

DUTY STATEMENT

Employee Name:	Position Number: 580-750-5393-909
Classification: Analyst II	Tenure/Time Base: Permanent / Full-time
Working Title: Legislative Analyst	Work Location: 850 Marina Bay Parkway, P-1 Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework: Yes
Center/Office/Division: Center for Laboratory Sciences	Branch/Section/Unit: Laboratory Field Services Branch

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 supporting the Laboratory Field Services Branch by ensuring it is apprised of and following all legislative regulations, policies, and procedures to uphold quality standards in clinical and public health laboratories, tissue and blood banks, the production of biologics, and laboratory scientists through licensing, examination, inspection, education, and proficiency testing.

The Analyst II, acting as the Legislative Analyst (LA), will support the branch by analyzing new legislation and reporting its effects on LFS and the Center. The LA is responsible for responding to assignments received from the California Health and Human Services Agency (CHHS) as well as

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inquiries from stakeholders, legislators, and other governmental agencies. Reviews, tracks, and releases legislatively mandated reports. Schedules, coordinates, and assists leadership in preparing for high-level meetings, and conferences with legislative staff and other stakeholders. Ensure operational compliance through the strategic management, revision, and enforcement of LFS policies and procedures while advising leadership on necessary changes. Responsible for writing, implementing, and enforcing new branch policies and procedures based on legislation and regulations. Provide regular reports to leadership and consultation as necessary.

The incumbent works under the direction of the Supervisor II, Assistant Branch Chief of the Laboratory Field Services Branch.

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)

- 30% Analyzes, reviews, and tracks legislative bills assigned by the Office of Legislative and Governmental Affairs (LGA). Develops and/or revises analyses of proposed legislation and regulation policies and procedures on administrative/operational issues in accordance with departmental guidelines. Develops the LFS primary and secondary legislative analyses for management review as assigned by the LGA. Responds to inquiries relating to legislative analyses for Enrolled Bill Reports. Composes draft controlled correspondence, including responses to inquiries from legislators, stakeholders, other governmental entities, and interested individuals. Prepares responses to telephone, email and written inquiries from legislative staff, Legislators, lobbyists, and stakeholders regarding issues related to LFS. Develops automated legislative tracking reports to be used by the leadership, such as summary reports to monitor bills and their progress through the legislative process. Consult with the Supervisor II on planning, implementing, and evaluating LFS legislative activities.
- 30% Organize and maintain files, including records management activities. Oversee the handling of expedited legislative requests. Maintain and monitor trackers to report any changes. Coordinate and interact with appropriate control agencies. Identify methods of improving and enhancing timely processing of new legislation and regulations to ensure the immediate implementation and enforcement of. Provide quality control over assignments to ensure compliance with departmental policies and procedures. Work closely with Branch leadership to ensure compliance with state and federal regulations and legislation affecting the LFS and assist in resolving any issues or problems arising from changes. Regularly apprise leadership of any issues or problems.
- 25% Schedule, coordinate, and assist Branch leadership to prepare for high level meetings and

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conference calls with legislative staff, OLS staff, stakeholders, lobbyists, and others requesting input on legislative/regulatory or policy matters from division laboratories. Coordinate with the Branch leadership and LGA to identify schedule priorities and then works proactively to make short and long-term decisions to implement plans. Works collaboratively with LGA and LFS, to schedule and organize meetings, which includes researching, analyzing, gathering, and preparing various materials to support as appropriate for each meeting. Analyze and prepare written documents, including correspondence related to the LFS (e.g., letters, memoranda, briefing papers, legislative concepts, issue memorandums, congressional letters, etc.) for approval and signature.

10% Prepare reports for upper management, Center leadership and internal/external stakeholders as necessary. Participates in projects assigned by management, including attending meetings, develop and maintain data reports related to specific tasks, and trainings as required and scheduled.

Marginal Functions (including percentage of time)

5% Performs other Analyst II job-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: CO

Date: 8/10/26

DUTY STATEMENT

Employee Name:	Position Number: 580-750-5157-909
Classification: Analyst I	Tenure/Time Base: Permanent / Full-time
Working Title: Legislative Analyst	Work Location: 850 Marina Bay Parkway, P-1 Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework: Yes
Center/Office/Division: Center for Laboratory Sciences	Branch/Section/Unit: Laboratory Field Services Branch

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The incumbent works under the supervision of the Supervisor II, Assistant Branch Chief of the Laboratory Field Services Branch.

Special Requirements

- ☒ Conflict of Interest (COI)
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- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

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