

DUTY STATEMENT

Employee Name:	Position Number: 580-035-5393-901
Classification: Associate Governmental Program Analyst (Retired Annuitant)	Tenure/Time Base: Temporary/Intermittent
Working Title: Business Operations Analyst	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Office of Health Equity	Branch/Section/Unit: Administration & Operations 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 in 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 complex technical administrative functions and providing operational support.

The Associate Governmental Program Analyst (AGPA), acting as Business Operations Analyst, partners with the Office of Health Equity (OHE) Personnel Liaison (PL) to perform functions such as following up on Requests for Personnel Actions (RPAs), interfacing with candidates, scheduling interviews, maintaining Program organizational charts and position history records, and responding to requests for information/clarification from Human Resources Division (HRD) staff. Additionally, the position supports procurements and invoicing business operations such as completing contracting

and fiscal forms, partnering with Program for their contracting needs, and submitting invoices for payment.

The incumbent works under the direction of the Staff Services Manager I (SSM I), Administration & Operations Unit A.

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% Responsible for complex analytical tasks related to grant and contract submissions to Program Support Branch and in the Office of Health Equity (OHE). Researches, interprets, and communicates contract related laws, regulations, policies, and procedures to produce an effective solicitation document in accordance with all applicable statutes, the State Contracting Manual, Public Contract, Government, and other applicable codes. Independently coordinates the implementation of contracts, grants, and service order requests and inputs information into Contracts and Purchasing Systems (CAPs) for processing. Responsible for updating the Business Operations Unit SharePoint site to ensure OHE reporting, invoicing, and other tracking tools, memos for policies and procedures, and documentation related to grants and contracts are updated timely. Reviews invoices and required documentation for compliance and completeness and submits them through CDPH tracking platforms. Works with other CDPH divisions (Accounting, Contracts Management Unit, and Budgets) and OHE Programs.
- 35% Works as a team with the SSM I and Human Resources Department (HRD) to provide administrative support to OHE leadership throughout the entirety of the recruitment process, including preparation of and regular updates to Requests for Personnel Action (RPA), scheduling and hosting interviews, finalizing and submitting hiring documents, and onboarding new staff. Maintains Office organizational charts and position history records.
- 20% Responsible for responding to personnel and training matters such as gathering information for reports, completing drills assigned by other divisions, adding training documentation to the Public Health Employee Training Tracking System (PHETTS), and requests from leadership. Maintains communications with OHE leadership to ensure unit training needs are met.

Marginal Functions (including percentage of time)

- 5% Performs other job-related duties as required.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable

and have provided a copy of this duty statement to the employee named above.

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: HHS

Date:2/21/2024