

DUTY STATEMENT

Classification: Analyst II	
Working Title: Administrative Support Analyst (Program Analyst)	
Program: Quality and Population Health Management	
Division: Quality and Health Equity	
Section:	
Branch:	
Unit: QHED Admin Unit	
Office Location: 1501 Capitol Avenue, Sacramento, CA 95814	
COI Position: ☐ Yes ☒ No	Telework Eligible: ☒ Yes ☐ No
CBID: R01	Position Number: 803-097-5393-734
Bilingual Position: ☐ Yes ☒ No	Specify Language: Not Applicable
This position requires the incumbent to perform their essential functions; maintain consistent and regular attendance in-person and/or virtually; to communicate effectively and professionally, both orally and in writing; to develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; to complete assignments in a timely manner; and to adhere to departmental policies and procedures regarding attendance and conduct including those outlined in the Health Administrative Manual and the DHCS Telework Program. To promote collaboration and connection, essential functions are generally in-person consistent with the DHCS Telework Program and pursuant to an approved Telework Agreement.	
Job Summary: Under the direction of the Supervisor I, the Analyst II, at the full journey level, will support in the facilitation of seamless operations. The Analyst II will submit completed staff work, perform analysis of issues, and develop complete alternatives and recommendations reflecting independent analysis, decision-making, and evaluation of documents and correspondence while demonstrating knowledge and application of divisional operations. The Analyst II will be expected to carry out duties that may vary according to specific topic and technical complexity. The Analyst II is expected to consistently exercise a high degree of initiative, responsibility, and independence in performing assignments with competing deadlines while maintaining a strong commitment to team collaboration. The Analyst II supports multiple workstreams and provides analysis, coordination and operational support across programs. Duties and workloads may vary based on operational needs, timelines and division priorities.	

Job Summary (cont):

The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.

Description of Duties:	
% of Time	Essential Functions
20%	Plans, analyzes, and coordinates complex divisional meetings, conferences, webinars, interviews and related events. Evaluates scheduling, resource, technology, and stakeholder requirements; resolves logistical issues and competing priorities; and coordinates with internal and external stakeholders to ensure effective participation. Applies departmental policies and procedures, identifies process efficiencies, and develops and implements recommendations to improve coordination, consistency and operational effectiveness.
20%	Provides analytical and administrative support across multiple program workstreams to advance branch operations and program objectives. Analyzes workload demands, priorities, deadlines and management direction to coordinate competing assignments and ensure timely completion of deliverables. Maintains and evaluates program records and documentation in accordance with departmental policies and retention requirements. Monitors assignments, deliverables and timelines; identifies potential issues or delays; and coordinates follow-up to support operational continuity and program effectiveness.
15%	Assist in day-to-day programmatic support of private hospitals/entities, conduct completeness and comprehensive reviews on semi-annual and annual reports, monitor and assess the implementation of program policy and protocols, and propose recommendations and solutions based on report analyses.
10%	Provides analytical support by analyzing and synthesizing program, operational and personnel information to identify trends, issues, gaps and potential impacts. Evaluates stakeholder input and organizational needs to develop recommendations and decision-supporting materials, including Service Level Agreements and RASCIs. Analyzes meeting outcomes and operational requirements to identify action items, dependencies and follow-up needs, and monitors implementation to support division priorities.
10%	Responsible for tracking and monitoring divisional activities, milestones, and key performance indicators (KPIs) to ensure alignment with departmental goals and objectives. This includes utilizing JIRA project management, tracking within Microsoft programs, and developing and maintaining other tracking systems/databases to record progress on various projects, initiatives, and tasks within the division. Regularly reviews and analyzes data to identify trends, potential issues, or areas for improvement, and will collaborate with divisional leadership to develop strategies for addressing any identified challenges. Contributes to the overall effectiveness and accountability of the division by ensuring that progress is monitored, evaluated, and reported on in a timely and transparent manner.

Description of Duties:

% of Time	Essential Functions
10%	Provide analytical and administrative support related to fiscal, contract, procurement and other administrative processes as assigned. Assist with tracking budgets, expenditures, invoices, contracts and related documentation in coordination with fiscal staff. Support compliance with applicable policies, procedures and timelines.
10%	Utilizes Equidox as the the backup for divisional document remediation to ensure compliance with Americans with Disabilities (ADA) compliance for public facing documents. Coordinates across teams and divisions to ensure documents comply with DHCS guidelines and templates.

Description of Duties	
% Of Time	Essential Functions
% Of Time	Marginal Functions
5%	Performs other duties as required and appropriate for the classification.

Supervision Received: Under Direction _____ by the (enter supervisor classification):

Supervisor I, QHED Admin Unit _____.

Supervision Exercised: (check all that apply)☒ Non-Supervisory Classification / None☐ Clerical Staff☐ Analytical Staff☐ Technical Staff☐ Professional Staff☐ Supervisory Staff☐ Managerial Staff**Special Requirements:**☐ Medical Evaluation /Clearance☐ Typing Certificate☐ Valid Driver's License☐ Background Check / Finger Printing Clearance☐ Valid Professional License (please specify): _____**Desirable Qualifications:**

The Analyst II should demonstrate professionalism; have excellent analytical, organizational, oral and written communication skills; possess strong problem-solving skills and the ability to present Executive Staff and management with alternatives and recommendations to policy and program issues. Additionally, the Analyst II should possess knowledge/experience using Microsoft Teams, Planner, Project, PowerPoint, Outlook, Excel, Word, and OneNote.

Working Conditions (Check all that apply):

Prolonged Periods of:

☐ Standing ☒ Sitting ☐ Kneeling ☐ Bending

Travel May be Required:

☐ Occasional ☐ Over Night

Requires Lifting of Heavy Objects up to: _____

Acknowledgements:**Human Resources Acknowledgement:** The Human Resources Division has reviewed and approved this duty statement.

Analyst Name: _____

Analyst Signature: _____

Date: _____

Employee Acknowledgement: I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name: _____

Employee Signature: _____

Date: _____

Supervisor Acknowledgement: I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name: _____

Supervisor Signature: _____

Date: _____

Instructions

A duty statement is a description of tasks, functions, and responsibilities of a position to which an employee is assigned, and the percent of time spent on each task. It is based on objective information obtained by thoroughly analyzing the position's functions, the competencies and skills required to accomplish these functions, and the organizational needs of the department.

Classification:	Enter the legal title documented in the Classification Specifications which contains a formalized summary of the duties and responsibilities of the positions in a class.
Working Title:	Enter a working title if there is one. The working title differs from a classification title, as it can be specific to the duties the classification is performing. e.g., Personnel Liaison, Contracts Analyst, etc.
Program / Division / Branch / Section / Unit:	Enter the information that is in alignment with where the position is located in the organization. This should also mirror what is presented on the organization chart.
Office Location:	The term office location refers to the state worksite that is the employee's reporting location when not teleworking.
Position Number:	Enter the agency, unit, class code, and serial number of the vacant position being filled. e.g., 808-202-5393-810.
Telework Eligible:	Check 'Yes' if this position is eligible for a telework schedule. Check 'No' if this position is not eligible for a telework schedule.
Conflict-of-Interest (COI) Classification:	Check 'Yes' if this position is designated under the COI Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the COI Code requirements may void the appointment. Check 'No' if this position is not designated under the COI Code.
Collective Bargaining Identifier (CBID):	Enter the CBID. The CBID information can be found in the CalHR Pay Scale. Select option 15 for an alphabetical listing of Classifications. Find your classification. The CBID will be located in the last column on the right. For the CBID information, include the appropriate letter (M, S, C, R) and the unit number.
Bilingual Position:	Check 'Yes' if this position is bilingual certified. If 'Yes' is checked the language for which the position is bilingual certified must be specified in the next field. Check 'No' if this position is not bilingual certified.
Job Summary:	Include a brief description of the position, duties performed, reporting structure, and any pertinent information you feel is necessary.
Description of Duties:	Provide an itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task. The essential and marginal functions should be identified. Group related tasks under the same percentage with the highest percentage first. Percentages must be listed in descending order and must equal 100%. Essential Functions: Assess whether the performance of a function is 'essential' by asking yourself why the position exists and what is it the employee is being hired to do. As you review each task, ask yourself whether it is a basic,

	necessary, and integral part of the job, which would make that task essential. Ask yourself, does the position exist solely to perform that function? Are there a limited number of employees available to perform that function? Is it a highly specialized function? If so, the task may be 'essential'. Marginal Functions: Marginal functions are incidental and only account for a minimal part of the job. They are secondary to essential functions, and they make up the remaining duties of the position. Keep in mind that marginal functions can also be absorbed by another staff member so if they were to be removed, it doesn't change the concept of the position.
Supervision Received:	Check the nature of the supervision received and enter the classification of the supervisor. Review the Classification Specifications and see the descriptions below to help determine the type of supervision this position receives. Under Close Supervision: Used for entry-level classes in which an employee is learning the duties of the class as a trainee or apprentice. Under Supervision: The position is subject to continuous and direct control. Under General Supervision: The position is subject to a minimum of continuous and direct control. Under Direction: Indicates that supervision is general and not close, continuous, or concerned with details. The statement tends to be used with technical and professional positions where the employees are expected to operate with a reasonable degree of independence, or as a journey person or fully qualified worker. Under General Direction: This usually refers to classes on the division level that receive administrative direction. The guidance is usually outlined in legislation and general rules of the organization. Under Administrative Direction: This is usually used only in classes involving top-level, administrative positions in which the guidance is largely that of overall policy and the requirements of legislation.
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Special Requirements:	Enter any requirements that may be necessary per classification specification or specific department, i.e., background check, drug test, medical license, etc.
Desirable Qualifications:	Enter any knowledge, skills and abilities and other desirable qualifications, such as special personal characteristics, interpersonal skills, etc., not required as part of the minimum qualifications but represent additional attributes being sought after by the hiring manager.
Working Conditions:	Describes the working conditions of the job, i.e., physical demands, if the job is indoor/outdoor, if travel is required and how often, varying schedule, transportation information, etc.
Human Resources Acknowledgement:	Completed by Human Resources Division to indicate the last date of review.

Employee Acknowledgement:	Employee signs and dates the document certifying that the duties of the position were discussed with the supervisor and that a copy of the duty statement was received.
Supervisor Acknowledgement:	Supervisor signs and dates the document certifying that the duty statement represents an accurate description of the essential functions of the position, and that the duties of the position were discussed with the employee. Once signatures are obtained, make two copies, and place a copy in the supervisor's drop file and provide one to the employee. Send the original to Human Resources Division to file in the employee's Official Personnel File (OPF).

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