

DUTY STATEMENT

Employee Name:	Position Number: 580-510-5393-892
Classification: Analyst II	Tenure/Time Base: Permanent/Full Time
Working Title: Bilingual Program Analyst (Bilingual)	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: Communications, Food, and Vendor Policy Branch/Communications and Special Projects Section/Program Materials and Support 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 Communications, Food, and Vendor Policy Branch, the incumbent serves as part of a team that monitors, improves, and implements local and statewide policies which protect and serve the Women, Infants, and Children (WIC) participants, vendors, and local agencies.

The incumbent works under the direction of the Chief, Program Materials and Support Unit, Health Program Manager I (HPM I). The Analyst II (Bilingual) will perform the more responsible, varied, and complex technical analytical staff services assignments pertaining to the development, evaluation, and revision of nutrition education materials, online education, and social media content. Translates materials into Spanish, ensures correctness of grammar, vocabulary, and appropriateness for the California WIC population, including use of Spanish as spoken by California Spanish speakers (primarily Mexican Americans). Reviews Spanish language translations of materials prepared by translation contractors and consultants with WIC staff and with other state agencies on translations into multiple other languages. Proficiency in written Spanish is required.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 15% Travel within the State
- ☒ Bilingual: Pass a State written and/or verbal proficiency exam in Spanish
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 35% Translates WIC materials, scripts, and social media from English to Spanish. Ensures correctness of grammar, vocabulary, and appropriateness for the California WIC population, including use of Spanish as spoken by California Spanish speakers (primarily Mexican Americans). Reviews translations prepared by contractors and oversees Spanish translations for the CA WIC App and video transcripts. Works with translation contractors and other staff to develop and maintain a Spanish translation glossary and style guide.
- 20% Acts as lead analyst and liaison between the translation contractor and the WIC local agency bilingual staff. Monitors multiple translation projects in more than 12 languages. Ensures consistency and accuracy of all translations. Ensures all translation projects meet completion deadlines. Prepares task orders for all work with the translation contractor and reviews quotes for accuracy. Prepares task orders for all work with the translation contractor and reviews quotes for accuracy. Prepares and conducts virtual trainings, as needed, with agency bilingual staff to ensure the review process is consistent.
- 15% Oversees the design and development of participant education materials, adhering to the United States Department of Agriculture's (USDA) standards. Reviews English materials for accuracy of spelling and grammar and for ease of translating into Spanish and works with nutritionists to make any necessary changes. Oversees the preparation of materials in multiple languages for the CDPH WIC website and social media, ensures compliance with the Americans with Disabilities Act (ADA) requirements.
- 15% Works with state and local agency staff to collect, compile, analyze, and summarize statewide data on nutrition education and health topics, social media access, and usage. Identifies the preferred spoken and written language of participants through the use of data and surveys. Actively participates onsite at designated locations with in-person photoshoots, video interviews,

and focus groups with state and local agency staff, participants, and contractors, providing Spanish translation as needed. Works with the translation contractor and local agency language reviewers to develop and maintain translation glossaries and style guides in all languages.

- 10% Assists other CDPH WIC staff with the contract management, reconciliation, and inventory for the Office of State Publishing contract. Assists with the review of final print proofs. Attends staff meetings and various trainings.

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: SG

Date: 07/16/2026