

DUTY STATEMENT

Employee Name:	Position Number: 580-230-5393-909
Classification: Analyst II	Tenure/Time Base: Permanent/Full-Time
Working Title: Business Operations Support Analyst	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes - Hybrid
Center/Office/Division: Center for Preparedness and Response (CPR)/Division of Operations	Branch/Section/Unit: Business Operations Branch

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 administrative support and special projects assistance for emergency preparedness and response efforts to the Center for Preparedness and Response (CPR).

The Analyst II works under the direction of the Manager II, Chief of the Business Operations Branch (BOB), performing complex administrative and analytical tasks for CPR. The incumbent creates, prepares, analyzes, reviews, and coordinates specialized assignments for the BOB including high level drills, programmatic coordination and liaison activities, and technical assistance requests. The Analyst II supports recruitment and retention, onboarding, and staff development activities. The incumbent

processes and handles complex, sensitive, and confidential administrative assignments; and develops and maintains effective working relationships with CDPH management, staff, and programs through effective communication practices.

In order to address urgent operational needs or conduct emergency-related response activities, incumbent may, on occasion, be required to work outside core business hours, travel, and transport up to 25 lbs.

Special Requirements

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

Essential Functions (including percentage of time)

- 40% Performs a variety of administrative support functions for BOB and CPR, including coordinating programs that support special projects and drills, as well as providing direct support to the BOB Branch Chief and CPR Assistant Deputy Director of Operations. Oversees and coordinates routine communications and special projects. Provides calendaring support, meeting facilitation, and note taking. Provides CPR leadership with regular updates and information on goals, objectives, and priorities. Provides administrative support to cross-center projects, including reorganization and restructuring packages, strategic planning efforts, and systems and process improvement initiatives. Reviews, develops, and improves Standard Operating Procedures for BOB programs. Supports the coordination and packaging of responses and required documents. Reviews, analyzes, prepares, and coordinates drill responses from CPR programs, including Human Resources and employee information requests, control agency inquiries, Budget Change Proposals, Facility Operations Drills, Health, and Safety Inspections, and other related requests. Reviews and analyzes these drills to track completion status, inform CPR management and makes appropriate recommendations to resolve issues. Maintains and updates databases and spreadsheets to track these drills within the office. Assists in identifying and recommending measures to ensure the CPR maintains, develops, and implements administrative policies and procedures for drill responses. Supports special projects as assigned, including Branch, Division, and Center activities, as needed. Analyzes new and ongoing project issues and keeps leadership informed of current activities and project statuses. Provides recommendations and proposes solutions to address identified issues. Prepares, reviews, and edits reports, memoranda, position papers, and controlled correspondence.
- 30% Leads onboarding efforts including new staff orientation to the center, equipment issuance and set up, onboarding and new hire paperwork, office and Emergency Operation Center familiarization, and other activities as required in coordination with the hiring manager. Works with the CDPH recruitment team for center recruitment efforts, including advertisements, job postings, and recruitment analytics. Conducts recruitment and retention data analysis and program evaluations and makes recommendations to management for improvement. Assists

hiring managers in writing and/or editing effective duty statements, postings, and justifications; developing screening criteria for application reviews; screening applications; developing interview questions; and scheduling interviews. Assists in the preparation and processing out of class assignment requests, exceptional allocation packages, re-organizations and restructures, and requests for arduous pay.

- 20% Supports travel and training coordination including coordination among programs for employees. Provides approval routing and technical assistance, including budget approvals, account coding, registration processing, and CalATERS and Concur support. Serves as the backup Training Coordinator for all CPR employees. Ensures coordinated efforts and tracking across CPR programs. Tracks all mandated training for all CPR employees through the Public Health Employee Training Tracking System (PHETTS) to ensure compliance with CDPH requirements. Ensures the CDPH 2457 Training Request Form is accurate and complete for management approval and appropriate fund billing for requested training. Works with accounting to ensure training invoices are paid in a timely manner. Coordinates travel arrangements for in state and out-of-state training.
- 5% Attends meetings and participates in workgroups on behalf of BOB in support of administrative public health emergency preparedness and response efforts. Attends federal and state training programs, in-services, and continuing education courses to develop and maintain program knowledge and skills. In the event of an emergency activation, the incumbent may be required, on short notice, to work irregular and overtime hours during disaster operations in order to support one of four CDPH Emergency Operation Centers (EOC). The incumbent is required to participate on an CPR Incident Response Team (IRT).

Marginal Functions (including percentage of time)

- 5% Performs other job-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 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: DN

Date: 10/26

DUTY STATEMENT

Employee Name:	Position Number: 580-230-5157-909
Classification: Analyst I	Tenure/Time Base: Permanent/Full-Time
Working Title: Business Operations Support Analyst	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes - Hybrid
Center/Office/Division: Center for Preparedness and Response (CPR)/Division of Operations	Branch/Section/Unit: Business Operations Branch

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 administrative support and special projects assistance for emergency preparedness and response efforts to the Center for Preparedness and Response (CPR).

The Analyst I assists and supports administrative and analytical tasks for the Center for Preparedness and Response (CPR) under the supervision of the Manager II, Chief of the Business Operations Branch. The incumbent assists with creating, preparing, analyzing, reviewing, and coordinating assignments for the Business Operations Branch (BOB), including drills, program coordination, and liaison activities, as well as technical assistance requests. The Analyst I supports recruitment and

retention, onboarding, and staff development activities. The incumbent processes and handles sensitive and confidential administrative assignments and develops and maintains effective working relationships with CDPH management, staff, and programs through effective communication practices.

In order to address urgent operational needs or conduct emergency-related response activities, incumbent may, on occasion, be required to work outside core business hours, travel, and transport up to 25 lbs.

Special Requirements

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

Essential Functions (including percentage of time)

- 40% Assists with performing a variety of administrative support functions for BOB and CPR, assisting with routine communications, meeting logistics, calendaring, and note-taking for branch activities under the guidance of the supervisor. Supports coordination and packaging of responses and required documents for special projects and drills by compiling information from programs and preparing draft materials for review. Provides basic administrative support to cross-center projects such as reorganization packages, strategic planning efforts, and process improvements by maintaining trackers and preparing draft correspondence. Assists in maintaining and updating simple databases and spreadsheets to track drill status, escalating issues to the lead analyst or supervisor as needed. Reviews and suggests minor updates to standard operating procedures for BOB programs, focusing on formatting and completeness, while substantive changes are referred to senior staff.
- 30% Assists with coordinating logistics for new staff onboarding, including equipment issuance, workspace readiness, and account requests, and prepares onboarding packets. Assists in the preparation of draft duty statements, postings, and interview materials using established templates, routing them to the hiring manager for review and approval. Assists in compiling recruitment and retention data from established sources, prepares summary spreadsheets and basic visualizations for management, and schedules interviews and panels. Communicates timelines and materials to participants, tracks completion, and follows up on outstanding items.
- 20% Assists with routing approvals and account coding for training and travel requests, prepares draft forms, and submits them for review. Supports the Training Coordinator by tracking mandated training compliance in the Public Health Employee Training Tracking System (PHETTS) and flagging overdue items to program leads. Assists with coordinating logistics for in-state and out-of-state travel, including registration holds and draft itineraries, and confirms arrangements after approval from senior staff. Assists with monitoring training invoices and verifies basic accuracy prior to routing to accounting, escalating discrepancies to senior analysts.

- 5% Attends meetings and participates in workgroups on behalf of BOB for administrative preparedness and response efforts, provides notes, and tracks action items. Completes assigned trainings to maintain program knowledge and skills, and shares learnings with the team as appropriate. May respond to public inquiries and coordinate with colleagues, management, and other stakeholders to perform various tasks. In the event of an emergency activation, the incumbent maybe required, on short notice, to work irregular and overtime hours during disaster operations in order to support one of four CDPH Emergency Operation Centers (EOC). The incumbent is required to participate on an CPR Incident Response Team (IRT).

Marginal Functions (including percentage of time)

- 5% Performs other job-related duties as required.

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Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

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Date: 10/26