DUTY STATEMENT

Employee Name:	Position Number: **580-405-5157-001**
Classification: Analyst I	Tenure/Time Base: Permanent/Full-Time
Working Title: Strategic Projects Analyst	Work Location: 1616 Capitol Avenue Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases/Office of AIDS/Division of HIV, HCV, and STIs	Branch/Section/Unit: AIDS Drug Assistance Program Branch/PrEP-AP and Strategic Projects Section/Strategic Projects 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 health equity and strategic planning goals and objectives and promoting recognition and reduction of the burden of infection among California's most vulnerable populations through changes in workplace culture and practice.

The Analyst I assists with developing and maintaining ongoing relationships with stakeholders, internal CDPH partners and responsible for a wide range of analytical assignments relating to logistical planning, development and review of projects including, but not limited to, meetings, webinars, site visits and requests for applications (RFA).

The incumbent works under the supervision of the Supervisor I, in the Strategic Projects Unit.

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)

40% **Program Liaison:** Coordinates and prepares materials and communication in support of special projects for the ADAP Branch. Support for the Branch SharePoint site, by uploading and organizing program materials for staff and partner access. Assists in the preparation of research-related presentations and reports by gathering information for publication, coordinating and preparing requested documents according to state, federal or other guidelines; prepares memoranda, guidelines, and other documents in accordance with state and federal regulations, packaging and submission of requested information through state approval process and to requestor(s) by the established deadline. Provides analytical support on additional assignments and projects as assigned by the Division Chief.

25% **Planning, Development, and Logistics Coordinator:** Assists with the development, planning and coordination of webinars, meetings and progress report development and response for federally funded LHJs and State-funded demonstration projects. Prepares surveys, agendas, presentations and maintains LHJs and project contacts and stakeholder distribution list, develops surveys, agendas, PowerPoints, presentations, forms, bulletins and other projects as needed. Reviews, edits and formats of presentations, and other documents for clarity, accuracy and consistency.

20% **Develop and Implement Tools and Processes:** Assists in developing tools, processes and best practices for implementation of programs that address the social determinants of health and racial health equity, proven approaches to HIV prevention/treatment services and other areas of need in funded special projects. Maintains knowledge of areas of need, service coverage, and identification of potential program gaps. Contributes to the development of written guidelines for identifying gaps and needs, oversees implementation of guidelines for distribution to key stakeholders, LHJs and community-based organizations (CBOs).

10% **Cross-program Liaison:** Acts as a liaison and provides analytical and coordination support between the Section and other Sections in the ADAP Branch as needed to assist with tasks including, but not limited to RFA review and development, invoice review and support and acts in a general support capacity in meetings, projects activities to support branch-wide initiatives and other meeting forums as needed.

Marginal Functions (including percentage of time)

5% Performs other work-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: E.L.
Date: 6/10/2026