

Proposed
Department of Health Care Access and Information
Duty Statement

Employee Name <Vacant>	Organization Department of Health Care Access and Information Office of Statewide Hospital Planning and Development Office Support Section Business and Administrative Support Unit	
Position Number 441-445-5393-XXX	Location Sacramento	Telework Option Hybrid
Classification Associate Governmental Program Analyst	Working Title Administrative Support Analyst	

General Description The Associate Governmental Program Analyst (AGPA) provides analytical assistance on Office of Statewide Hospital Planning and Development's (OSHPD) workload. The AGPA also provides administrative assistance on critical and time-sensitive assignments and performs other analytical services and other related work.	
Supervision Received	Under direction, the AGPA reports directly to the Staff Services Manager I.
Supervision Exerised	N/A
Physical Demands	Must possess and maintain enough strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.
Typical Working Conditions	Requires prolonged sitting and use of telephone and video data terminals and frequent contact with employees and the public. Requires mobility to various Office work areas and travel to venues outside the office, hospital construction sites, and to the Office's Los Angeles Office.
Job Duties E = Essential, M = Marginal 45% E Serve as a Personnel Liaison for the Office, responsible for analysis and coordination of all Office personnel action requests. Full responsibility for complex personnel proposals including, but not limited to, preparing justifications for filling vacancies, reclassifying positions, proposing new positions, and making hires above the minimum salary rate. Review and evaluate hiring packages, prepare for Deputy Director's signature, and recommend packages be approved or disapproved. Coordinate and act as a task force leader to develop, analyze, and conduct studies to improve organization structure related to job specifications, duties, and changes within the Office and its programs. Coordinate efforts with the Classification and Pay Analyst to monitor progress and status of personnel action requests.	

Proposed

Provide consultation and training to management and support staff regarding the civil service process. Provide direction and clarification to Office management, supervisors, and program staff regarding rules, regulations, and department policies related to personnel management. Assist with employee problems and sensitive issues to avert possible complaints. Make recommendations on policy formulations or interpretation and administrative action; assist in implementing recommendations. As delegated by the Staff Services Manager I, independently compile interview panels, conduct hiring interviews, check references and personnel files, and make hiring recommendations to management.

Maintain tracking documents for all personnel transactions. Maintain records for all allocated, blanket, and retired annuitant positions. Create and maintain duty statements. Maintain necessary files as required by statute and/or policy.

Assist the Examination Analyst with setting priorities for Office examination scheduling and compiling examination panels. Evaluate yearly examination needs for the Office, taking into consideration anticipated hires, and make recommendations to management. Prepare fiscal examination requests and submit to the Examination Analyst for scheduling. Serve as Chair or State Service Representative as needed for various examinations.

- | | | |
|-----|---|--|
| 20% | E | Serve as the Office's IOR Testing and Certification Program Coordinator. Research available options for examination and question validation to avoid overuse and predictable patterns in the use of questions. Set up and maintain confidential files for previous, current, and upcoming examinations and applicant résumés. Maintain a current list of certified inspectors for use by the Department of Health Care Access and Information (HCAI) and healthcare facilities. Using predetermined criteria, assist designated HCAI experts in the review and determination of candidate eligibility. Participate in the preparation of confidential test materials, proctor and scoring examinations. Ensure that exam quality checks are done by a team of experts and professionals to ensure that the exam items are clear, error-free, unbiased and/or unambiguous. Assist in the preparation and maintenance of the infrastructure for the IOR Module of the e-Services Portal (eSP). Maintain thorough knowledge of the IOR examination protocol and the IOR testing and certification procedures. Assist in scoring exams, preparing and issuing certifications, and monitoring the IORs' certification status. |
| 15% | E | Serve as OSHPD's attendance clerk and act as a liaison between OSHPD and HCAI Human Resources Services (HRS) regarding a variety of transactions-related issues. Utilize the Leave Activity and Balances Report (LAB) received from HRS to prepare and distribute employee leave balances to Office managers. Review and process the Office's Absence and Additional Time Worked Report (STD 634), including overtime, obtain appropriate signatures and submit required forms to HRS. Track and monitor hours worked for intermittent employees to ensure they do not exceed the maximum number of hours allowed. Facilitate communication between OSHPD employees and HRS Transactions staff to resolve transactions-related issues. Coordinate efforts with HRS Transactions staff to monitor progress and status of paperwork and to ensure timely response and accurate processing. Process probation reports, individual development plans, notice of personnel action documents, and merit salary adjustments. Prepare documents for review, completion, and signature by management staff. Routinely notify |

Proposed

Office managers of personnel and administrative paperwork due dates. Create, implement, and maintain a tracking system for personnel and administrative paperwork. Maintain confidential and administrative files.

- 15% E Serve as the back-up to the Office's Lead Contracts Analyst, providing support in all purchasing and invoicing activities through the Fi\$Cal system. Assist in preparing management reports related to expenditures, equipment acquisitions, and maintaining the Fi\$Cal tracking system. Prepare and review purchase requests and all associated documentation, including justifications, cost comparisons, quotes, statements of work, exemption justifications, property survey requests, and floor plans for the office.
- Assist in performing procurement and purchasing activities in compliance with applicable policies and procedures. Analyze, develop, and document business processes using industry's best practices and standard methodologies. Process procurement purchase requests by reviewing and verifying invoices for accuracy and contract compliance, confirming receipt of goods and services, and approving invoices for payment. Reconcile discrepancies and negotiate adjustments for any incorrect, damaged, or substandard supplies and equipment. Maintain monthly reports on copier and office equipment inventory for the Sacramento office. Ensure all office equipment, including copiers, LAN and other printers, and mail machines are in proper working order, and coordinate service or maintenance as needed. Monitor office supplies, small equipment, print services, and building-related work orders. Maintain the physical office keys and maintain the key assignment log.
- Assist in the preparation of Request for Qualifications for Architectural and Engineering contracts, Fire Life Plan Review contracts, Request for Proposals, and Invitation for Bids, and all associated documentation and processes.
- 5% M Other functions including but not limited to the following: prepare written reports, decision memos, policy recommendations, and other written material and analytical duties and assignments necessary to carry out the activities of the section; act as lead to the Student Assistants; and serve on various Department and Office committees as assigned.

Other Expectations

- Demonstrate a commitment to performing duties in a service-oriented manner.
- Demonstrate a commitment to adhere to the Office's Employee Expectations.
- Demonstrate a commitment to building an inclusive work environment that promotes HCAI's diversity, equity and belonging where employees are appreciated and comfortable as their authentic selves.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to HCAI's and OSHPD's Mission, Vision, and Goals.
- Demonstrate a commitment to HCAI's Core Values and Guiding Principles.
- Maintain good work habits and adhere to all HCAI policies and procedures.

Proposed

To Be Signed by the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

Employee Signature/Date

Supervisor Signature/Date

Proposed
Department of Health Care Access and Information
Duty Statement

Employee Name <Vacant>	Organization Department of Health Care Access and Information Office of Statewide Hospital Planning and Development Office Support Section Business and Administrative Support Unit	
Position Number 441-445-5157-XXX	Location Sacramento	Telework Option Hybrid
Classification Staff Services Analyst	Working Title Administrative Support Analyst	

General Description The Staff Services Analyst (General) (SSA) provides analytical assistance on Office of Statewide Hospital Planning and Development's (OSHPD) workload. The SSA also provides administrative assistance on critical and time-sensitive assignments and performs other analytical services and other related work.	
Supervision Received	Under supervision, the SSA reports directly to the Staff Services Manager I.
Supervision Exerised	N/A
Physical Demands	Must possess and maintain enough strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.
Typical Working Conditions	Requires prolonged sitting and use of telephone and video data terminals and frequent contact with employees and the public. Requires mobility to various areas of the Office work areas and may require travel to the Office's Los Angeles Office.
Job Duties E = Essential, M = Marginal 45% E Act as a Personnel Liaison for the Office, assist with analysis and coordination of all Office personnel action requests. Responsible for personnel proposals including, but not limited to, preparing justifications for filling vacancies, reclassifying positions, proposing new positions, and making hires above the minimum salary rate. Helps review and evaluate hiring packages, prepare for Deputy Director's signature, and recommend packages be approved or disapproved. Provide assistance to the lead Personnel Liaisons with developing, analyzing, and conducting studies to improve organization structure related to job specifications, duties, and changes within the Office and its programs. Coordinate efforts with the Classification and Pay Analyst to monitor progress and status of personnel action requests. Assist with providing consultation and training to management and support staff regarding the civil service process. Assists in providing direction and clarification to	

Proposed

Office management, supervisors, and program staff regarding rules, regulations, and department policies related to personnel management. Assist with employee problems and sensitive issues to avert possible complaints. May make recommendations on policy formulations or interpretation and administrative action; assist in implementing recommendations. As delegated by the Staff Services Manager I, assist with compiling interview panels, conducting hiring interviews, checking references and personnel files, and making hiring recommendations to management.

Maintain tracking documents for all personnel transactions. Maintain records for all allocated, blanket, and retired annuitant positions. Create and maintain duty statements. Maintain necessary files as required by statute and/or policy.

Assist the Examination Analyst with setting priorities for Office examination scheduling and compiling examination panels. Evaluate yearly examination needs for the Office, taking into consideration anticipated hires, and make recommendations to management. Prepare fiscal examination requests and submit to the Examination Analyst for scheduling. Serve as Chair or State Service Representative as needed for various examinations.

- | | | |
|-----|---|--|
| 20% | E | Assist the Office's IOR Testing and Certification Program Coordinator. Research available options for examination and question validation to avoid overuse and predictable patterns in the use of questions. Set up and maintain confidential files for previous, current, and upcoming examinations and applicant résumés. Maintain a current list of certified inspectors for use by the Department of Health Care Access and Information (HCAI) and healthcare facilities. Using predetermined criteria, assist designated HCAI experts in the review and determination of candidate eligibility. Participate in the preparation of confidential test materials, proctor and scoring examinations. Ensure that exam quality checks are done by a team of experts and professionals to ensure that the exam items are clear, error-free, unbiased and/or unambiguous. Assist in the preparation and maintenance of the infrastructure for the IOR Module of the e-Services Portal (eSP). Maintain thorough knowledge of the IOR examination protocol and the IOR testing and certification procedures. Assist in scoring exams, preparing and issuing certifications, and monitoring the IORs' certification status. |
| 15% | E | Serve as OSHPD's attendance clerk and act as a liaison between OSHPD and HCAI Human Resources Services (HRS) regarding a variety of transactions-related issues. Utilize the Leave Activity and Balances Report (LAB) received from HRS to prepare and distribute employee leave balances to Office managers. Review and process the Office's Absence and Additional Time Worked Report (STD 634), including overtime, obtain appropriate signatures and submit required forms to HRS. Track and monitor hours worked for intermittent employees to ensure they do not exceed the maximum number of hours allowed. Facilitate communication between OSHPD employees and HRS Transactions staff to resolve transactions-related issues. Coordinate efforts with HRS Transactions staff to monitor progress and status of paperwork and to ensure timely response and accurate processing. Process probation reports, individual development plans, notice of personnel action documents, and merit salary adjustments. Prepare documents for review, completion, and signature by management staff. Routinely notify |

Proposed

Office managers of personnel and administrative paperwork due dates. Create, implement, and maintain a tracking system for personnel and administrative paperwork. Maintain confidential and administrative files.

- 15% E Serve as the back-up to the Office's Lead Contracts Analyst, providing support in all purchasing and invoicing activities through the Fi\$Cal system. Assist in preparing management reports related to expenditures, equipment acquisitions, and maintaining the Fi\$Cal tracking system. Prepare and review purchase requests and all associated documentation, including justifications, cost comparisons, quotes, statements of work, exemption justifications, property survey requests, and floor plans for the office.
- Assist in performing procurement and purchasing activities in compliance with applicable policies and procedures. Analyze, develop, and document business processes using industry's best practices and standard methodologies. Process procurement purchase requests by reviewing and verifying invoices for accuracy and contract compliance, confirming receipt of goods and services, and approving invoices for payment. Reconcile discrepancies and negotiate adjustments for any incorrect, damaged, or substandard supplies and equipment. Maintain monthly reports on copier and office equipment inventory for the Sacramento office. Ensure all office equipment, including copiers, LAN and other printers, and mail machines are in proper working order, and coordinate service or maintenance as needed. Monitor office supplies, small equipment, print services, and building-related work orders. Maintain the physical office keys and maintain the key assignment log.
- 5% M Other functions including but not limited to the following: prepare written reports, decision memos, policy recommendations, and other written material and analytical duties and assignments necessary to carry out the activities of the section.

Other Expectations

- Demonstrate a commitment to performing duties in a service-oriented manner.
- Demonstrate a commitment to adhere to the Office's Employee Expectations.
- Demonstrate a commitment to building an inclusive work environment that promotes HCAI's diversity, equity and belonging where employees are appreciated and comfortable as their authentic selves.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to HCAI's and OSHPD's Mission, Vision, and Goals.
- Demonstrate a commitment to HCAI's Core Values and Guiding Principles.
- Maintain good work habits and adhere to all HCAI policies and procedures.

To Be Signed by the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

Proposed

Employee Signature/Date

Supervisor Signature/Date