

DUTY STATEMENT

Employee Name:	Position Number: 580-110-5393-782
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent / Full-Time
Working Title: Process Improvement Analyst	Work Location: 1615 Capitol Ave Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Administration/Financial Management Division	Branch/Section/Unit: Quality Assurance and Data Integrity 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 Resources' Job Descriptions webpage](#).

Job Summary

This position supports CDPH's mission and strategic plan by assisting the Quality Assurance & Data Integrity (QADI) Unit in driving process improvement, change management, performing data analysis, and implementing reporting solutions.

The Associate Governmental Program Analyst will coordinate, develop, conduct, and monitor various process improvement projects within the Quality Assurance & Data Integrity (QADI) Unit of the Financial Management Branch (FMD). The incumbent provides process improvement resource management using lean methodologies; validates and reconciles progress reports; coordinates, consolidates, and validates data provided by the various workgroups and Subject Matter Experts (SMEs). This analyst is responsible for identifying and implementing department financial process

improvements, establishing data-driven fiscal best practices, and maintaining data quality standards and procedures.

The incumbent works under the direction of the Process Improvement Project Manager, Research Data Supervisor I, in the Quality Assurance & Data Integrity (QADI) Unit of the FMD.

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% Formulate procedures and policies for FMD data collection. Independently analyze key metrics of success for on-going process improvement projects and provide recommendations for improvements to measurement tracking systems. Maintain project intake dashboard (project hopper) and assessing prioritization to provide recommendations of future projects. Validate progress tracking measurement systems. Perform ad-hoc process improvement report development and provide status updates. Independently conduct in-depth analysis using lean methodologies to develop strategies and data-driven solutions to address immediate and ongoing information needs.
- 35% Provide consultative services as process improvement and lean methodology SME, leading cross-functional staff through smaller scale process improvement workshops. Collaborate closely with the QADI Unit's Staff Service Manager I Specialists to support enterprise scale initiatives and lean objectives for FMD. This includes but is not limited to collecting and analyzing data, identifying root causes, implementing data-driven solutions, and monitoring results. Closely work and communicate with the Budgets and Accounting Sections; the Administration Division central office; and various SMEs within the Center/Division/Offices (CDOs) to gather information, feedback, and data for various process improvement projects and initiatives.
- 20% Develop, maintain, and provide training materials including but not limited to job aids to support spreading the lean culture within the organization as the unit develops its own processes and procedures. Monitor and respond to the QADI general inbox. Advise QADI and FMD processes and procedures comply with The Americans with Disabilities Act (ADA) regulations as the SME.

Marginal Functions (including percentage of time)

- 5% Other 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: NW

Date: 6/4/24