DUTY STATEMENT

Employee Name: Position Number: 580-131-5393-709
Classification: Associate Governmental Program Analyst Tenure/Time Base: Permanent / Full-Time
Working Title: Research & Planning Analyst Work Location: 850 Marina Pkwy Richmond, CA 94804
Collective Bargaining Unit: R01 Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Administration Division Branch/Section/Unit: Program Support Branch / Facilities Management Section

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 independently performing a wide range of complex, analytical, and technical assignments related to the support of the Program Support Branch (PSB). The Associate Governmental Program Analyst (AGPA) reviews, identifies, and evaluates all aspects of PSB’s operations, including work procedures, current assignments, current and projected workload, as well as training needs to ensure responsiveness to deadlines and quality of work. The incumbent oversees and compiles reports, develops, and maintains Branch procedures, and conducts project analyses.

The incumbent works under the direction of the Staff Services Manager III of the Facilities Management Section (FMS).
Special Requirements

☐ Conflict of Interest (COI)
☐ Background Check and/or Fingerprinting Clearance
☐ Medical Clearance
☒ Travel: Up to 10% travel may be required.
☐ Bilingual: Pass a State written and/or verbal proficiency exam in
☐ License/Certification:
☐ Other:

Essential Functions (including percentage of time)

35% The AGPA independently reviews, identifies, and evaluates all aspects of FMS’s operations, including work procedures, current assignments, current and projected workload, and training needs to ensure responsiveness to deadlines and quality of work. Oversees and compiles reports, develops, and maintains Branch / Section procedures, and conducts project analyses. Establishes and maintains project priorities: project planning, development, and execution. Monitors and exercises control over assigned resources/projects in accordance with department policies and procedures; provides recommendations to Assistant Branch Chief / Section Chief (Asst BC / SC), on current projects. Research departmental and program issues in relation to FMS assignments and drills; analyzes and evaluates data, material or confidential situations and makes recommendations for resolution or takes independent action to resolve. Gathers facts and relevant information on current issues and presents to the Asst BC / SC in a concise and logical manner for appropriate action. This includes development of status reports, database management reports and other tools that will assist in the decision-making. Uses Key Performance Indicators (KPI) to measure how effectively the organization is achieving business objectives and goals; Research alternatives and options for process improvement and develops project plans on how to implement these process improvements.

35% Independently develops presentations and reports using all Microsoft suite applications. Writes and reviews justifications, memorandums, and letters, at the request of the Asst BC / SC. Reviews, edits, and provides initial approval for memos, reports, procedures, and manuals relating to the functions of the Section; prepares statistical reports, charts, and graphs; and reviews reports for accuracy of information prior to distribution to Asst BC / SC and staff in a timely manner. Works with FMS management to develop and maintain Section and office workload, planning standards and staffing requirements. Conducts meetings on as-needed basis to provide updated information on Section issues. Acts as the liaison for FMS regarding administrative drills and assignments.

20% Utilizes the Contracts and Purchasing System (CAPS) to assist with workflow management and with monitoring branch and staff production levels. Utilizes the Financial Information System for California (FI$Cal) to enhance branch efficiency of operations by engaging FMS interactions with other Programs. Assists in overseeing the Sections Service Order policy to ensure that all State and Departmental rules, guidelines, regulations, and statues related to Service Orders have been adhered to; Prepares established reports and correspondence from the CAPS database; Creates policies and procedures for management review in accordance with the State Contracting Manual, Volume 1, Public Contract Code, and all State contracting regulations; Performs research and analysis to gain a basic understanding of the goals and contractual needs
of the CDPH Programs; Research and analyze complex contract related laws, regulations, policies and procedures appearing in various resources including the Public Contract Code, State Contracting Manual, applicable control agency websites, State Administrative Manual management memos, CDPH Administration Division Information Memos, CMU contract and bid models, CDPH Intranet web pages, bulletins, and California Code of Regulations. Monitors and responds to emails from the PSB-411 inbox.

5% Coordinates, facilitates, and takes the meeting minutes for the bi-monthly Admin User Group (AUG) meeting.

Marginal Functions (including percentage of time)

5% Performs other work-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.)

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HRD Use Only:
Approved By: Skip Thomas  Date 12/15/2022