

DUTY STATEMENT

Employee Name:	Position Number: 580-465-5393-909
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent / Full-Time
Working Title: Program Support Analyst	Work Location: Various locations available. Location to be determined upon hire
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases / Office of Infectious Disease Preparedness and Response	Branch/Section/Unit: Infectious Disease Monitoring and Early Detection Branch / Syndromic Surveillance 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, which is 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 contributing to the implementation, maintenance, and operation of the California Statewide Syndromic Surveillance (CalSyS) program. CalSyS enables timely and comprehensive monitoring of population health, supporting rapid and targeted public health response and disease prevention efforts across the state. The program plays a critical role in enhancing situational awareness and informing decision-making through the collection, analysis, and dissemination of syndromic surveillance data.

Under the direction of the SyS Section Chief, the Associate Governmental Program Analyst (AGPA) provides complex analytical, programmatic, and administrative support to ensure the effective operation of the CalSyS program. The AGPA is responsible for managing and tracking program activities, supporting fiscal and contract processes, coordinating communications and documentation, and facilitating recruitment and onboarding efforts. This position serves as a liaison with internal and external partners, including the OIDPR Business Operations and Support Section (BOSS), and contributes to the development and implementation of systems, procedures, and tools that enhance program performance and support public health surveillance efforts across California.

In the case of a public health emergency, this position may be asked to redirect to serve rotations in emergency staffing roles aligned with their classification level.

Special Requirements

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

Essential Functions (including percentage of time)

- 25% Provides comprehensive program and project management support. Develops internal procedures for maintaining and using project management systems or software (e.g., MS Teams Planner) to organize section activities. Tracks and manages all program deliverables and timelines. Supports the development of evaluation initiatives to track and monitor program performance and inform decision making. Develops and implements systems to track and monitor Section implementation and evaluation plans (e.g., OKRs). Maintains documentation of program accomplishments, challenges, and special projects. Communicates action items with staff members and follows up to ensure task completion. Participates in meetings and leads coordination of follow-up items and next steps
- 20% Serves as a liaison between the SyS Section and OIDPR BOSS team on fiscal management, budgeting, contracts, and procurements. Analyzes and implements complex administrative policies and procedures, including but not limited to development and management of diverse procurement, grant, and contract services. Drafts and coordinates contracts, including interagency agreements as well as develops contract language, budgets, scopes of work, amendments, IT intake forms, etc. Facilitates and engages in vendor acquisition and selection processes. Develops, implements, and maintains systems to track and monitor section budgets and expenditures. Coordinates fiscal processes such as bookkeeping, budgeting, expense tracking, and reporting. Coordinates with vendors for inventory tracking. Tracks and maintains details regarding funding sources/mechanisms and other relevant fiscal and programmatic information to keep SyS Section Chief apprised of status related to program budget and contracts. Provides support for funding request processes (e.g., spring finance letters, budget

change proposals) and funding opportunity applications (e.g., grant/contract submissions). Contributes to procurement processes in coordination with the BOSS team and/or other CDPH entities. Researches, analyzes, and responds to fiscal drills. Participates in meetings focused on fiscal/budgetary management, contracts, and procurements.

- 20% Supports complex and analytical program needs related to communications and documentation. Develops and disseminates ADA-compliant resources, presentations, website content, and other communications, and provides support to the website contributor. Contributes to the creation of reports and other distribution materials that support the use of SyS data to identify potential public health threats in California. Develops other materials needed to document program activities and contribute to program goals. Provides subject matter expertise in program communications and documentation, offering detailed responses to inquiries from partners and team members. Ensures responses are consistent, data-informed, and aligned with program goals. Develops, implements, and maintains a system to monitor, respond to, and document inquiries. Creates and maintains “frequently asked questions” resources to support consistent responses. Manages document retention and serves as the Program’s record-keeper.
- 15% Provides administrative and operational support for the SyS Section, including development, implementation, and maintenance of systems and procedures related to program coordination and operations. Formulates policies and program alternatives to improve Section operations. Addresses a broad range of governmental issues and facilitates complex program needs, including the coordination of meetings and events with internal and external partners. Researches, analyzes, and responds to administrative, programmatic, and operational drills. Interprets departmental policies and develops procedures as needed. Creates, updates, and ensures compliance with a desk manual outlining internal policies, procedures, and workflows for the SyS Section.
- 10% Serves as a liaison between the SyS Section and the OIDPR BOSS team to support recruitment and onboarding activities. Drafts recruitment documents, reviews applications, coordinates interviews, and facilitates onboarding for new staff and consultants.
- 5% Participates in infectious disease emergency preparedness and response activities. Completes trainings in emergency preparedness and the incident command system (ICS).

Marginal Functions (including percentage of time)

- 5% Performs other duties as required/assigned.

The headquarter location will be determined based on the location of the most qualified candidate. Available Headquarter locations for this position:

Regions

Region	Counties	Available Headquarter Locations
Region II	Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma	Contra Costa – 850 Marina Bay Parkway Richmond, CA 94804

Region IV	Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo	Sacramento – 1616 Capitol Avenue Sacramento, CA 95814
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☐ 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: Skip Thomas

Date: 11/12/2025