

DUTY STATEMENT

Employee Name:	Position Number: 580-011-5393-707
Classification: Analyst II	Tenure/Time Base: Permanent/Full Time
Working Title: Lean Transformation Analyst	Work Location: 1616 Capitol Avenue, Sacramento CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes - Hybrid only
Center/Office/Division: Office of Policy and Planning	Branch/Section/Unit: Lean Transformation Branch /Lean Capability Building Section/Lean Services 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 working as an Analyst II as the Lean Transformation Analyst by maintaining a proactive culture of continuous quality improvement, engaging staff at all levels, and leveraging data and technology to enhance services.

The Lean Transformation Analyst will actively promote and support Lean Transformation across CDPH while employing Lean & Continuous Improvement tools and behaviors to support teams in efforts to observe and analyze complex problems in all areas of CDPH, test improvements, and

implement associated improvements to eliminate waste, enhance customer service, and increase program impact.

The incumbent works under the direction of the Supervisor I of the Lean Capability Building Section Manager, the Lean Transformation Analyst II will work independently, within a team environment, and collaborate on efforts to ensure that OPP supports the development of sustainable organizational capacity in CDPH to deliver high value public health services to the people of California.

The mission of the Office of Policy and Planning (OPP) is to advance transformative policy and systems change that will promote state and community health improvement through prevention, equity, and collective action. The OPP promotes public health policy priorities and supports CDPH capabilities for community health improvement, policy development, research and analysis, integrated planning, decision intelligence, lean transformation, and grants management.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: In- and Out-of-state travel up to 5% may be required
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 35% Acts independently while closely collaborating and coordinating with the Lean Transformation Team, CDPH Centers/Offices/Divisions, Local Health Jurisdictions (LHJs) and other partners by using project management and Lean improvement methods, tools and approaches to support team efforts in developing, implementing, and monitoring performance-based programs; streamline and standardize processes; and enhance efficiency and effectiveness throughout the Department. Provides administrative support, and facilitation for Lean project workshops from inception through operation. Perform in-depth analysis through various data collection methods to support hypothesis testing. Perform root cause analysis such as fishbone analysis or 5 whys analysis to correlate cause and effects in an improvement project. Demonstrate ability to learn new Lean problem-solving methods and create effective learning mechanisms.
- 30% Independently leads activities to build and support Lean infrastructure including providing administrative support to CDPH Lean Capability Building programs and partners, such as Lean Community of Practice (LCoP), knowledge management and shared learning. Closely collaborates with CDPH's Lean Transformation Branch leadership to develop dashboards, workplans, training materials, communications materials, media content, webinars, testing of adult-learning mechanisms, reports, and other necessary duties. Uses project plans to meet key deadlines, keep the Supervisor II apprised of work status, and ensure progress on projects. Perform risk analysis to effectively escalate delays and barriers. Develops and delivers presentations to CDPH and local health department staff on various topics.

- 20% Promotes, refines, monitors, evaluates, and executes Lean training and development to all CDPH staff and LHJ staff. Directs and facilitates through teaching and producing educational materials for Lean principles, methods, tools, techniques, and practices to build capacity among CDPH staff. Delivers trainings and presentations using various tools such as Microsoft Teams, Whiteboard, Mural, Powerpoint, video recording softwares, Cornerstone, and Zoom. Works closely in collaboration with the Lean Transformation Branch leadership to perform outreach to LHJs for offering technical support and providing Lean trainings to enhance local public health department capacity. Continuously improve and update Lean training content to reflect best practices in the curriculum. Develops and expands existing and new partnerships at the State, Federal, local, and public levels to advance Lean Transformation in the public health sector state-wide.
- 10% Develops, implements, and maintains standard work and written procedures for CDPH Lean improvement standards and OPP operations. Consults with staff and management on business processes to accurately document standard work and written procedures. Evaluates standard work and written procedures to determine effectiveness and applies Lean techniques for continuous improvement. Keeps manager updated on workload and any potential issues and problems that may arise. Incumbent develops work plans, issues papers, and works on special projects. Develops and builds skills through structured classes, developmental assignments, and individual research.

Marginal Functions (including percentage of time)

- 5% Performs other Analyst II work-related duties as assigned by the Supervisor II, Lean Capability Building Section Manager.

☐ 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: TY

Date: 7/2/26