

DUTY STATEMENT

Employee Name:	Position Number: 580-750-5393-XXX
Classification: Associate Governmental Program Analyst	Tenure/Time Base : Permanent/Full-time
Working Title: Licensing Analyst	Work Location: 850 Marina Parkway, Richmond CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Laboratory Sciences	Branch/Section/Unit: Laboratory Field Services/Personnel Licensing 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 independently providing complex analytical and technical support in policies and procedures, the review and approval of applications within the Personnel Licensing Section of the Laboratory Field Services Branch. Maintains accurate electronic records.

The incumbent works under the direction of the Examiner III in the Personnel Licensing Section of LFS.

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)

- 45% Independently plans, develops, organizes, and implements the most complex technical analytical projects as they relate to personnel licensing and certification. Reviews and approves applications for clinical and public health laboratory directors, Public Health Microbiologists (PHM), Clinical Laboratory Scientist (CLS), Limited CLS, CLS trainees, Medical Laboratory Technicians (MLT), phlebotomy, PHM and CLS training schools, national certifying examination providers, and continuing education accrediting organizations according to state statutes and regulations. Verifies authenticity of documents, evaluates courses and curriculum, and evaluates course instructors' qualifications to ensure adherence to regulations. Coordinates training, and continuing education processes for staff as mandated by code.
- Researches and prepares the more complex reports. Prepares, reviews, analyzes and interprets reports generated from multiple internal and external databases and reports findings for performance management. Independently gathers and validates the more complex data as it relates to training schools, personnel licensing and certification, and continuing education processes, as mandated by code. Updates and maintains data in appropriate databases. Corresponds with the public, document findings as appropriate, and provide management with status reports. Reviews sensitive and complex public policy information on a variety of issues regarding clinical laboratory personnel, training programs, and continuing education programs.
- 25% Acts as liaison to public and stakeholders by addressing their concerns. Provides customer service and expert technical assistance through all methods of communication including email, letter, and telephone by responding to applicants, the regulated community, the Governor's office, the public, and others. Reviews and updates work procedures and correspondence templates. Provides backup in evaluating and approving applications of new certifying organizations that want to administer certifying examinations. Evaluates and approves examinations and training material developed by programs prior to administration. Communicates with certifying organizations, accrediting agencies, and providers who administer examinations for licensure, certification, and continuing education purposes. Evaluates and approves the Psychometric Performance Study (PPS) and examination questions to ensure compliance with state statutes and regulations.
- 15% Helps manage the program's main email inbox, phone lines and SharePoint. Assists with web content creation in developing and recommending website strategies, policies and technology changes to program management. Establishes and maintains effective working relationships with Web Unit members and other department employees. Translates written technical language and information into easy-to-understand, reader-friendly language.

- 10% Assists with policies and procedures of CLS, Limited CLS, CLS trainee, PHM, MLT, clinical and public health laboratory directors, and phlebotomy programs for approval and implementation. Ensures database updating is done correctly and efficiently, and applications and communication are processed in a timely manner. Maintains accurate and written electronic records.

Marginal Functions (including percentage of time)

- 5% Performs other job-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

HRD Use Only:

Approved By: TY

Date: 10/17/25