

## DUTY STATEMENT

Employee Name: <b>Vacant</b>	Position Number: <b>580-045-5393-722</b>
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent/Full-Time
Working Title: Associate Project Manager	Work Location: 1615 Capitol Avenue, MS 0513 Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Office of Professional Development & Engagement	Branch/Section/Unit: Organizational Support Services Section/ Organizational Services 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 to advance the health and well-being of California's diverse people and communities by maintaining a proactive culture of continuous quality improvement (QI), engaging staff at all levels, and leveraging data and technology to enhance services.

The Associate Governmental Program Analyst (AGPA) serves as a non-Information Technology (IT) Associate Project Manager and independently performs the more responsible, varied, and complex technical and analytical assignments related to project management, operational procedure writing, and program planning in the Office of Professional Development & Engagement (OPDE),

Organizational Support Services Section (OSSS), Organizational Services Unit (OSU). The AGPA works on a variety of the more difficult and complex projects and initiatives for CDPH Centers/Offices/Divisions, Local Health Jurisdictions (LHJ), and Tribal Health Organizations (THO) to provide support in project management, planning, and project oversight for non-IT projects and operational procedure writing services. The AGPA also serves as a resource to multi-disciplinary teams that consist of internal Centers/Offices/Divisions, external partners, and consultants in the development or maintenance of policies and procedures on a wide variety of topics.

The incumbent works under the direction of the Staff Services Manager (SSM) I, of the OSU.

### **Special Requirements**

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 20%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

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

40% Independently develops, executes, and completes non-IT projects using Project Management, Lean, and Change Management methodologies. Creates project planning, tracking, and reporting templates to ensure projects are sufficiently documented. Engages and maintains an effective working relationship with CDPH Centers/Offices/Divisions, Local Health Jurisdictions, and Tribal Health Organizations to ensure adequate definition of project scope and development of goals and deliverables support the overall project. Provides timely and accurate information about the project status to all project partners on a regular basis. Provides support in resolving conflicts by identifying project concerns and issues in a timely manner and working with staff to make needed project corrections. Schedules project-related meetings. Prepares invitations, drafts agendas, and records and shares meeting minutes and notes. Delivers trainings and presentations either in-person, within a classroom setting, or online using tools such as Microsoft Teams, Zoom, and Mural. Ensures delivery of high-quality and timely services to customers and stakeholders.

40% Identifies, develops, and streamlines and documents operational procedures for the Department and external partners. Implements and delivers operational procedure writing services to standardize processes and enhance efficiency and effectiveness throughout the Department. Collaborates with and assists Lead Project Managers with pre-established Department-wide projects. Provides direct project management support to OPDE programs, services, and initiatives. Independently reviews business processes, analytical studies, best practices, and research from various sources. Performs analysis of Branch and Program needs, Department goals and objectives, and statutory and regulatory requirements. May consult with legal services, partners, advocates, Program staff, and others as appropriate in the development of recommendations for adoption or changes in policies and procedures. Maintains up to date knowledge about State policies, processes, and industry best practices

related to project management. Collaborates with and assists Lead Project Managers with pre-established Department-wide projects. Provides direct project management support to OPDE programs, services, and initiatives.

10% Independently monitors non-IT projects. Reports any deviations from project plans to project teams and partners. Prepares and presents effective communication and corrective actions to ensure project timelines are met. Creates evaluation tools to detail project outcomes and metrics, and briefs OSU chief, OSSS and/or OPDE management, and project partners on project effectiveness. Supports the hiring efforts of OPDE by being a part of interview panels in the selection of Office Technicians and Associate Government Program Analysts. Occasionally travels to the East End Complex, other CDPH sites and state agencies, universities, and local health jurisdictions as needed for engagement events, trainings, and workshops.

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

5% Develops, implements, and maintains internal policy and procedural guidelines and written desk procedures. Evaluates policies and procedures to evaluate effectiveness and applies Lean techniques to continually improve processes.

5% Keeps supervisor updated on workload and any potential issues and problems that may arise. Develops work plans, issues papers, and assists on special projects. Continuously seeks opportunities for growth and development through training courses and individual research. Performs other AGPA work-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 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: J.A. Sep24**

## DUTY STATEMENT

Employee Name: <b>Vacant</b>	Position Number: <b>580-045-5157-722</b>
Classification: Staff Services Analyst	Tenure/Time Base: Permanent/Full-Time
Working Title: Assistant Project Manager	Work Location: 1615 Capitol Avenue, MS 0513 Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Office of Professional Development & Engagement	Branch/Section/Unit: Organizational Support Services Section/Organizational Services 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 to advance the health and well-being of California's diverse people and communities by maintaining a proactive culture of continuous quality improvement (QI), engaging staff at all levels, and leveraging data and technology to enhance services.

The Staff Services Analyst (SSA) serves as a non-Information Technology (IT) Assistant Project Manager and performs analytical assignments of average difficulty and complexity related to project management, operational procedure writing, and program planning in the Office of Professional Development & Engagement (OPDE), Organizational Support Services Section (OSSS),

Organizational Services Unit (OSU). The SSA works on a variety of projects and initiatives for CDPH Centers/Offices/Divisions (C/D/O), Local Health Jurisdictions (LHJ), and Tribal Health Organizations (THO) to provide support in project management, planning, and project oversight for non-IT projects and operational procedure writing services. The SSA also serves as a resource to multi-disciplinary teams that consist of internal Centers/Offices/Divisions, external partners, and consultants in the development or maintenance of operational procedures on a wide variety of topics.

The SSA classification is distinguished from the Associate Governmental Program Analyst classification by the scope of responsibility, complexity of work performed, independence of action, decision-making, and level of supervision received. This classification consists of three alternate ranges and as the SSA advances within the classification ranges, their responsibilities are expected to show broader knowledge of the work environment, and organizational and/or departmental requirements while the scope of work increases.

The incumbent works under the supervision of the Staff Services Manager (SSM) I, of the OSU.

### **Special Requirements**

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 20%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

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

40% Assists with the development, execution, and completion of non-IT projects using Project Management, Lean, and Change Management methodologies. Creates project planning, tracking, and reporting templates to ensure projects are sufficiently documented. Engages and maintains an effective working relationship with CDPH Centers/Offices/Divisions, Local Health Jurisdictions, and Tribal Health Organizations to ensure adequate definition of project scope, and the development of goals and deliverables support the overall project. Provides timely and accurate information about the project status to all project partners on a regular basis. Provides support in resolving conflicts by identifying project concerns and issues in a timely manner and working with staff to make needed project corrections. Schedules and assists with all project-related meetings. Prepares invitations, drafts agendas, and records and shares meeting minutes and notes. Delivers trainings and presentations within a classroom setting, or online using tools such as Microsoft Teams, Zoom, and Mural. Ensures delivery of high-quality and timely services to customers and stakeholders.

40% Identifies, develops, streamlines, and documents operational procedures for the Department and external partners. Implements and delivers operational procedure writing services to standardize processes and enhance efficiency and effectiveness throughout the Department. Collaborates with and assists Leads and Associate Project Managers with pre-established Department-wide projects. Provides direct project management support to OPDE programs, services, and initiatives. Assists with the review of business processes, analytical studies, best

practices, and research from various sources. Performs analysis of Branch and Program needs, Department goals and objectives, and statutory and regulatory requirements. May consult with legal services, partners, advocates, Program staff, and others as appropriate in the development of recommendations for adoption or changes in policies and procedures. Maintains up to date knowledge about State policies, processes, and industry best practices related to project management. Collaborates with and assists Lead Project Managers with pre-established Department-wide projects. Provides direct project management support to OPDE programs, services, and initiatives.

10% Monitors non-IT projects. Reports any deviations from project plans to project teams and partners. Prepares and presents effective communication and corrective actions to ensure project timelines are met. Creates evaluation tools to detail project outcomes and metrics, and briefs OSU Chief, OSSS and/or OPDE management, and project partners on project effectiveness. Supports the hiring efforts of OPDE by being a part of interview panels in the selection of Office Technicians and Associate Governmental Program Analysts. Occasionally travels to the East End Complex, other CDPH sites and state agencies, universities, and local health jurisdictions as needed for engagement events, trainings, and workshops.

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5% Keeps supervisor updated on workload and any potential issues and problems that may arise. Develops work plans, issues papers, and assists on special projects. Continuously seeks opportunities for growth and development through training courses and individual research. Performs other SSA work-related duties as required.

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

**HRD Use Only: J.A. Sept 24**