

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-510-5402-909</b>
Classification: Analyst III	Tenure/Time Base: Permanent / Full Time
Working Title: Special Assistant	Work Location: 3901 Lennane Drive, Sacramento CA 95834
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Women, Infants, and Children (WIC) Division	Branch/Section/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 advancing the health and well-being of California's diverse people and communities. As an employee of the Women, Infants and Children (WIC) Division, the incumbent serves as part of a team that provides monitoring, training, support for, and in collaboration with regional local agencies, vendors, and farmers that serve the WIC Program participants.

The incumbent works under the general direction of the WIC Division Director, Career Executive Assignment (C.E.A.). The Analyst III serves as a highly skilled expert and principal consultant, technical project manager and integral component of the WIC Division Office with the responsibility

to provide recommendations, expertise, and coordination for and on behalf of the WIC Division Executive Leadership Team. The Analyst III serves as a project manager in high priority, technically complex special projects as well as administrative activities assigned by the WIC Division Director, including oversight of division-wide efforts to increase program participation, improve communication, and support innovation and process efficiencies. Using a high degree of independence and initiative, the Analyst III performs duties that include confidential and sensitive departmental and program issues, coordinating projects at both the division and departmental levels, and working closely with CDPH offices, the California Health and Human Services Agency (CalHHS), United States Department of Agriculture (USDA), external partners, and the general public.

---

**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)**

---

- 35% Provides analytical, technical, consulting and project management support for highly complex and sensitive division-wide assignments for the WIC Division Director and Executive Leadership Team. Serves as an integral member of the WIC Division Office, providing administrative technical support and offering recommendations and providing consultation in the coordination of policies and program issues to support California WIC program services and operations. Act as a liaison between the WIC Division Office, WIC Division team members, the Center for Family Health, and program partners, including internal and external CDPH partners, CalHHS, and USDA. Works closely with the WIC Division Executive Leadership Team to implement cross-division objectives that support the WIC Division Strategic Plan. Coordinates and collaborates with the WIC Division Executive Leadership Team, the Center for Family Health, and WIC Division team members in program and policy development, research, and recommendations aligned with WIC Division priorities. Reviews, analyzes, and provides consultation in developing collaborative programmatic processes and strategies. Coordinates all facets of the Division Office document approval process, including technical, content, and quality review, leveraging Microsoft Office Suite and other appropriate project management technologies, and developing auxiliary resources. Ensures all materials submitted for WIC Division Office approval adhere to rigorous standards of completeness and quality, and partners with authors to execute revisions and maintain alignment with organizational requirements. Supports WIC Division activities consistently align with California WIC program strategic priorities and mission through coordinated and documented efforts.

- 25% Provides oversight on multiple, highly complex and highly sensitive projects in collaboration with teams across the WIC Division, reporting updates to the WIC Division Director or a designated individual. Defines, oversees, and tracks project scopes, deliverables, and timelines on multiple projects and sensitive assignments, ensuring timely communication of progress to the WIC Division Director. Coordinates work under the general instruction of the WIC Division Executive Leadership Team as it relates to the administration of the California WIC program and establishes priorities for completion. Leads the development of detailed work plans for new and ongoing projects. Represents the WIC Division Director, as appropriate, as a technical consultant or lead on various cross-functional internal and external projects and in meetings related to specific programmatic issues, keeping the WIC Division Director informed.
- 20% Plans, research, and prepare responses to highly complex and sensitive inquiries and follow up items on behalf of the WIC Division. Composes memoranda, issue statements, and reports to communicate highly sensitive, highly complex, and critical program information to all levels of State Government, federal oversight agencies, county governments, and other interested parties. Works with WIC management, Center for Family Health, Legislative and Governmental Affairs (LGA), Budget Office, Director's Office, CalHHS, and Department of Finance (DOF) in preparation for legislative testimonies and briefings. Assesses format, content, grammar and subject matter for documents such as reports, bill analyses, Budget Change Proposals, Director's Action Requests, Secretary's Action Requests, Governor's Office Action Requests, and constituent and external stakeholder correspondence for the WIC Division Director's signature. Functions as a highly skilled expert and principal consultant, conducting advanced research, evaluation, and analysis, developing policy and operational recommendations catered to various audiences, facilitating meetings with internal and external program partners, and leading comprehensive executive-level briefings for leadership across the WIC Division and CDPH.
- 15% Supports collaborative partnership across CDPH, other state departments, WIC local agencies, federal agencies, universities, and private sector businesses to increase inter-agency communication and data sharing partnerships. Participates in WIC's Continuous Improvement (CI) Workgroup. Develops an understanding of the CDPH Continuous Improvement Plan and transformation priorities, including Lean principles, Results Based Accountability, and A3 Thinking. Participates in activities assigned by CDPH, Center for Family Health, or WIC Division related to continuous improvement.

---

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

---

- 5% Performs other job-related duties as assigned.

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: Kate Sajo

Date: 5/6/2026