DUTY STATEMENT

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Position Number: 580-230-5393-800</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>Working Title: Emergency Recovery Analyst</td>
</tr>
<tr>
<td></td>
<td>Work Location: 1615 Capitol Avenue, Sacramento, CA 95814</td>
</tr>
<tr>
<td>Collective Bargaining Unit: R01</td>
<td>Position Eligible for Telework (Yes/No):</td>
</tr>
<tr>
<td>Center/Office/Division: Emergency Preparedness Office</td>
<td>Branch/Section/Unit: Planning, Recovery, Evaluation Branch/Recovery and Evaluation Section/Recovery 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 Resource’s Job Descriptions webpage.

Job Summary

This position supports the California Department of Public Health’s (CDPH) mission and strategic plan by enhancing preparedness and response for emerging public health threats through provision of leadership, guidance, and oversight of emergency operation readiness to local public health departments, to enhance their ability to receive and distribute medical countermeasures to local communities.

The incumbent works under the direction of the Staff Services Manager I (SSM I) of the Recovery Unit. The incumbent acts as the lead of the Health and Social Services (HSS) Recovery Support Function (RSF) to assist in locally led recovery efforts in the restoration of the public health, health
care, and social services networks to promote the resilience, health, and overall well-being of affected individuals and communities. The incumbent will act as a liaison between the EPO and the California Governor’s Office of Emergency Services (Cal OES) in identifying, characterizing, and supporting local long-term disaster recovery efforts and is also responsible for establishing a coordinated structure, processes, and procedures across State and federal agencies to support the effective and efficient delivery of recovery resources in support of local recovery efforts. In order to address urgent operational needs or conduct emergency-related response activities, incumbent may, on occasion, be required to work outside core business hours, travel, and transport up to 25 lbs. Up to 5% travel is required.

Special Requirements

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

Essential Functions (including percentage of time)

40% Independently leads acts as the liaison between Recovery Unit and the California Governor’s Office of Emergency Services (Cal OES) Health and Social Services (HSS) Recovery Support Function (RSF) Coordinator for the development of disaster-specific priorities, objectives, and tactics for supporting. Coordinates with State agencies (e.g., California Department of Social Services (CDSS), Department of Health Care Services (DHCS)) to develop complex recovery strategies such as provide guidance leadership and oversight to build, sustain and improve the coordination and delivery of support throughout California. Conducts complex planning analysis to support to all analysts and the Recovery Unit on documenting and memorializing protocols and procedures for coordinating the delivery of resources to local jurisdictions to enhance post-disaster recovery. Coordinates with Cal OES RSF Unit to maintain and update the HSS RSF Annex and supporting documents to support interagency coordination and the delivery of resources to local jurisdictions. Proactively becomes familiar with the collection of public health and medical grants as well as application process in support of local jurisdictions.

20% Independently leads and acts as the liaison between the Recovery Unit and the Cal OES Health and Social Services (HSS). Develops, conducts, and implements the Community Assessment for Public Health Emergency Response (CASPER) study, community health survey(s), health hazard evaluation(s), and Medicare / Medicaid claims analysis. The RSF Analyst gathers, interprets, and uses complex data to support situational awareness on impacts to health and medical infrastructure (e.g., hospitals, health care facilities, dialysis centers, water systems) as it relates to and effects public health and health care service delivery (e.g., reduction in hospital capacity, primary care) and health impacts to the community (e.g., respiratory disease). Coordinates with DHCS, United States Department of Health and Human Services, Department of Toxic Substance Control, etc. to provide details on population-based public health impacts including environmental health impacts with long-term implications toward human health.
15% Acts as a liaison between Cal OES Public Assistance, Cal OES Infrastructure Systems RSF, DHCS, Emergency Medical Services Authority, State Hospitals, County Health Departments, Health Care Coalitions, etc. to provide complex detailed reports on disaster impacts and efforts to remediate affected infrastructure including public infrastructure that is eligible for FEMA Public Assistance funds. Serves as the lead administrative support to the Recovery Unit and coordinates the identification and characterization of grant opportunities that may support recovery of local health and social services. Coordinates EPO’s response/recovery efforts with Cal OES RSF Unit to develop recovery resource guides captured in the California Grants Portal and the California Resource Library (currently contained within MAX-TRAX, an application used in collaboration with Cal OES to coordinate grant management) and the delivery of recovery resources.

15% Serves as liaison between the Recovery Unit and the Cal OES HSS RSF Analyst to characterize and support situational awareness disaster behavioral health impacts to disaster survivors and first responders. Provides training and resources to develop local capacity for current and future emergencies. Coordinates with other State to identify populations at risk and provide targeted resources to meet needs of individuals and households that have been affected by the disaster. Acts as the lead coordinator for disaster behavioural health and critical incident stress management resources for the public and first responders. Coordinates with the Department of Food & Agriculture to identify areas with limited access to food and the delivery of recovery resources to support impacted survivors.

5% Travels to attend meetings and participate in workgroups on behalf of the EPO relating to public health recovery issues; attends Federal and State training programs, in-services, and continuing education courses necessary to maintain program knowledge and skills.

Marginal Functions (including percentage of time)

5% Performs other job-related duties as required. In the event of an emergency activation, the incumbent may, on short notice, be required to work irregular and overtime hours during disaster operations in order to support one of four CDPH Emergency Operation Centers (EOC). The incumbent is required to participate on an EPO Incident Response Team (IRT).

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
Supervisor’s Signature Date

Employee’s Name: Date
Employee’s Signature Date

HRD Use Only: Approved By: SA Date
Oct 2021
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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.

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### Job Summary

This position supports the California Department of Public Health’s (CDPH) mission and strategic plan by enhancing preparedness and response for emerging public health threats through provision of leadership, guidance, and oversight of emergency operation readiness to local public health departments, to enhance their ability to receive and distribute medical countermeasures to local communities.

The incumbent works under the supervision of the Staff Services Manager I (SSM I) of the Recovery Unit. The incumbent assists the lead of the Health and Social Services (HSS) Recovery Support Function (RSF) in locally-led recovery efforts in the restoration of the public health, health care, and
social services networks to promote the resilience, health, and overall well-being of affected
individuals and communities. The incumbent will assist the EPO liaison in identifying, characterizing,
and supporting local long-term disaster recovery efforts and is also responsible for establishing a
coordinated structure, processes, and procedures across State and federal agencies to support the
effective and efficient delivery of recovery resources in support of local recovery efforts between EPO
and the California Governor’s Office of Emergency Services (Cal OES). In order to address urgent
operational needs or conduct emergency-related response activities, incumbent may, on occasion,
be required to work outside core business hours, travel, and transport up to 25 lbs. Up to 5% travel is
required.

**Special Requirements**

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

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

40% Assists the liaison of the Recovery Unit and the California Governor’s Office of Emergency
Services (Cal OES) Health and Social Services (HSS) Recovery Support Function (RSF)
Coordinator for the development of disaster-specific priorities, objectives, and tactics for
supporting. Coordinates with State agencies (e.g., California Department of Social Services
(CDSS), Department of Health Care Services (DHCS)) to assist with the development of
recovery strategies. Assists with conducting planning analysis to support all analysts and the
Recovery Unit on documenting and memorializing protocols and procedures for coordinating
the delivery of resources to local jurisdictions to enhance post-disaster recovery. Coordinates
with Cal OES RSF Unit to maintain and update the HSS RSF Annex and supporting
documents to support interagency coordination and the delivery of resources to local
jurisdictions. Proactively becomes familiar with the collection of public health and medical
grants as well as application process in support of local jurisdictions.

20% Works alongside the EPO liaison between the Recovery Unit and the Cal OES Health and
Social Services (HSS). Assists with the development and implementation of the Community
Assessment for Public Health Emergency Response (CASPER) study, community health
survey(s), health hazard evaluation(s), and Medicare / Medicaid claims analysis. The RSF
Analyst gathers, interprets, and uses data to support situational awareness on impacts to
health and medical infrastructure (e.g., hospitals, health care facilities, dialysis centers, water
systems) as it relates to and effects public health and health care service delivery (e.g.,
reduction in hospital capacity, primary care) and health impacts to the community (e.g.,
respiratory disease). Coordinates with DHCS, United States Department of Health and Human
Services, Department of Toxic Substance Control, etc. to provide details on population-based
public health impacts including environmental health impacts with long-term implications
toward human health.
15% Assists the EPO liaison between Cal OES Public Assistance, Cal OES Infrastructure Systems RSF, DHCS, Emergency Medical Services Authority, State Hospitals, County Health Departments, Health Care Coalitions, etc. in providing detailed reports on disaster impacts and efforts to remediate affected infrastructure including public infrastructure that is eligible for FEMA Public Assistance funds. Assists the lead administrative support to the Recovery Unit and in coordinating the identification and characterization of grant opportunities that may support recovery of local health and social services. Coordinates EPO’s response/recovery efforts with Cal OES RSF Unit to develop recovery resource guides captured in the California Grants Portal and the California Resource Library (currently contained within MAX-TRAX, an application used in collaboration with Cal OES to coordinate grant management) and the delivery of recovery resources.

15% Assists the liaison between the Recovery Unit and the Cal OES HSS RSF Analyst to characterize and support situational awareness disaster behavioral health impacts to disaster survivors and first responders. Provides training and resources to develop local capacity for current and future emergencies. Coordinates with other State to identify populations at risk and provide targeted resources to meet needs of individuals and households that have been affected by the disaster. Assists the lead coordinator for disaster behavioural health and critical incident stress management resources for the general public and first responders. Coordinates with the Department of Food & Agriculture to identify areas with limited access to food and the delivery of recovery resources to support impacted survivors.

5% Travels to attend meetings and participate in workgroups on behalf of the EPO relating to public health recovery issues; attends Federal and State training programs, in-services, and continuing education courses necessary to maintain program knowledge and skills.

Marginal Functions (including percentage of time)

5% Performs other job-related duties as required. In the event of an emergency activation, the incumbent may, on short notice, be required to work irregular and overtime hours during disaster operations in order to support one of four CDPH Emergency Operation Centers (EOC). The incumbent is required to participate on an EPO Incident Response Team (IRT).

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HRD Use Only:
Approved By: SA

Date: Oct 2021