DUTY STATEMENT

Employee Name:	Position Number: **581-402-5393-909**
Classification: Analyst II	Tenure/Time Base: Permanent / Full-Time
Working Title: Care Housing Program Advisor	Work Location: 1616 Capitol Avenue,Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases / Division of HIV, HCV, and STIs	Branch/Section/Unit: Office of AIDS / HIV Care Branch/ Special Programs Section / Care Housing 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 acting independently as a coordinator, advisor, and technical expert for all Housing Opportunities for Persons with AIDS (HOPWA) issues within the Office of AIDS (OA).

The incumbent provides general oversight, planning, administration, and monitoring of HOPWA and provides technical assistance to a variety of housing and local government agencies regarding the provision and development of housing programs and projects for people/persons with HIV. The Analyst II uses strong written and verbal communication skills to provide guidance, deliver technical assistance, and coordinate activities with contractors, stakeholders, and internal partners. The Analyst II utilizes Microsoft Office Suite applications - including Excel, Word, Teams, Outlook, and PowerPoint - to develop program materials, analyze programmatic and fiscal information, prepare reports, and support the administration and oversight of HOPWA activities.

The incumbent works under the direction of the Supervisor I, Chief of the Care Housing Unit.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 15% of statewide travel, including overnight stays of up to three nights.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

40% Conducts on-site monitoring to evaluate provider compliance with HOPWA contracts, policies, and regulations to ensure that clients receive high-quality housing and HIV services. Reviews and analyzes contractor budgets, budget revisions, invoices, and back-up documentation for program expenditure allowability. Reviews and analyzes programmatic and fiscal data to evaluate contractor performance. Compiles monitoring findings into written site visit reports and ensures successful implementation of corrective action plans. Coordinates and conducts combined oversight visits with the HIV Care Program.

25% Acts as a liaison for public inquiries, contractors, stakeholders, and other programs within the OA regarding housing and the HOPWA program. Responsible for internal and external trainings, consultations, and meetings related to the administration, implementation, and evaluation of activities and services funded by HOPWA. Creates training content and presentation slides for program policy implementation and new or revised program requirements. Facilitates program contractor presentations, technical assistance, and orientation meetings. Serves as a subject-matter expert on policy related to HOPWA. Utilizes e-mail, phone, and Microsoft Teams to communicate with contractors and subcontractors.

20% Identifies and evaluates program and policy issues, develops policy recommendations, and writes correspondence, policy letters, administrative procedures and manuals. Collaborates with the Care Business Unit, the Care Operations Unit, and the Care Evaluation and Monitoring Section on policy and programmatic analysis, training needs, and data reporting. Participates in work groups or committees as needed.

10% Assists the Care Housing Unit Chief with annual federal applications and reports, including the HOPWA Annual Action Plan and Consolidated Annual Program Evaluation Report. Provides technical guidance to contractors and subcontractors on data quality and report submission.

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: HD
Date: 07/2026