

## DUTY STATEMENT

Employee Name:	Position Number: 580-230-5393-909
Classification: Analyst II – Associate Governmental Program Analyst	Tenure/Time Base: Permanent/Full-Time
Working Title: Administrative Analyst	Work Location: 1615 Capitol Ave. Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes - Hybrid
Center/Office/Division: Center for Preparedness and Response (CPR)/Division of Operations	Branch/Section/Unit: Business Operations Branch/Fiscal Response, Operations, & Grants Section/Administration 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 overseeing critical administrative and personnel processes within the Center for Preparedness and Response (CPR), ensuring efficient compliance, operation, and coordination that strengthen the CDPH capacity to prepare for, and respond to, public health emergencies.

The incumbent works under the direction of the Supervisor I of the Administration Unit (AU), within the Business Operations Branch of the CPR. The incumbent provides critical support in developing duty statements, creating hiring justifications, policy development and research, providing regulatory

and policy recommendations, representing CPR for advisory support such as in advisory committees, providing support and representation to guide decision making processes, and contributing to overall program growth and organizational alignment. This role is essential in ensuring compliance with state health policies and procedures while driving efficient personnel management and resource allocation.

### **Special Requirements**

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

### **Essential Functions (including percentage of time)**

40% Serves as a technical consultant in the development, review, and alignment of duty statements, organizational charts, and hiring justifications to meet program needs and objectives. Serves as a subject matter expert to hiring supervisors in the development of comprehensive duty statements and ensures they reflect program objectives, align with classification specifications, and meet organizational requirements. Develops reorganization packages, classification proposals, and Training and Development plans. Analyzes and anticipates personnel-related needs and collaborates with the Budgets office to prepare and process Limited Term position requests, exceptional allocation packages, and other resource reallocation actions. Manages the full personnel action life cycle through the ServiceNow Human Resources and Exam & Certification Online System systems, including Requests for Personnel Actions, offer letters, exit clearances, and onboarding documentation. Provides programmatic recommendations to management regarding staffing allocation, program growth, and succession planning. Ensures all AU policies and procedures are current and compliant with the Public Health Administrative Manual and supports CDPH's mission and strategic plan.

35% Reviews, evaluates, and coordinates responses for key drills, such as Budget Change Concepts, Budget Change Proposals, Out-of-State Travel Drills, and Health and Safety Inspections, identifying gaps or areas requiring attention, and presents recommendations for policy improvements and procedural compliance to leadership. Serves as a subject matter expert in position control for the CPR, providing essential insights and recommendations to management to support workforce planning and position funding oversight. Ensures accurate assignment of position numbers in coordination with Human Resources. Manages the tracking and monitoring of CPR's Limited Term and Permanent positions to maintain up-to-date records and CDPH 1010s. Works closely with the Fiscal and Grants Management Unit to track funding sources, ensuring alignment with budgetary allocations and grant requirements. Collaborates with internal and external stakeholders to ensure health program objectives align with applicable health regulations and administrative policies. Updates, tracks, and maintains databases, spreadsheets, and monitoring systems to assess program progress and identify opportunities for improvement in program performance and outcomes. Assists with the development and implementation of new policies and procedures that enhance program effectiveness and promote alignment with state health priorities. Provides additional support in

policy development, data analysis, and program evaluation, as required. Leads planning and coordination of administrative functions for administrative drills and exercises within the CPR. Develops and maintains data dashboards and performance tracking systems to evaluate recruitment timelines, candidate pool quality, and hiring outcomes. Provides regular analysis to inform internal strategies and address recruitment inefficiencies.

20% Responsible for the development and oversight of training programs within the CPR, ensuring alignment with internal policies and requirements, CDPH guidelines, and State and Federal regulations. Develops and maintains comprehensive training materials, coordinates training sessions for employees, facilitates targeted sessions for administrative or programmatic updates, and facilitates ongoing professional development to ensure operational consistency. Ensures the Administration Unit maintains up to date desk procedures that align with CDPH policies and broader regulatory requirements. Prepares and delivers presentations to executive leadership and program managers to communicate key trends, policy changes, drill outcomes, and workforce planning metrics.

#### **Marginal Functions (including percentage of time)**

5% Performs other job-related duties as required. In the event of an emergency activation, the incumbent may be required, on short notice, to work irregular and overtime hours during disaster operations to support one of four CDPH Emergency Operation Centers (EOC). The incumbent is required to participate as a member of a CPR Incident Response Team (IRT).

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: AC

Date: 12/2025

## DUTY STATEMENT

Employee Name:	Position Number: 580-230-5157-909
Classification: Analyst I – Staff Services Analyst	Tenure/Time Base: Permanent/Full-Time
Working Title: Administrative Analyst	Work Location: 1615 Capitol Ave. Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes - Hybrid
Center/Office/Division: Center for Preparedness and Response (CPR)/Division of Operations	Branch/Section/Unit: Business Operations Branch/Fiscal Response, Operations, & Grants Section/Administration Unit

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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.

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### **Job Summary**

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The incumbent works under the supervision of the Supervisor I of the Administration Unit (AU), within the Business Operations Branch of the CPR. The incumbent provides critical support in developing duty statements, creating hiring justifications, policy development and research, providing regulatory and policy recommendations, representing CPR for advisory support such as in advisory committees,

providing support and representation to guide decision making processes, and contributing to overall program growth and organizational alignment. This role is essential in ensuring compliance with state health policies and procedures while driving efficient personnel management and resource allocation.

### **Special Requirements**

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

### **Essential Functions (including percentage of time)**

40% Assists in serving as a technical consultant in the development, review, and alignment of duty statements, organizational charts, and hiring justifications to meet program needs and objectives. Assists hiring supervisors in the development of comprehensive duty statements and ensures they reflect program objectives, align with classification specifications, and meet organizational requirements. Assists in developing reorganization packages, classification proposals, and Training and Development plans. Analyzes and anticipates personnel-related needs and collaborates with the Budgets office to prepare and process Limited Term position requests, exceptional allocation packages, and other resource reallocation actions. Assists in the management of the full personnel action life cycle through the ServiceNow Human Resources and Exam & Certification Online System systems, including Requests for Personnel Actions, offer letters, exit clearances, and onboarding documentation. Provides programmatic recommendations to management regarding staffing allocation, program growth, and succession planning. Ensures all AU policies and procedures are current and compliant with the Public Health Administrative Manual and supports CDPH's mission and strategic plan.

35% Assists in reviewing, evaluating, and coordinating responses for key drills, such as Budget Change Concepts, Budget Change Proposals, Out-of-State Travel Drills, and Health and Safety Inspections, identifying gaps or areas requiring attention, and presents recommendations for policy improvements and procedural compliance to leadership. Assists in position control for the CPR, providing essential insights and recommendations to management to support workforce planning and position funding oversight. Ensures accurate assignment of position numbers in coordination with Human Resources. Assists in managing the tracking and monitoring of CPR's Limited Term and Permanent positions to maintain up-to-date records and CDPH 1010s. Works closely with the Fiscal and Grants Management Unit to track funding sources, ensuring alignment with budgetary allocations and grant requirements. Collaborates with internal and external stakeholders to ensure health program objectives align with applicable health regulations and administrative policies. Updates, tracks, and maintains databases, spreadsheets, and monitoring systems to assess program progress and identify opportunities for improvement in program performance and outcomes. Assists with the development and implementation of new policies and procedures that enhance program effectiveness and promote alignment with state health priorities. Provides additional support in policy development, data analysis, and program evaluation, as required. Leads planning and

coordination of administrative functions for administrative drills and exercises within the CPR. Develops and maintains data dashboards and performance tracking systems to evaluate recruitment timelines, candidate pool quality, and hiring outcomes. Provides regular analysis to inform internal strategies and address recruitment inefficiencies.

20% Shares responsibility of the development and oversight of training programs within the CPR, ensuring alignment with internal policies and requirements, CDPH guidelines, and State and Federal regulations. Assists in developing and maintaining comprehensive training materials, coordinates training sessions for employees, facilitates targeted sessions for administrative or programmatic updates, and facilitates ongoing professional development to ensure operational consistency. Ensures the Administration Unit maintains up to date desk procedures that align with CDPH policies and broader regulatory requirements. Prepares and delivers presentations to executive leadership and program managers to communicate key trends, policy changes, drill outcomes, and workforce planning metrics.

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