

DUTY STATEMENT

Employee Name:	Position Number: 580-750-5393-909
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent / Full-time
Working Title: Licensing Analyst	Work Location: 850 Marina Bay Parkway, P-1 Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework: Yes Yes/Hybrid
Center/Office/Division: Center for Laboratory Sciences (CLS)	Branch/Section/Unit: Laboratory Field Services Branch (LFS)/ Tissue and Blood Banks, Biologics, Cytology 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 ensuring quality standards in clinical and public health laboratories, tissue and blood banks, the production of biologics, and laboratory scientists through licensing, examination, inspection, education, and proficiency testing.

The Associate Governmental Program Analyst (AGPA), acting as the Licensing Analyst, independently provides a variety of complex analytical support in facility license and applications in the Facility Licensing Program within the Tissue and Blood Banks, Biologics, Cytology Section. Up to

20% travel for meetings and training within the state is required.

The incumbent works under the direction of the Examiner III, Section Chief of the Tissue and Blood Banks, Biologics, Cytology Section, Laboratory Field Services (LFS) Branch.

Special Requirements

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

Essential Functions (including percentage of time)

30% Independently performs the more complex analysis and processing of the initial and renewal facility license applications from in-state or out-of-state tissue and blood banks, and biologics facilities to ensure timely completion. Updates and maintains facility licensing databases. Generates, reviews, and identifies incomplete applications listed on exception reports. Independently ensures that deficiency applications, terminations, revocations, and other actions are handled appropriately and timely. Notifies the Examiners or Section Chief of exceptions that are not meeting required timelines. Workload may be adjusted by the Section Chief as needed to ensure license approval and communication with designated facilities is occurring. Prepares approval, denial, deficiency, and/or revocation notices for Examiners or Section Chief review. Issues approved notices to licensed facilities.

Assists Examiners in reviewing, analyzing, and recommending regulatory action for facilities failing to meet state and federal requirements. Monitors applicant timeframes to ensure that regulatory requirements for application processing are met. Organizes, maintains, and properly files, scans, or uploads applicant documents.

30% Coordinates the tracking of tissue banks located in California that are registered with the Food and Drug Administration (FDA). Maintains, tracks, and provides data on licensing status of tissue banks, blood banks, and biologics facilities. Responds to license verification requests for tissue banks, blood banks, and biologics facilities.

Coordinates the tracking, communication, and payment issues with the Administration Unit and Accounting to ensure timely processing of payments for license applications. Communicates with applicants regarding insufficient, incomplete, or voided payments.

Maintains existing databases, spreadsheets, and flowcharts. Leads quality improvement teams to improve application systems. Assists branch analysts in updating procedures that increase operational efficiencies.

Confidential - Low

- 25% Provides customer service through all methods of communication including email, letter, and telephone by responding to inquiries from applicants, the regulated community, the public, and others who contact LFS with questions, concerns, or complaints following LFS policies and procedures. Researches and responds to questions from applicants via email, letter, and telephone regarding the application process, including proficiency testing issues. Communicates with applicants regarding insufficient, incomplete, or incorrect information and/or documentation. Contacts constituents regarding applicant approvals, denials, and deficiencies.
- 10% Prepares and analyzes more complex data and reports for performance measurement, quarterly and/or annual reports, and ad hoc reports as necessary. Trains and cross-trains other staff on applications, and related topics as necessary. Provides back-up administrative support to other LFS functions as needed. Attends work-related meetings and training which will include required travel within the State of California.

Marginal Functions (including percentage of time)

- 5% Performs other 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:

Approved By: TY

Date: 10/8/25

Marginal Functions (including percentage of time)

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

HRD Use Only:

Approved By:

Date:

DUTY STATEMENT

Employee Name:	Position Number: 580-750-5157-909
Classification: Staff Services Analyst	Tenure/Time Base: Permanent/Full-time
Working Title: Licensing Analyst	Work Location: 850 Maria Bay Parkway, P-1 Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Laboratory Science	Branch/Section/Unit: Laboratory Field Services/ Blood and Tissue Banks, Biologics & Cytology 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 ensuring quality standards in clinical and public health laboratories, tissue and blood banks, the production of biologics, and laboratory scientists through licensing, examination, inspection, education, and proficiency testing.

The Staff Services Analyst (SSA) serves as the Licensing Analyst providing the less complex analytical support in facility license and applications in the Facility Licensing Program within the Blood and Tissue Banks, Biologics & Cytology Section.

The position is required to travel up to 10% travel for meetings and training within the state.

The incumbent works under the supervision of the Examiner III of the Blood and Tissue Banks, Biologics & Cytology Section.

Special Requirements

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

Essential Functions (including percentage of time)

30% Assist with the less complex review, analysis, and processing of the initial and renewal facility license applications from in-state or out-of-state tissue and blood banks, and biologics facilities to ensure timely completion. Updates and maintains facility licensing databases. Assists in generating, reviewing, and identifying incomplete applications listed on exception reports. Ensures that deficiency applications, terminations, revocations, and other actions are handled appropriately and timely. Notifies the Examiners or Section Chief of exceptions that are not meeting required timelines. Assists in preparing approval, denial, deficiency, and/or revocation notices for Examiners or Section Chief review. Under supervision issues approved notices to licensed facilities.

Assists Examiners in reviewing, analyzing, and recommending regulatory action for facilities failing to meet state and federal requirements. Monitors applicant timeframes to ensure that regulatory requirements for application processing are met. Organizes, maintains, and properly files, scans, or uploads applicant documents.

30% Assists with the coordination and tracking of tissue banks located in California that are registered with the Food and Drug Administration (FDA). Maintains, tracks, and provides data on licensing status of tissue banks, blood banks, and biologics facilities. Assists with the tracking, communication, and payment issues with the Administration Unit and Accounting to ensure timely processing of payments for license applications. Drafts, tracks, and sends licenses and notices to tissue banks, blood banks, and biologics facilities which include, but are not limited to renewal notices, delinquency notices, and electronic licenses.

Responds to customer license verification requests for tissue banks, blood banks, and biologics facilities. Maintains existing databases, spreadsheets, and flowcharts for management planning purposes. Assists quality improvement teams to improve application systems and. Assists branch analysts in updating procedures that increase operational efficiencies.

25% Provides customer service through all methods of communication including email, letter, and

telephone by responding to inquiries from applicants, the regulated community, the public, and others who contact LFS with questions, concerns, or complaints following LFS policies and procedures. Researches and responds to questions from applicants regarding the application process, including proficiency testing issues. Communicates with applicants regarding insufficient, incomplete, or incorrect information and/or documentation. Contacts constituents regarding applicant approvals, denials, and deficiencies.

- 10% Prepares and analyzes the less complex data and reports for performance measurement, quarterly and/or annual reports, and ad hoc reports as necessary. Provides training to staff on the applications, and related topics as necessary. Provides back-up administrative support to other LFS functions as needed. Attends work- related meetings and technical training which will include required travel within the State of California

Marginal Functions (including percentage of time)

- 5% Attends work-related meetings and training which includes required travel within the state. 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.)

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

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