

DUTY STATEMENT

Employee Name:	Position Number: 580-140-5393-723
Classification: Analyst II	Tenure/Time Base: Permanent/Full Time
Working Title: Public Health Program Analyst	Work Location: 1415 L Street, Suite 500 Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Office of Legal Services	Branch/Section/Unit: Public Health Programs

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 Resources' Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by providing administrative and analytical support to the attorneys on the Public Health Programs (PHP) team within the Office of Legal Services (OLS).

The Analyst II are subject matter generalists with independent or lead responsibility for varied, and complex projects, cases, programs, or assignments pertaining to litigation and house counsel legal matters that the PHP team handles for the entire Department.

The incumbent works under the direction of an Assistant Chief Counsel (ACC) of the PHP team within the OLS.

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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% Independently analyzes, researches, drafts or prepares, proofreads, and processes a wide variety of documents pertaining to civil and administrative litigation handled by the PHP team. Monitors email boxes for Proposed Decisions issued by Office of Administrative Hearings and Appeals (OAHA) and Office of Administrative Hearings (OAH) and forwards for assignment. Tracks Proposed Decisions and updates attorneys of any changes and approaching deadlines. Serves appropriate parties with Proposed and Final Decisions or other actions taken by the Department. Works with ACC's to process and properly serve Default Administrative Decisions. Receives subpoenas related to programs supported by the PHP team and works with the appropriate attorney to respond to or reject it. Serves as a liaison between the PHP team and the Attorney General's Office. Maintains civil litigation files for matters in which the Department is involved. Coordinates with the attorneys to ensure that all deadlines are met. Serves and files documents and correspondence in support of the attorneys. Obtains copies of court records, administrative records, and other documents to support the attorneys. Processes document requests; maintains and manages the payment of billings by the Attorney General or outside counsel. Updates the team's portion of the monthly Significant Litigation Report (SLR). Processes and maintains records of settlement payment requests and works with Accounting to ensure that settlement payments are properly credited.
- 15% Creates, manages, and updates Litigation and House Counsel files in the ProLaw database. Ensures that current case information is available to assigned attorney. Dockets civil and administrative litigation proceedings in ProLaw and assists attorneys in meeting deadlines. Maintains confidential litigation files in hard copy and in the ProLaw database.
- 15% Analyzes, researches, drafts or prepares, proofreads, and processes a wide range of complex documents pertaining to house counsel matters handled by the PHP team. Develops memoranda and correspondence to third parties responding to requests for information and the Public Records Act (PRA). Transcribes, catalogs, reviews, and redacts records for release in Subpoena and PRA responses.
- 15% Reviews CDPH contracts for compliance with Government Code section 19130. Monitors an email box, forwarding requests and saving relevant emails and approvals.
- 10% Prepares documents, memos, and reports for the PHP team, the ACC, and the OLS Deputy Director and Chief Counsel. Maintains statistics on the number, type, and activity involved in assigned cases. Maintains contract review forms and summarizes the review comments of

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attorneys. Coordinates meetings and conference calls with clients, Deputy Attorney Generals, and outside counsel. Attends meetings with attorneys as requested. Manages PHP Team billable hour reports.

Marginal Functions (including percentage of time)

- 5% Monitors bankruptcy proceedings to identify debts owed to the Department. Analyzes program documentation to determine valid claims, and at the direction of the assigned Attorney, prepares and files Proof of Claims on behalf of the Department. Utilizes Public Access to Court Electronic Records (PACER) to monitor bankruptcy cases and obtain documents and provides case status updates. Oversees, reviews, analyzes, and maintains documents pertaining to bankruptcy proceedings and provides analysis. Advises programs on payment of bankruptcy claims, payment schedules, and collection status; and tracks payments received in satisfaction of bankruptcy claims.
- 5% Works with ACCs and attorneys on the PHP team on special projects and requests. 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: D.S.

Date: 7/7/26

DUTY STATEMENT

Employee Name:	Position Number: 580-140-5157-723
Classification: Analyst I	Tenure/Time Base: Permanent/Full Time
Working Title: Public Health Programs Analyst	Work Location: 1415 L Street, Suite 500 Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Office of Legal Services	Branch/Section/Unit: Public Health Programs

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.

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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 Resources' Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by providing administrative and analytical support to the attorneys on the Public Health Programs (PHP) team within the Office of Legal Services (OLS).

The Analyst I performs varied and technical analytical assignments pertaining to litigation and house counsel legal matters that the PHP team handles for the entire Department.

The incumbent works under supervision of the Assistant Chief Counsel (ACC) of the PHP team within the OLS.

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% Under supervision of the ACC, and in coordination with the PHP team's Analyst II, analyzes, researches, drafts or prepares, proofreads, and processes documents pertaining to civil and administrative litigation handled by the PHP team. Assists with monitoring email boxes for Proposed Decisions issued by Office of Administrative Hearings and Appeals (OAHA) and Office of Administrative Hearings (OAH) and forwarding for assignment. Tracks Proposed Decisions and updating attorneys of any changes and approaching deadlines; serving appropriate parties with Proposed and Final Decisions or other actions taken by the Department. Assists ACC's to process and properly serve Default Administrative Decisions. Receives subpoenas and assists attorney to respond to or reject it. Serves as a liaison between the PHP team and Attorney General's Office, maintaining civil litigation files for matters in which the Department is involved. Coordinates with the attorney to ensure that all deadlines are met. Aids in serving and filing documents and correspondence in support of the attorneys. Obtains copies of court records, administrative records, and other documents to support the assigned Attorney. Assists in processing document requests and maintaining and managing the payment of billings by the Attorney General or outside counsel. Assists with updating the team's portion of the monthly Significant Litigation Report (SLR). Processes and maintains records of settlement payment requests and collaborates with accounting to ensure that settlement payments are properly credited.
- 15% Assists with creating, managing, and updating Litigation and House Counsel files in the ProLaw database. Ensures that current case information is available to assigned attorney. Dockets civil and administrative litigation proceedings in ProLaw and assists attorneys in meeting deadlines. Maintains confidential litigation files in hard copy and in the ProLaw database.
- 15% Aids in analyzing, researching, drafting, proofreading, and processing documents pertaining to house counsel matters handled by the PHP team. Assists with reviewing memoranda and correspondence to third parties responding to requests for information and the Public Records Act (PRA). Assists the attorney with transcribing, reviewing, and redacting records for release in Subpoena and PRA responses.
- 15% In collaboration with attorneys on the PHP team, reviews CDPH contracts for compliance with Government Code section 19130. Assists in monitoring an email box, forwarding requests and saving relevant emails and approvals.
- 10% Assists with preparing documents, memos, and reports for the PHP team, the ACC, and the OLS Deputy Director and Chief Counsel. Assists in maintaining statistics on the number, type, and

activity involved in assigned cases. Assists with maintaining contract review forms and summarizes the review comments of attorneys. Coordinates meetings and conference calls with clients, Deputy Attorney Generals, and outside council. Attend meetings with attorneys. Aids in managing PHP Team billable hour reports.

Marginal Functions (including percentage of time)

- 5% Assists with monitoring bankruptcy proceedings to identify debts owed to the Department. Analyzes program documentation to determine valid claims, and at the direction of the assigned Attorney, prepares and files Proof of Claims on behalf of the Department. Utilizes Public Access to Court Electronic Records (PACER) to monitor bankruptcy cases and obtain documents and provides case status updates. In coordination with the PHP team's Analyst II, reviews, analyzes, and maintains documents pertaining to bankruptcy proceedings and provides. Assists in advising programs on payment of bankruptcy claims, payment schedules, and collection status; and tracks payments received in satisfaction of bankruptcy claims.
- 5% Works with ACCs and attorneys on the PHP team on special projects and requests. Performs other work-related duties as required.

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Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

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Date: 7/7/26