

DUTY STATEMENT

Employee Name:	Position Number: 580-830-5393-909
Classification: Analyst II	Tenure/Time Base: Limited Term/Part Time
Working Title: Analyst	Work Location: 1615 Capitol Ave Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Care Quality/Field Operations North Division	Branch/Section/Unit: Statewide Surveyors

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 performing a wide range of complex, technical and analytical tasks in support of Rural Health Perinatal Services Pilot Project. The Analyst II is responsible for gathering, sorting, analyzing and monitoring information related to participating hospitals and maternal and neonatal health outcomes. The Analyst II also acts as liaison between headquarters staff, program experts, and external stakeholders.

The incumbent works under the direction of the Manager II.

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)

- 40% Independently coordinates, monitors, and tracks activities related to CDPH's Rural Health Perinatal Services Pilot Project. Coordinates with Center for Health Care Quality staff to ensure that action items are completed and project timelines are met. Monitors and analyzes program data to determine whether program participants are complying with reporting requirements and assess the effectiveness of the data collection efforts. Provides progress reports to the Manager II and CHCQ executives on the status of the Pilot Project. Conducts research to inform project decision-makers. Independently collects data to be used for required reports to Department and Agency management and the Legislature. Tracks the status of applications submitted by potential program participants and ensures that CHCQ provides timely responses and decisions for applications.
- 30% The Analyst II is responsible for communications related to the pilot project. Monitors and maintains the dedicated project e-mail inboxes and telephone lines. Responds to inquiries and provides excellent customer service to members of the public. Provides information to external stakeholders and refers complex questions to subject matter experts. Serves as a liaison between pilot program staff, CHCQ program areas, stakeholders, and members of the project. Tracks questions from internal and external stakeholders, creates frequently asked questions documents, and ensures that all inquiries are responded to in a timely manner.
- 25% Supports the Perinatal Services Pilot Project by performing support tasks. Schedules and/or participates in meetings with CHCQ management Project team staff, CHCQ subject matter experts, and external stakeholders. Assists the Research and Data Specialist, Medical Consultant, and Manager II with their pilot project duties.

Marginal Functions (including percentage of time)

- 5% Other 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:

Date: