DUTY STATEMENT

Employee Name:	Position Number: **580-820-5393-901**
Classification: Analyst II	Tenure/Time Base: Limited Term/Full-Time
Working Title: Training Analyst	Work Location: 1616 Capitol Avenue Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Care Quality/Office of Internal Operations	Branch/Section/Unit: Training Branch/CHCQ Training 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 providing independent analytic support to the Center for Health Care Quality (CHCQ). Job duties include CMS Federal Training Coordinator, Out of State Training Coordinator, Travel Blanket Coordinator, Federal Grant Budget, and a variety of complex and varied analytical and administrative duties.

Incumbent is responsible for maintaining current program knowledge of mandated federal and state training requirements, and for establishing and maintaining effective working relationships with Center for Health Care Quality (CHCQ), Centers for Medicare and Medicaid (CMS), and other stakeholders.

The incumbent works under the direction of the Supervisor I (S I) of the CHCQ Training Support Unit.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 5%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

40% Serves as a Training Coordinator for CMS Federal Learning Management System (LMS) and Surveyor/Student Centered programs. Responsible for managing, tracking, analyzing, and reporting multiple aspects of the CMS Federal training process for approximately 1000 surveyors and consultants statewide. Ensures surveyor/consultant staff learning activities are captured and tracked in designated data systems. Coordinates, analyzes, and makes necessary updates for LMS clean-up projects for the Center for Medicare and Medicaid Services (CMS) and Training Support Unit systems. Coordinates CMS approval, scheduling, tracking, reporting, and analysis of student prerequisite compliance of the Surveyor Minimum Qualifications Test (SMQT). Plans, analyzes, and generates ad-hock reports for management when requested. Prepares, tracks, and routes all CMS Federal program training questions to CMS and ensures replies are captured and routed to the section chief for dissemination. Prepares Quality Safety & Education Portal (QSEP) reports for various management of federal trainings to ensure CMS compliance. Serves as a central technical point of contact for questions related to CMS systems, programs, training, and general questions from various staff and stakeholders. Provides consultative services and recommendations to management relating to all assigned job duties. Prepares and conducts federal training presentations for Supervisor Academies and other state-wide scheduled events. Maintains data integrity of all federal training systems. Serves as a consultant to ITSD for various LMS systems.

15% Serves as the Out of State (OST) Travel Coordinator for CHCQ, ensuring all travelrequests conform to statewide and/or departmental policies and program objectives with the Budgets section. Communicates with staff on travel requests and ensures the travel meets policy and program objectives. Prepares travel packets with all required documentation for review by the Section chief and signature by the Deputy Director. Coordinates miscellaneous details with the Accounting section when required. Tracks and audits airfare expenses to ensure compliance set by the Budgets section.

15% Plans, prepares, and maintains the Out of State (OST) Travel Blanket for staff from the CHCQ Administrative Section, Laboratory Field Services, Health Associated Infections Program, Nursing Home Administrative Program, and Training Support Unit. Coordinates, compiles, tabulates, develops, analyzes, and prepares state and federal fiscal data for developing the annual OST Travel Blanket for CHCQ, ensuring all travel requests conform to statewide and/or

departmental policies and program objectives with the Budgets section. Maintains, audits, and updates new fiscal year travel blanket spreadsheets and documents travel related details. Prepares statistical reports for Section or Unit Chief or above as requested.

15% Reviews, analyzes, and prepares the yearly CMS federal grant budget. Meets with the Section Chief to determine details of the federal grant. Prepares spreadsheets to capture all travel/not travel related expenses. Researches and captures supporting documentation for final packets. Reviews, analyzes, and updates final spreadsheet details for final submission to Section Chief.

Marginal Functions (including percentage of time)

5% Attends/participates in weekly, monthly, and quarterly state and federal (CMS) regional and central office meetings when advised by CMS, Branch, Section or Unit Chief. This may include preparing presentations and/or compiling reports to inform stakeholders.

5% Continual Process Improvement on all assigned tasks. This includes reviewing processes, documenting suggested changes, meeting with management for approval and preparing/updating work instructions.

5% Attends training, provides work status reports, handles special projects, and performs other 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: DS
Date: 10/7/26