

DUTY STATEMENT

Employee Name:	Position Number: 580-810-5393-XXX
Classification: Analyst II	Tenure/Time Base: Permanent/Full time
Working Title: Program Analyst	Work Location: 1615 Capitol Ave, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No):
Center/Office/Division: Center for Health Care Quality/Public Policy & Prevention Division	Branch/Section/Unit: Public Policy & Legislative Branch/Policy & Legislative Section/Standards Interpretation 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 researching, analyzing, and communicating statutory, regulatory, and policy requirements and by responding to inquiries regarding interpretation of statutes and regulations from members of the public, field office and headquarters staff. Develops policies and procedures for Center processes. Maintains consistency by performing technical analytical review of data and supporting accurate application of regulatory requirements. Conducts research and develops responses to complex policy questions. Serves as a point of contact for field office questions regarding regulatory interpretation.

The incumbent works under the direction of the Supervisor I.

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)

- 35% Independently and in collaboration with other teams, receive and respond to requests for regulations, statute and policy clarifications from internal and external stakeholders. Consults with internal subject matter experts, District Office staff, and other state and federal agencies in the analysis and interpretation of statutes, regulations, and policies and procedures related to licensing and certification. Creates documents to provide consistent interpretation of regulatory requirements. Creates and maintains processes to measure and report results of interpretation assistance provided to stakeholders. Use technology platforms or tools such as Outlook and SharePoint to receive and respond to inquiries, ensuring responses are accurate, consistent, and timely.
- 25% Conducts research on policy, regulations, and statutes through the Internet, State Library, state or federal agencies, or other sources to promote consistent and effective oversight of health care facilities. Use research to develop standardized responses and/or documents to advise or make recommendations regarding licensure requirements to program management and to assist staff understanding appropriate regulatory roles, rights, responsibilities, and enforcement options. Develops and maintains tools, such as SharePoint libraries or databases to capture and maintain documentation of approved research, recommendations, and responses.
- 20% Independently develops policies and procedures that provide guidance and direction to CDPH staff on complex technical regulatory functions within the Center. Provides guidance to interdepartmental staff and management in meeting licensing and certification requirements. Researches and performs complex analyses of federal and state statutes and regulations pertaining to health facility licensing and certification to develop policies, procedures, survey tools, and other program documents. Performs policy and operational analysis of program requirements to determine the impact on the public, providers, and patients/residents. Ensures policies and procedures are maintained and updated to reflect current regulatory requirements.

- 15% May work with other CHCQ divisions or teams to support internal process improvement, training, or activities targeted to improve quality of care in health care facilities. Participates in training, advisory and policy committees as directed. Attends federal and state training programs, in-services and continuing education courses necessary to maintain program knowledge and technical skills.

Marginal Functions (including percentage of time)

- 5% Performs other work-related duties as assigned

☐ 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: