

DUTY STATEMENT

Employee Name:	Position Number: 580-520-5393-783
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent/Full-Time
Working Title: Program Support Analyst	Work Location: 1615 Capitol Avenue, Sacramento CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health/Maternal, Child, and Adolescent Health Division	Branch/Section/Unit: Maternal and Infant Health Branch/Perinatal Equity Section/Perinatal Equity Initiative 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 by working to reduce disparities in birth outcomes to achieve health equity across California.

The incumbent works under the direction of the Health Program Manager I, Chief of the Perinatal Equity Initiative Unit within the Perinatal Equity Section of the Maternal, Child, and Adolescent Health (MCAH) Division.

The Associate Governmental Program Analyst (AGPA) performs full journey level consultative and analytical staff services assignments for the Black Infant Health (BIH) and Perinatal Equity Initiative (PEI) Programs, funded through Title V and State General Funds. Working in coordination with

MCAH and other Title V health promotion activities, the AGPA provides technical assistance to MCAH staff and local health jurisdictions. Responsibilities include managing communication platforms such as Perinatal Equity Section SharePoint site and Viva channels, supporting data monitoring and reporting, and maintaining the shared help desk inboxes. These programs are often the focus of legislative, media, and community interest and the incumbent must be prepared to adjust to deadlines and priorities rapidly. Strong written and verbal communication skills are essential .

This position requires up to 5% in-State travel.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 5% In-State
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 35% Oversee the development, coordination, and management of the Perinatal Equity Section SharePoint site and Viva channels to enhance communication and resource sharing with Local Implementing Agencies (LIAs). Provides access to local agencies and regularly updates content with state-level information to ensure timely and equitable access to program materials.
- 30% Manages the shared Outlook help desk inbox related to data system inquiries from LIAs. Maintains a list of outstanding technical assistance requests, collaborating with Perinatal Equity Section staff to identify and implement solutions. Maintains and audits the list of data system user accounts to ensure validated users retain access and unauthorized users are removed, supporting the secure and efficient system use.
- 15% Provides direct consultation, coordination, and technical assistance to BIH program consultants to support effective oversight of the BIH contractors and ensure successful and adaptable implementation of BIH program. When necessary, travel to BIH contractor sites to assist with contract negotiations and monitor LIA performance. These programs are often the focus of legislative, media, and community interests and the incumbent must be prepared to adjust to deadlines and priorities rapidly, including technical assistance meetings, training sessions, and coordination of site visits between state BIH program and local BIH contractors and stakeholders. Collaborates with MCAH Division staff and consultants to plan, organize, and implement the BIH program evaluation, which assesses, monitors, and tracks the project's efforts to reduce African American infant mortality and improve the health of Black pregnant and parenting women, infants, and children.
- 15% Coordinates with MCAH epidemiologists to monitor performance measures and maintain data collected. Supports and coordinates with other Center for Family Health and MCAH division staff, as well as cross-departmental partners within the CDPH, to complete Title V reports as

needed.

Marginal Functions (including percentage of time)
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5% Performs other 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: JC

Date: 10/23/25