

DUTY STATEMENT

Employee Name:	Position Number: 580-810-5393-XXX
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent/Full-time
Working Title: Regulation Analytics Analyst	Work Location: 1616 Capitol Ave, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Care Quality/Public Policy	Branch/Section/Unit: Public Policy and Legislative Branch / Regulations Development Section / Regulation Analytics 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 performing a variety of tasks related to the development and implementation of public and program policy and procedures, interpretation of statute, regulations and legislation related to the Center. The incumbent is expected to develop expertise in a number of program areas, analyze and research issues, and prepare program correspondence on a variety of subjects. The incumbent must deal frequently with health care providers, other State and Federal entities, city and/or county agencies, other divisions/sections within the Department and the Office of Legal Services.

The incumbent works under the direction of the Staff Services Manager I (SSM 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)

- 40% Independently research, analyze, and prepare supporting documentation for regulation packages affecting health care facilities and professionals regulated by the Center for Health Care Quality. Analyze available health facility and provider data, health care industry data, and data on the economic impact the regulations and CDPH polices will have on CHCQ, CDPH, Californians and providers. Analyze research findings and prepare statistical and economic models to determine the fiscal and economic impact of proposed regulations on the regulated community.
- 25% Independently develop the cost estimating methodology and fiscal analyses for complex and sensitive regulation packages in conformity with department policies, Department of Finance requirements, and the Administrative Procedures Act requirements for adopting, amending, and repealing regulations.
- 15% Frequently perform independent research and analysis of complex statutory program requirements. Consult with other department program leads as well as external and internal subject matter experts to adopt, amend, and repeal regulations. Serves as part of the Regulations Project Team to provide fiscal and economic expertise to CDPH leadership for complex and sensitive regulations packages under development. Advise the Public Policy and Legislative Branch management on the fiscal and economic impact of proposed regulations based on the operations of the Center.
- 15% Advise the Public Policy and Legislative Branch management on strategies to develop and promote regulations of statewide significance. Provide specialized guidance and assistance to policy analysts on legislation to determine regulatory needs. Translate statutory requirements into program concepts and formal regulations. Assist various program staff with understanding appropriate regulatory roles, rights, responsibilities, and enforcement options.

Marginal Functions (including percentage of time)

- 5% Other job-related duties as assigned and may act in a lead capacity on assignments and special projects. Participate in various meetings with management and other program and departmental staff. Consults with CHCQ management and performs special projects.

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: CO
 Date: 3/28/24