

DUTY STATEMENT

Employee Name:	Position Number: 580-035-5393-901
Classification: Analyst II	Tenure/Time Base: Limited Term / Full-Time
Working Title: Transgender, Gender Non-Conforming and Intersex Health Equity 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: Office of Health Equity	Branch/Section/Unit: Gender Health Equity Section / Transgender, Gender-Diverse and Intersex Wellness and Health Equity 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 promoting equitable social, economic, and environmental conditions to achieve optimal health, mental health, and well-being for all.

The incumbent works under the direction of the Transgender, Gender-Diverse and Intersex Wellness and Health Equity (TGI) Unit Manager, Health Program Manager I (HPM I), and serves as the Analyst II for the TGI Unit, which is responsible for implementing initiatives to address health inequities experienced by transgender, gender nonconforming and intersex Californians. Acting as the

Transgender, Gender Non-Conforming and Intersex Health Equity Analyst, they will perform a wide variety of the more complex technical, analytical functions related to executing the interdisciplinary health equity policy and planning work of the Unit. The incumbent will manage a portfolio of contracts and work with other program staff to ensure that contracts, grants, and other agreements administered by the Unit comply with established contract policies and procedures. Additionally, the incumbent will work on the more complex tasks relating to procurement, fiscal oversight, invoicing, program planning, policy analysis and formulation, office management, and compliance with the Americans with Disabilities Act.

Limited in-state travel may be required (10%).

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 10%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

40% Responsible for administrative coordination and oversight for a more complex and technical portfolio of contracts administered by the TGI Unit. Provides technical assistance and consultation to grantees and program consultants on state legal requirements and regulations, budget and accounting procedures, contract provisions, prospective payments, and general contract management. Assists in application of appropriate regulations, policies, and procedures that pertain to contracts, grants, and agreements managed by the TGI Unit. Provides consultation and technical assistance to TGI Unit program staff, applicants, and recipients on all aspects of grant management. Ensures that deliverables are submitted in a timely manner and are accurate, thorough, and consistent with legislation, applicable policies, and State requirements. Makes recommendations to the HPM I regarding the policies and resources needed to ensure ongoing program success and follows Office of Health Equity (OHE) established practices for contract close-outs upon contract expiration. Provides culturally responsive written and verbal communications with assigned contractors, internal partners, and members of the TGI community. Presents information to community partners via webinar, conference calls, or in-person meetings in a culturally responsive manner.

20% Supports the TGI Unit's more technical and complex administrative processes including the preparation of contract files and documentation and other more complex administrative support functions as needed including the coordination of internal and external meetings, webinars, trainings and conferences, agenda preparation, taking and distributing minutes and recruiting and preparing speakers with talking points and briefings. Assists with the more complex functions of budget tracking and invoicing for the TGI Unit.

15% Independently analyzes, develops, and executes the more complex internal and external outreach and communications plans for the Unit. Oversees and implements Americans with

Disabilities Act compliance for the Unit. Provides quality assurance for the more complex report production, publication, and dissemination. Develops the more complex program-related outreach materials for Unit initiatives. Independently oversees requests for information about Unit activities from the public, community partners, and other stakeholders. Plans, maintains, and updates the Unit's web pages and Intranet resources. Performs all internal and external communications duties in a culturally responsive and relevant manner. Reviews program materials to ensure cultural and linguistic appropriateness and accessibility. Supports program activities and communications with non-English speaking audiences.

10% Represents the TGI Unit at meetings and conferences, assists in the preparation of more complex legislative testimony, analysis, and briefing materials for internal and external stakeholders. Provides training and guidance on the more technical and complex matters of TGI cultural competency and responsiveness internally and externally. Contributes to memoranda, issue statements, and reports to communicate critical program information to all levels of State government, county governments, and other parties interested in the work of the TGI Unit. Travels to oversee on-site reviews with stakeholders, grantees, and subcontractors and provides guidance as needed.

10% Assists the HPM I and other program staff in researching, analyzing, consulting, and preparing culturally appropriate materials to engage both internal and external TGI Unit stakeholders. Serves as a point of contact for external stakeholder communication. Assists in identifying, fostering, and pursuing partnerships with key stakeholders to expand and advance community partnerships. Builds, establishes, and maintains collaborative partnerships within CDPH, other state departments, and local organizations to increase inter-agency communication.

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	850 Marina Bay Parkway Richmond, CA 94804
Region IV	Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo	1616 Capitol Avenue, Sacramento, CA 95814

Marginal Functions (including percentage of time)

5% Performs 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: TY

Date: 01/2026