

**DUTY STATEMENT**

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|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| Employee Name:<br><b>Vacant</b>                                                                                        | Position Number:<br><b>580-410-5393-909</b>                    |
| Classification:<br>Associate Governmental Program Analyst                                                              | Tenure/Time Base:<br>Limited Term/Full Time                    |
| Working Title:<br>HR Data Management Analyst                                                                           | Work Location:<br>1615 Capitol Avenue, Sacramento, CA<br>95814 |
| Collective Bargaining Unit:<br>R01                                                                                     | Position Eligible for Telework (Yes/No):<br>Yes                |
| Center/Office/Division:<br>Center for Infectious Diseases/Office of<br>Infectious Disease Preparedness and<br>Response | Branch/Section/Unit:<br>Business Operations & Support 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.

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**Competencies**


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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](#).

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**Job Summary**


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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 the management of workforce data in support emergency response staff rostering, including the tracking of functional role assignments, trainings, communications, asset distribution, deployments, and hours activated.

The Associate Governmental Program Analyst (AGPA) will perform the more responsible, varied, and complex assignments. The AGPA will independently develop and employ research methodology

and techniques using a variety of data and resources. Responsibilities will include, but are not limited to, managing staffing and asset data sets in the Microsoft Dynamics (MSD) workforce management data system; creating ad hoc reports; coordinating completion of complex reports for leadership and control agencies; establishing and maintaining reliable, efficient, and effective methods for communication with emergency staff within the Office of Infectious Disease Preparedness and Response (OIDPR) and other CDPH Centers and State Departments. The incumbent will need to employ skills in strategic planning, project management, problem-solving, political acumen, and effective communication with all levels of staff from response to inquiries from the public, to drafting reports and correspondence for Office and Center for Infectious Diseases (CID) leadership.

The incumbent works under the direction of the Staff Services Manager II (SSM II), Assistant Office Chief, Business Operations & Support Section.

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**Special Requirements**

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- ☒ 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:

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

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- 40% Coordinate various projects related to the management of workforce data in support emergency response staff rostering, including the tracking of functional role assignments, trainings, communications, asset distribution, deployments, and hours activated. Perform technical research and analysis focused on emergency workforce, including CDPH redirected staff and California Public Health Reserve Corp (PHRC) volunteers, and data quality measures. Monitor, extract, and analyze data; explore and define problems within MSD submitted data; develops hypotheses; and apply scientific methods to supplementary analyses. Analyze comparative reports of the data submitted by team members and other sources. Independently prepare technical reports describing methodology and findings. Make recommendations to the Assistant Office Chief and other management relating to further specific analyses quality improvement projects, and system quality improvements. Assist with the development and maintenance of the database.
- 20% Provide advice and technical assistance to the Business Operations & Support Section and the Center for Preparedness and Response (CPR) on analytical issues pertaining to the MSD data system. Provide assistance related to collecting, reviewing, and analyzing data, and resolving data discrepancies and challenges. Analyze information to make recommendations and assist management and staff in developing and implementing business process improvements. Ensure compliance with performance metrics and support changes in the new MSD functionality.
- 20% Develop, monitor and maintain systems and procedures to assemble and structure necessary data as an ongoing performance measurement system to aid management in

identifying program priorities for quality and performance improvement, establishing performance goals, and assessing progress toward achieving those goals. Recognize improvement opportunities for the MSD System. Assist with the creation of detailed performance reports and development of data collection, audit tools, and tracking systems in support of improvement activities.

- 10% Serve as consultant and advisor to all levels of program staff in the areas of Asset Management. Serve as liaison with Program Support Branch (PSB) in assisting with space planning, equipment movement plans, and all OIDPR requests for safety and maintenance related services and repairs. Provide consultative services and assistance to OIDPR staff, management, and HR vendors to acquire, tag, distribute, track, and return equipment and assets and ensure consistency with departmental policies and administrative mandates. Responsible for asset and property control procedures of all OIDPR and State-owned property. Update and maintain database for the acquisition, maintenance, control and disposition of all assets. Responsible for response to drills, including Department Facility Operations Drills, analyzing data and submitting reports to management for review and submission.

#### **Marginal Functions (including percentage of time)**

- 10% Assess internal policies and procedures, recommend, and implement continuous Quality Improvement activities. Keep management updated on workload and any potential issues and problems that may arise. Perform other AGPA work-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 to support efforts.

☐ 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 | Employee's Name:     | Date |
| Supervisor's Signature | Date | Employee's Signature | Date |

#### **HRD Use Only:**

Approved By: NW

Date: 8/24/23

**DUTY STATEMENT**

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|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| Employee Name:<br><b>Vacant</b>                                                                                        | Position Number:<br><b>580-410-5157-909</b>                    |
| Classification:<br>Staff Services Analyst                                                                              | Tenure/Time Base:<br>Limited Term/Full Time                    |
| Working Title:<br>HR Data Management Analyst                                                                           | Work Location:<br>1615 Capitol Avenue, Sacramento, CA<br>95814 |
| Collective Bargaining Unit:<br>R01                                                                                     | Position Eligible for Telework (Yes/No):<br>Yes                |
| Center/Office/Division:<br>Center for Infectious Diseases/Office of<br>Infectious Disease Preparedness and<br>Response | Branch/Section/Unit:<br>Business Operations & Support 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.

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**Competencies**


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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](#).

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**Job Summary**


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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 Staff Services Analyst (SSA) will perform the less complex and varied technical assignments. The SSA will be responsible to develop and employ research methodology and techniques using a

variety of data and resources. Responsibilities will include, but are not limited to, managing data sets in Microsoft Dynamics (MSD); creating ad hoc reports; coordinating completion of complex reports for leadership and control agencies; establishing and maintaining reliable, efficient and effective methods for communication with the Office of Infectious Disease Preparedness and Response (OIDPR) and other CDPH Centers and State Departments. The incumbent will need to employ skills in strategic planning, project management, problem-solving, political acumen, and effective communication with all levels of staff from response to inquiries from the public, to drafting reports and correspondence for Office and Center for Infectious Diseases (CID) leadership.

The incumbent works under the supervision of the Staff Services Manager II (SSM II), Assistant Office Chief, Business Operations and Support Section Chief.

### 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)

- 40% Under supervision, assists in coordinating various projects related to the management of workforce data in support emergency response staff rostering, including the tracking of functional role assignments, trainings, communications, asset distribution, deployments, and hours activated. Performs technical research and analysis focused on emergency workforce, including CDPH redirected staff and California Public Health Reserve Corps (PHRC) volunteers, and data quality measures. Monitors, extracts, and analyzes data; explores and defines problems within MSD submitted data; develops hypotheses; and applies scientific methods to supplementary analyses. Analyzes comparative reports of the data submitted by team members and other sources. Collectively responsible for reviewing, analyzing, preparing, and coordinating technical reports describing methodology and findings. Makes recommendations to the Assistant Office Chief and other management relating to further specific analyses quality improvement projects, and system quality improvements. Assists with the development and maintenance of the database.
- 20% Assists in providing technical assistance to related Business Operations & Support Section and the Center for Preparedness and Response (CPR) on analytical issues pertaining to the MSD systems. Assists in collecting, reviewing, and analyzing data, and resolving data discrepancies and challenges. Analyzes information to make recommendations and works in collaboration with all levels of management and staff in developing and implementing business process improvements. Ensures compliance with performance metrics and supports change in the new MSD functionality.
- 20% Develops, monitors and maintains systems and procedures to assemble and structure necessary data as an ongoing performance measurement system to aid management in

identifying program priorities for quality and performance improvement, establishing performance goals, and assessing progress toward achieving those goals. In collaboration with management advises improvement opportunities for MSD System. Assists with the creation of detailed performance reports and development of data collection, audit tools, and tracking systems in support of improvement activities.

- 10% Assists all levels of program staff in the areas of Asset Management. Assists Program Support Branch (PSB) with space planning, equipment movement plans, and all OIDPR requests for safety and maintenance related services and repairs. Provides assistance to OIDPR staff, management and HR vendors to acquire, tag, distribute, track and return equipment and assets and ensure consistency with departmental policies and administrative mandates. Is responsible for asset and property control procedures of all OIDPR and State-owned property. Updates and maintains database for the acquisition, maintenance, control and disposition of all assets. Is responsible for response to drills, including Department Facility Operations Drills, analyzing data and submitting reports to management for review and submission.

### **Marginal Functions (including percentage of time)**

- 10% Assess internal policies and procedures, recommends and implements continuous Quality Improvement activities. Keeps management updated on workload and any potential issues and problems that may arise. 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 to support efforts.

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| Supervisor's Name:     | Date | Employee's Name:     | Date |
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