DUTY STATEMENT

Classification: Analyst II	
Working Title: Licensing Travel Analyst	
Program: Behavioral Health	
Division: Licensing and Certification	
Branch: Licensing Branch 2	
Section: Counselor & Medicated Assisted Treatment (CMAT)	
Unit: CMAT Unit 1	
Office Location: 1501 Capitol Avenue, Sacramento, CA 95814	
COI Position: ☑ Yes ☐ No	Telework Eligible: ☑ Yes ☐ No
CBID: R01	Position Number: 808-958-5393-712
Bilingual Position: ☐ Yes ☑ No	Specify Language: Not Applicable

This position requires the incumbent to perform their essential functions; maintain consistent and regular attendance in-person and/or virtually; to communicate effectively and professionally, both orally and in writing; to develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; to complete assignments in a timely manner; and to adhere to departmental policies and procedures regarding attendance and conduct including those outlined in the Health Administrative Manual and the DHCS Telework Program. To promote collaboration and connection, essential functions are generally in-person consistent with the DHCS Telework Program and pursuant to an approved Telework Agreement.

Job Summary:

Under the direction from a Supervisor I, the Licensing Analyst, an Analyst II is responsible for the licensing, monitoring and oversight efforts of Narcotic Treatment Programs (NTP). The Analyst II is also be tasked with duties including but are not limited to bill analyses and budget change proposals, amending existing legislation, and proposing new legislation. Duties also include monitoring a caseload of NTPs, conducting inspections of NTP facilities, conducting complaint investigations, providing training, administrative support as needed, accounting related tasks and licensure renewal process.

Travel statewide, including overnight, of up to 50% of the time, by airplane, train, automobile, and other transportation methods is required. Travel related duties may take up to a week at a time, and several weeks per month, dependent upon workload and operational need.

Job Summary (cont):

The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.

Description of Duties:	
% of Time	**Essential Functions**
40%	Independently conduct annual and follow-up inspections of assigned NTPs to determine and promote compliance according to California Code of Regulations Title IX and Health and Safety Code Article I. Inspections require the incumbent to analyze and evaluate the NTP facility operations, including but not limited to review of patient files, NTP personnel files, evaluating written protocol on program administration such as status reports, intake reports, discharge reports, and conducting a facility walk through inspection of program building and grounds. Prepare compliance inspection reports, review and approve corrective action plans regarding deficiencies and ensure corrective actions contained in the plan are implemented timely. Interpret laws, statutes, regulations, and standards; provide guidance to NTP staff, departmental and federal representatives, state agencies, service providers, county administrators, and general public regarding compliance with state and federal requirements and inspection procedures. Personally handle the more complex licensing issues that arise during compliance visits or within the Section that may require immediate travel.
25%	Performs NTP licensing activities including review of applications for initial program licensure, medication units, office-based narcotic treatment networks, mobile components, relocation, expansion, capacity change, change in NTP program staff, and all other protocol amendment change requests. Preparation, processing and tracking of licensure renewal process and responsible for notifying Unit 1 of all fee changes associated with NTPs (i.e., capacity changes, relocations, new applications, civil penalties, etc.). Manages a caseload of NTPs and provides technical assistance as needed. Prepares correspondence for the public, state, federal, local agencies, providers and other stakeholders. Respond to requests for information, in person, by letter, by email, by telephone, or by video (i.e., WebEx or Microsoft). NTP record retention including but not limited to scanning and filing NTP applications and program changes. Conducts quality assurance reviews of the section's electronic drives and program files.
15%	Conduct and track complaint and death investigations of licensed NTPs, prepare report of findings, prepare reports of program deficiencies, and conduct site inspection followup, if required. Conduct inspections for new programs, program relocations, and physical changes to determine adequacy of treatment facilities and compliance with regulatory and statutory requirements. Prepare and track civil penalty notices and other documents to support and implement administrative actions (i.e., temporary suspensions, suspension and revocation of licenses) that may be taken against programs. Serve as back-up support for license renewal processes, including preparation, coordination, and tracking of fee charges, annual billing and status reports, fee logs, and notification to the Accounting Office of licensing and compliance related fees. Confer with local, city, county, State, and federal agencies regarding inspection findings, compliance issues, and administrative actions. Study and evaluate NTP data and trends.

Description of Duties:	
% of Time	**Essential Functions**
10%	Preparation of bill analyses, budget change proposals, and administrative actions required to address funding issues and division operations. Independently analyze current substance use disorders legislation and prepare proposals to change legislation or proposals to create new legislation. Independently analyze and review regulation packages, propose regulatory text, and regulatory text, and respond to stakeholder feedback. Assist with compiling documents for Public Records Act (PRA) requests. Format documents to comply with American Disability Act (ADA) standard for public posting on the Department website. Prepare correspondence for the public, state, federal, local agencies, providers and other stakeholders. Respond to requests for information, in person, by letter, by email, or by telephone.
5%	Perform Officer of the Day duties as scheduled monthly, to include processing requests for program exceptions or waivers to State regulations. Assist in the planning, coordinating and implementation of stakeholder meetings. Solicit input for agenda discussion and contact keynote speakers as identified.

Description of Duties	
% Of Time	**Essential Functions**
% Of Time	**Marginal Functions**
5%	Other duties as assigned.

Supervision Received: Under Direction by the (enter supervisor classification):
Supervisor I.

Supervision Exercised: (check all that apply) ☑ Non-Supervisory Classification / None
☐ Clerical Staff ☐ Analytical Staff ☐ Technical Staff
☐ Professional Staff ☐ Supervisory Staff ☐ Managerial Staff

Special Requirements:
☐ Medical Evaluation /Clearance ☐ Typing Certificate ☑ Valid Driver's License
☐ Background Check / Finger Printing Clearance
☐ Valid Professional License (please specify): _____

Desirable Qualifications:

Knowledge of principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization. Demonstrate ability to reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work. Experience in reviewing and analyzing documents and/or applications for completeness according to policies, procedures and/or regulations. Signify exceptional time management; organizational skills; experience meeting deadlines; manage multiple competing priorities; productive with efficient use of time and resources to meet complex objectives and changing priorities and competent in using basic office software such as Microsoft Outlook, Word, Excel, PowerPoint, and Microsoft Teams.

Working Conditions (Check all that apply):
Prolonged Periods of: Travel May be Required:
☑ Standing ☑ Sitting ☐ Kneeling ☐ Bending ☐ Occasional ☑ Over Night
Requires Lifting of Heavy Objects up to: _____

Acknowledgements:

Human Resources Acknowledgement: The Human Resources Division has reviewed and approved this duty statement.

Analyst Name:	Analyst Signature:	Date:
Daniyal Sadeghian Sorkhabi	Daniyal Sadeghian Sorkhabi Digitally signed by Daniyal Sadeghian Sorkhabi Date: 2026.09.08 10:54:26 -07'00'	09/08/2026

Employee Acknowledgement: I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:	Employee Signature:	Date:

Supervisor Acknowledgement: I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date: