

DUTY STATEMENT

Employee Name:	Position Number: 580-320-5157-909
Classification: Staff Services Analyst	Tenure/Time Base: Permanent / Full Time
Working Title: Administrative Support Analyst	Work Location: 1631 Alhambra Blvd., Suite 200, Sacramento, CA 95816
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Chronic Disease Surveillance and Research/Resource Acquisition and Management Section/Business Management 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 providing program and administrative support to strengthen prevention and control of chronic diseases.

The incumbent works under the supervision of the Staff Service Manager I, Chief of the Business Management Unit. The Staff Services Analyst (SSA) provides administrative and program support to the Branch including processing patient record requests, serving as the Attendance Coordinator,

Training Coordinator, and Asset Manager for CDSRB. The SSA also provides facility support, processes procurements such as Purchase and Services Orders and provides backup support to the CDSRB Office Support Technician.

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)

- 20% Process Patient Record Requests received at the California Cancer Registry (CCR). Review requests to ensure applicable documentation is received and complies with policies and procedures. Consult with CCR technical staff and/or CDPH Privacy Office as needed. Request the patient record inquiry/pull of patient abstract from the CCR database technical staff, draft and submit release letter and patient record information to the CCR Director for review/approval. Release approved documents to the requestor via courier service with appropriate safeguards in place, such as prenotification of delivery to the requestor, assigned courier tracking numbers, and signature required for release of package.
- 15% Serves as the Attendance Coordinator for CDSRB, approximately 22 employees. Collect benefit forms from employees and submit to Human Resources Division (HRD). Distribute Merit Salary Adjustments (MSA) and Range Change documents to appropriate supervisors. Assist employees with utilizing the Tempo Timekeeping system (i.e., training new employees on how to enter time and leave requests, ensuring all CDSRB timesheets are submitted timely). Coordinate and submit monthly reports to HRD for dock, leave of absences, new hires, and separations for payroll cutoff. Answer routine human resources questions and work with HRD for assistance with technical/complex questions, issues, and for contract interpretation. Submit the weekly Payroll and Benefits log (as needed) to the Personnel Specialist and track issues through resolution.
- 15% Coordinates with the University staff and/or property management regarding facility issues including equipment service (copiers/printers/fax machine) janitorial service requests, confidential destruction bin pick-up services, obtaining staff building and parking garage badges/access cards, conference room reservations and audio/video systems/set-up. Maintains CDSRB office floor plan, assists with space management activities including cubicle moves/set-up, tracks/checkouts East End parking card for CDSRB staff use, monitors for adequate supply inventories and requests or processes reorders as needed.
- 15% Process procurement documents such as Purchase Orders and Services Orders for miscellaneous office equipment, supplies, and CDSRB support functions (i.e.

memberships, trainings, conferences, etc.). Review, interrupt, and apply State contracting laws and CDPH purchasing policies and procedures. Work with CDSRB staff, CDPH Contracts and Purchasing staff, and vendors to gather and complete required documentation for purchases. Submit purchase request through the Contracts and Purchasing System (CAPS).

- 10% Serves as the Training Coordinator (TC) for CDSRB. Maintain the CDSRB mandatory training log in PHETTS (i.e., update and enter training information/courses and completion dates.) Ensure CDSRB staff are in compliance with mandated training requirements. Send staff notifications of past due trainings and track through completion. Attend quarterly CDPH TC meetings and work with the CDPH Office of Professional Development and Engagement (OPDE) as necessary on training related issues. Advise CDSRB staff on training related issues and assists with training requests forms and training enrollment. Research and share training opportunities with CDSRB staff.
- 10% Serves as the Asset Manager for CDSRB. Provides direction and assistance to CDSRB staff and performs duties necessary to comply with departmental policies and administrative mandates. Coordinates asset management procedures for the branch to acknowledge receipt of property, acquire property tags, determine condition and recommend proper disposition of program property through the Program Support Division's (PSD) Asset Management (AM). Ensures all qualified branch assets are properly tagged. Provides reports and analysis of data as required and responsible for documenting asset acquisition, maintenance, control, transfer, and disposition. Prepares and submits completed STD 152 Property Survey Report and STD 158 Property Transfer Report to PSD AM. Continual coordination with PSD AM on any acquisition, transfer of property, and resolving discrepancies of properties.
- 10% Provide assistance and/or serve as backup to the Office Support Technician, including assisting with answering the CDSRB main phone line; tracking administrative assignments; drafting and reviewing correspondence; meetings support (i.e. scheduling, gathering materials, and drafting agendas); and processing incoming and outgoing mail.

Marginal Functions (including percentage of time)

- 5% Provide other job-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: JJ

Date: 7/2/25