

DUTY STATEMENT

Employee Name: Vacant	Position Number: 581-011-5393-909
Classification: Associate Governmental Program Analyst/ Analyst II	Tenure/Time Base: Permanent / Full-time
Working Title: Trauma Mitigation and Response Unit Analyst	Work Location: 1616 Capitol Avenue, Sacramento CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes/Hybrid
Center/Office/Division: Office of Policy and Planning	Branch/Section/Unit: Organizational Capacity Branch/Trauma Mitigation and Response 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 as the TMRU Analyst to support our goal of becoming a healing organization.

The Associate Governmental Program Analyst (AGPA)/ Analyst II will serve as Trauma Mitigation and Response Unit (TMRU) Analyst (TMRU Analyst). The TMRU Analyst will be an integral component of the TMRU and will perform complex, technical, and analytical assignments related to administrative and operational duties to support the TMRU. The TMRU Analyst will participate in short- and long-term projects and activities assigned by the Organizational Capacity Branch Public Health Medical

Administrator I (PHMA I) and the OPP Leadership. The incumbent will work collaboratively with the TMRU Team, Director's Office, Centers/Offices/Divisions, and external stakeholders regarding training coordination, evaluation, and data analysis. In collaboration with the Health Program Specialist II, they will coordinate the logistics for training events, provide contract management oversight, and operational support for the TMRU.

The mission of the OPP is to advance transformative policy and systems change that will promote state and community health improvement through prevention, equity, and collective action. The OPP promotes public health policy priorities and supports CDPH capabilities for community health improvement, policy development, research and analysis, integrated planning, decision intelligence, lean transformation, and grants management.

The incumbent works under the direction of the PHMA I of the Office of Policy and Planning Organizational Capacity Branch, the AGPA will work independently, within a team, and collaborate to ensure that OPP can provide trauma-responsive training at the department, regional, and leadership levels, and the implementation of a Trauma informed culture throughout CDPH. This position requires overnight and weekend travel across the state.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: In- and Out-of-State travel up to 10% may be required.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 35% Independently performs complex, technical, and analytical assignments related to administrative and operational duties to support the TMRU. Collaborates with a diverse team of professionals to plan, organize, and evaluate complex Program activities. Communicates clearly and effectively, verbally and in writing with contractors, internal, and external stakeholders, staff, and leadership. Provides administrative support to the PHMA I Branch Chief, including but not limited to special projects, ad-hoc reports and scheduling. Coordinates meetings, analyzes and determines the need for meeting materials, and develops meeting agendas when coordinating internal and external meetings. Coordinate work-related travel arrangements for the TMRU Section Chief. Prepares Individual Trip Requests and processes travel related expenditure reimbursements for the TMRU Section Chief. Develops standard operating procedures for training coordination, procurement, and administrative processes.
- 25% Facilitates and tracks all information and activities relevant to trauma responsive trainings. Coordinates with the TMRU Team to develop and disseminate training communications including emails, flyers, training schedules, and pre and post training evaluations. Plans

training event details and logistics, including developing and tracking registration, attendance, and evaluations, submitting room reservations, Cherwell tickets for ITSD assistance and equipment, printing and preparing training materials, conducting dry-run activities, transporting training materials, determining room layout, arranging training room setup, and other training event-related duties. Manages in-person and virtual training events and address challenges that may arise. Oversees technical and logistical set-up and on-site coordination for in-person meetings and training events. Serves as Producer for virtual meetings and trainings using various meeting platforms, provides participant and presenter technical support, screen-share documents, coordinates break-out rooms, and other event Producer/Coordinator activities. Maintains accurate records of all training activities, including participant registration, attendance, evaluations, and keeps the Chief informed of any issues.

- 25% Serves as a contract and procurement analyst. Monitors contracts and other expenditures and regularly reports to the Section Chief. Reviews invoices for accuracy and propriety to ensure contracts' terms are met and expenditures are posted to the appropriate expenditure and vendor accounts. Processes and submits invoices including all necessary supporting documents. Responds to inquiries and payment issues to ensure timely and accurate payments.
- 10% Coordinates internal and external TMRU meetings (e.g., huddles, strategic planning sessions, curriculum development, etc.) to ensure the team is on track with grants and milestone deliverables. May travel to various sites across the state for meetings and work-related trainings.

Marginal Functions (including percentage of time)

- 5% Performs other work-related duties as assigned by the TMRU Section Chief, OPP Leadership, or Assistant Director.

☐ 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: Steven Gonzales

Date: 12/16/2025