff on vendor policy by preparing guidelines, providing policy interpretation, and assisting in the implementation process to ensure effective policy application of WIC vendors throughout the state. Manages assignments related to vendor regulations. Collaborates with the Vendor Management Branch with special projects, and
vendor communications including Vendor Alerts, annual vendor training newsletters, and/or coordinating web posting. Conducts data collection and analysis using computer-based applications and tools such as Microsoft Office, for projects with the Policy and Planning Branch and Vendor Management Branch. Participates in high priority projects. Serves on special committees as directed.

15% Assists in developing, writing, and/or revising state regulations and policies pursuant to federal and state law and regulations governing the WIC program. Participates in work group assignments developing, revising, and implementing Division policies, procedures, and regulations. Consults with various WIC staff and California Department of Public Health’s Office of Legal Services on regulatory matters. Assists with stakeholder meetings and briefs WIC staff and stakeholders on policy and regulations.

10% Prepares written documents, including correspondence related to the food delivery system (e.g., annual State Plan, briefing papers, legislative bill analyses, legislative concepts, issue memorandums, budget change concepts, budget change proposals, controlled correspondence, congressional letters, etc.) for approval and signature of executive management. Prepares responses to state, federal, and public inquiries, including coordinating responses to Public Record Act requests. Provides assistance to respond to United States Department of Agriculture (USDA) inquiries on state interpretation of vendor policy. Prepares materials for submission to USDA as required.

Marginal Functions (including percentage of time)

5% Performs other job-related duties as assigned.

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.)

<table>
<thead>
<tr>
<th>Supervisor’s Name:</th>
<th>Date</th>
<th>Employee’s Name:</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor’s Signature</td>
<td>Date</td>
<td>Employee’s Signature</td>
<td>Date</td>
</tr>
<tr>
<td>HRD Use Only:</td>
<td>Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approved By:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>