DUTY STATEMENT

Employee Name: 
Position Number: 580-810-5393-901 
Classification: Associate Governmental Program Analyst (Retired Annuitant) 
Tenure/Time Base: Temporary/Intermittent 
Working Title: Program Analyst (RA) 
Work Location: Sacramento 
Collective Bargaining Unit: R01 
Position Eligible for Telework (Yes/No): Yes 
Center/Office/Division: Center for Health Care Quality/Licensing and Certification Program 
Branch/Section/Unit: Standards Interpretation Branch/Centralized Program Flex 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 The Associate Governmental Program Analyst (AGPA) – Retired Annuitant position supports the California Department of Public Health’s (CDPH) mission and strategic plan by independently performing complex technical analytical review of data, verification of regulatory compliance as it pertains to meeting the patient care needs and detailed analysis of the applicant’s alternative means of compliance with regulatory requirements for licensed health care facilities. The AGPA triages incoming inquiries and program flex requests, conducts research of department policies and documentation as well as federal and state statutes and regulations to support recommendations. The AGPA reviews, modifies, and updates desk procedures, develops workload monitoring
processes for the centralized program flex workload, and assists with presentations and information posted to unit’s SharePoint and website.

The incumbent works under the direction of the Health Program Manager II.

### 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% Monitors and triages incoming email inquiries, responding to inquiries, forwarding those requiring management intervention to section or branch chief, and those requiring clinical experience to identified staff. Independently researches inquiries using department documents and statutes and regulations in support of responses. Provides analysis of health care facilities requesting alternative methods (flexibility) of meeting statutory requirements without compromising patient care. Provides analytical support for program flexibility applications. Performs complex analysis including facility compliance reviews of staffing and other regulatory requirements. Reviews, analyzes, and aggregates data related to prospective applicant’s proposed alternatives. Ensures accuracy of all application documentation, and reviews all requested documents prior to final program flex determination.

#### 30% Contributes to presentations and reviews, modifies, and updates desk procedures, tracks unit workload and responds to inquiries related to waiver requests for the department. Analyzes unit workload and maintains unit performance metrics and tracking logs. Prepares and provides ad-hoc reports to management. Informs management of changes in workload that may affect processing timeframes.

#### 15% Lead or participate in teams to implement of newly enacted statutes, developing processes and procedures as well as documenting information for use of internal staff, field operations, stakeholders, and providers. The AGPA participates in process improvement efforts. Drafts and documents processes and procedures and template letters.

#### 15% In collaboration with the Centralized Program Flex Unit (CPFU) team, representatives from District Offices, Headquarters, and consultants, supports the transition of the program flex workload from field offices to CPFU, including developing tracking and monitoring processes to measure workload and the team’s performance.

### Marginal Functions (including percentage of time)
5% Performs other work-related duties as assigned.

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<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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<tbody>
<tr>
<td><strong>Supervisor’s Name:</strong></td>
<td><strong>Date</strong></td>
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<td><strong>Supervisor’s Signature</strong></td>
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**HRD Use Only:**
Approved By: DS
Date 12/22/2022