DUTY STATEMENT

Employee Name: 
Position Number: 580-510-5393-XXX

Classification: Associate Governmental Program Analyst
Tenure/Time Base: Permanent / Full Time

Working Title: Business Support 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: Operations/ Business Support Section / Facility and Business Support 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 Business Support Section, the incumbent serves as part of a team that provides technical contract oversight and assistance to local agencies and facility oversight and maintenance of the Women, Infants, and Children (WIC) Program to ensure a legally operable, fiscally sound, and financially credible statewide organization.

The incumbent works under the general direction of the Chief, Facilities and Business Support Unit, Staff Services Manager I (SSM I). The Associate Governmental Program Analyst (AGPA), Facilities
and Procurement Analyst, performs the more responsible, varied, and complex technical analytical staff services assignments related to facilities management, business operations and procurement administration. Provides technical assistance to the WIC Program and staff. Researches and guides WIC staff to ensure that the WIC Program is following applicable federal and state regulations and guidelines with respect to business services and procurements. Provides business support and procurement development assistance with all other units of the WIC Program related to operational management and procurement activities. Oversees facility operations, coordinates office equipment purchases, installations, repairs, transfers, and surveys. Maintains state and federal property inventory and performs other related facility duties as necessary. Communicates with all appropriate levels of departmental personnel, other state agencies, and the public. Position may frequently involve lifting boxes weighing up to 25 pounds.

### 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: Ability to lift up to 25 pounds

### Essential Functions (including percentage of time)

35% Serves as the point of contact for security issues, alarm testing, after-hours alarm issues and facility modular keys. Provides new or replacement security badges to staff, orders photo IDs, and creates security badges as needed. Coordinates with the building owner regarding facility repairs and issues arising with the security and maintenance. Maintains building lease and compliance with defined service obligations (i.e., annual inspections, carpet, and window cleaning, etc.). Submits work orders to property management, sends notifications to the WIC staff when vendors are on site or as issues arise. Maintains office floor plans, assists with space management activities, monitors warehouse for space management and adequate supply inventories. Responsible for WIC vehicles by monitoring maintenance, scheduling maintenance and providing reports to the Program Support Branch.

30% Procures the most complex non-IT commodities. Meets with WIC Program management and staff to identify desirable product specifications for non-IT commodities. Develops and writes the product specifications and solicitation documents based on product specifications. Ensures that the method chosen to procure the commodity is in compliance with regulations, policies, and procedures of the Department of General Services, CDPH, and federal government requirements. Consults with program staff to determine if the services desired can be procured by Service Order. Prepares and edits all Service Orders, and ensures all
approved Service Orders are processed timely and accurately. Submits Revolving Fund requests for all Service Orders that require to be pre-paid.

25% Maintains and updates health and safety records, records retention, and business support policies and procedures. Coordinates and reports on related WIC health and safety assignments and ensures the facility aligns with departmental health and safety policies. Consults with the California Department of Public Health and Safety Officer as needed. Works with management to address issues resulting from the health and safety inspections for resolution. Monitors and processes minor equipment check-out requests, maintains logs for accuracy and reconciliation. Processes new purchase requests for new or replacement equipment procurements. Conducts informal ergonomic assessments, reports findings and resolves pending ergonomic issues. Coordinates and manages the contract for formal ergonomic assessments on site through the external contractor. Processes, monitors, and maintains, surveys, and replaces equipment as needed. Monitors and replenishes facility first aid kits.

10% Conducts the daily mail pick-up and distribution as needed and participates in Unit, Section and Division meetings, workgroups, and assist with the preparation and facilitation of relevant materials during meetings, as well as relevant follow-up. Attends staff meetings and various trainings, as needed.

### Marginal Functions (including percentage of time)

5% Performs other job-related duties as assigned.

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<table>
<thead>
<tr>
<th>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.</th>
<th>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.)</th>
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The incumbent works under the general supervision of the Chief, Facilities and Business Support Unit, Staff Services Manager I (SSM I). The Staff Services Analyst (SSA), Business Support Analyst, performs the less complex and technical analytical staff services assignments related to facilities management, business operations, and procurement administration. Provides technical assistance to the WIC Program and staff. Researches and guides WIC staff to ensure that the WIC Division is following applicable federal and state regulations and guidelines with respect to business services and procurements. Provides business support and procurement-development assistance with all other units of the WIC Division related to operational management and procurement activities. Oversees facility operations, coordinates office equipment purchases, installations, repairs, transfers, and surveys. Assists with annual inventory audits and performs other related facility duties, as necessary. Communicates with appropriate levels of departmental personnel, other state agencies, and the public. Position may frequently involve lifting boxes weighing up to 25 pounds.

**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: ability to lift up to 25 pounds

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

35% Provides support for onsite facility security to order new or replacement security access cards and place department orders for photo IDs. Assists with building maintenance lease and compliance with defined service obligations (i.e., annual inspections, carpet, and window cleaning, etc.). Submits work orders to property management, sends notifications to the WIC staff when vendors are on site or as issues arise. Assists with maintenance of office floor plans and space management activities; monitors warehouse for space management and adequate supply inventories. Provides back-up support for WIC vehicles by monitoring the maintenance records and reporting to Program Support Branch.

30% Assists with the less complex non-IT procurements and service orders. Meets with WIC Program management and staff to identify desirable product specifications for non-IT commodities. Assists with research to identify product specifications and recommend the appropriate procurement process. Ensures that the method chosen to procure the commodity is in compliance with regulations, policies and procedures of the Department of General Services, CDPH, and federal government requirements. Prepares and edits all Service Orders and ensures all approved Service Orders are processed accurately and timely.

25% Assists with updates of health and safety records, records retention, business support policies and procedures. Coordinates and reports on related WIC health and safety assignments and
ensures the facility aligns with departmental health and safety policies. Consults with the California Department of Public Health and Safety Officer, as needed. Works with management to address issues resulting from the health and safety inspections for resolution. Monitors and processes minor equipment check-out requests, maintains logs for accuracy and reconciliation. Processes new purchase requests for new or replacement equipment procurement. Assists with coordination of informal ergonomics assessments, reports findings, and resolves pending ergonomic issues. Assists with the contractor coordination to conduct formal ergonomic assessments on site. Assists with monitoring and surveying equipment and works with management to identify replacement equipment, as needed. Monitors and replenishes facility first-aid kits.

10% Assists with mail pick-up and distribution, as needed; participates in Unit, Section, and Division meetings and workgroups; assists with the preparation and facilitation of relevant materials during meetings, as well as relevant follow-up. Attends staff meetings and various trainings, as needed.

### Marginal Functions (including percentage of time)

5% Performs other job-related duties as assigned.

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**Approved By:**

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