

DUTY STATEMENT

Employee Name: VACANT	Position Number: 580-530-5157-737
Classification: Analyst I	Tenure/Time Base: Permanent/Full Time
Working Title: Prenatal Screening Logistics Unit Analyst	Work Location: 850 Marina Bay Parkway Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health/Genetic Disease Screening Program Division	Branch/Section/Unit: Program and Policy Branch/Prenatal Screening Program Section/Prenatal Logistics 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 to protect and improve the health of all Californians.

Under supervision of the Health Program Manager I, Chief of the Prenatal Logistics (PLOG) Unit, the Analyst I performs a variety of technical and analytical duties that are of average difficulty to support the California Prenatal Screening Program (CA PNS). The Analyst I enhances services through agile

operations and interacts with CA PNS Program clinicians and patients in a variety of modalities, assisting with Program supplies, user experience with Genetic Disease Screening Program Division's (GDSP) online applications, and general CA PNS Program functions.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 5% for possible meetings and site visits to supply warehouse contractors
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 30% Interface with Screening Information System (SIS) 2.0 computer application to keep the CA PNS Program entity and SIS 2.0 user databases up to date. Assist senior analysts in helping external users with GDSP application login issues and help external users troubleshoot through IT workflows via email and phone. Address questions and comments from public communication sources, such as for CalGenetic Portal and Program logistics, and refer more complex questions to senior personnel. Troubleshooting involves reviewing user activity reports, analyzing charted user login activity, and making recommendations to external partner IT partners for federating with GDSP applications and other web-based services. Train other PNS Section staff about maintenance of internal and external user accounts.
- 20% Prepare reports and make recommendations to the PLOG Unit Chief on supply order logistics, procedures, and policies, including use and performance of GDSP's contracted courier. Coordinate with GDSP's warehouse contractor in supply distribution and storage, including site visits to check inventory condition and quantity. Gather, tabulate, and dissect supply order data collected by GDSP's warehouse contractor to track blood testing kit and educational materials inventories. Estimate program supply inventory, including educational materials, testing supplies, and test requisition stationery. Project quantities of supplies for quarterly orders from CA PNS Program suppliers. Manage inventory amounts when supplies are low and make decisions about how to appropriately scale supply orders. Provide information and assistance to GDSP's warehouse contractor, CA PNS Program clinicians, clinics, CA PNS Prenatal Diagnosis Centers (PDC), and blood draw stations to process and fulfill supply orders. Contact clinicians and labs about PNS supply issues, including inappropriate use of non-standard test tubes or old test requisition forms.
- 20% Examine screen negative patient cases without a clinician of record for assignment to correct case coordinator center (CCC). Reviews PNS cases with incorrect or missing information for clinician of record. Use problem-solving skills to determine correct clinician's identity via available tools in the SIS 2.0cloud application, inquiring with PNS CCC contractors, medical offices, blood draw stations, and laboratory facilities. Input correct clinician data into SIS 2.0 and

complete downstream applications, such as processing results and paper mailers, preparing and completing billing reports, and analyzing specimen linkage inquiries. Prepare reports in Excel of completed case list. Makes recommendations to PLOG Unit Chief how to reduce cases with missing information, including test requisition form revision, clinician education, or other external partner outreach activities. Reviews daily stacks of mail for clinicians returned by the post office due to incorrect address.

- 10% Work with other PNS section staff to modernize PNS inventory supply chain, supply order protocols, and distribution system for blood testing kits, materials for participant, and clinician educational materials. Create and manage an electronic database of PNS clinicians, clinics, PDCs, and blood draw stations that order supplies from the CA PNS Program for order tracking and accountability purposes, as well as estimating Program supply needs. Attend regularly scheduled conference calls with GDSP's warehouse contractor on updates regarding the warehouse contractor, supply inventory, supply conditions, contract agreements, operational issues, or plan site visits. Assist PLOG Unit Chief with GDSP warehouse contractor contract revision and execution.
- 10% Perform User Acceptance Testing (UAT) of new updates, screens, and features of GDSP applications. Analyzes changes or differences made in old versus new programming or makes decision whether new application functionality completes requirements of minimum viable product. Makes recommendations to PLOG Unit Chief, as well as other GDSP managers, when UAT has passed or failed criteria and whether the CA PNS Program accepts new IT updates, changes, or features to GDSP applications. The Analyst I will be involved in development of new features and updates of GDSP applications.
- 5% Create and manage an electronic database for organizing PNS legal documents, subpoenas, security incident reports. Sign for and accept subpoenas when served to PNS Program. Makes decision whether records requests are valid and will be fulfilled by PNS Program. Gather materials and documents required for PNS Program's response to legal requests and subpoenas and prepare correspondence to requesting parties. Coordinate with Accounts Receivable to process records request payments. Intake information about potential security incidents and report to the CDPH Privacy Office, as well as complete forms and subsequent information about such incidents.

Marginal Functions (including percentage of time)

- 5% Performs other work-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 the 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: 7/7/26