

**DUTY STATEMENT**

|                                                                                                 |                                                                                                                            |
|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| Employee Name:                                                                                  | Position Number:<br><b>580-230-5393-761</b>                                                                                |
| Classification:<br>Analyst II                                                                   | Tenure/Time Base:<br>Permanent/Full-Time                                                                                   |
| Working Title:<br>Administrative Analyst                                                        | Work Location:<br>1615 Capitol Ave., Sacramento, CA 95814                                                                  |
| Collective Bargaining Unit:<br>R01                                                              | Position Eligible for Telework (Yes/No):<br>Yes - Hybrid                                                                   |
| Center/Office/Division:<br>Center for Preparedness and Response<br>(CPR)/Division of Operations | Branch/Section/Unit:<br>Business Operations Branch/Fiscal<br>Response, Operations, & Grants<br>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 providing administrative support for emergency preparedness and response efforts to the Center for Preparedness and Response (CPR) including support for recruitment and hiring, document review and tracking, and training coordination.

The incumbent works under the direction of the Supervisor I (SUP I) of the Administration Unit (AU), within the Business Operations Branch of the CPR. The incumbent serves as a Personnel Liaison (PL), processes and handles sensitive and confidential administrative assignments, 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.

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**Special Requirements**

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- ☐ 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:

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

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- 40% Serves as the backup Attendance Coordinator (AC) and backup PL within the CPR. 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. Assists hiring supervisors in developing comprehensive duty statements to ensure alignment with program objectives, classification specifications, and organizational requirements. Maintains confidential attendance records and manuals for CPR and gathers required documentation for personnel-related activities, such as health/dental benefits, notices of personnel action, and merit salary adjustments. Drafts recruitment correspondence and prepares/processes required personnel documentation for incoming and outgoing employees as well as other confidential tasks requiring knowledge of departmental policies and procedures. Assists with the Onboarding program to ensure effectiveness and efficiency. Manages the full personnel action life cycle through the ServiceNow Human Resources (SNOW), Exam & Certification Online System (ECOS), and Personnel Action Tracker Hub (PATH) systems, including Requests for Personnel Actions, offer letters, exit clearances, and onboarding documentation. Provides programmatic recommendations to management on staffing allocation, program growth, and succession planning. Ensures all AU policies and procedures remain current and compliant with the Public Health Administrative Manual and supports CDPH's mission and strategic plan. Responds to requests for information/clarification from Human Resources Division staff, maintains program organizational charts and position history records, and drafts job opportunity advertisements (CDPH 2004).
- 30% 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. Manages position control for 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, tracks, and monitors 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 and ensure 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 to improve program performance and outcomes. Develops and implements policies and procedures to enhance program effectiveness and promote alignment with state health priorities. Provides 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 tools to support monitoring of program performance.

- 20% Serves as the Training Coordinator for all CPR employees. Tracks mandated training for CPR employees through the Public Health Employee Training Tracking System to ensure compliance with CDPH requirements. Ensures the CDPH 2457 Training Request Form is accurate and complete for management approval of appropriate fund billing for requested training. Works with accounting to ensure training invoices are processed and paid in a timely manner. Coordinates travel arrangements for in state and out-of-state training in accordance with department travel policies.
- 5% Acts as an American with Disabilities Act compliance liaison for CPR's documents on the Intranet and Internet. Coordinates training sessions, including webinar setup, to ensure ADA compliance and support staff and management enrollment.

#### **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. The incumbent is required to participate as a member of a CPR Incident Response Team.

☐ 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: DN

Date: 06/2026

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**Special Requirements**

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- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
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- ☐ Other:

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

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