

DUTY STATEMENT

Employee Name:	Position Number: 580-130-5393-909
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent/Full-Time
Working Title: Records and Forms Management Analyst	Work Location: 1616 Capitol Avenue Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Administration Division	Branch/Section/Unit: Program Support Branch / Operational Support Services/ Business and Admin Support Services Section/ Policy, Training and Admin Services Unit (PTASU)

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 independently performing complex and varied analytical tasks associated with CDPH's Forms Management Program, Records Management Program, Waste Reduction and Recycling Program, and other administrative programs ensuring adherence to policies and procedures.

The incumbent works under the direction of the Staff Services Manager I (SSM I), Chief of Policy, Training and Administrative Services Unit (PTASU).

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)

- 20% Works as advisor and consultant to CDPH staff regarding Records Management Program, Forms Management Program, Waste Reduction and Recycle Program, Information Practices Act (IPA), Public Records Act (PRA), and other related administrative functions; as subject matter expert, provides program evaluation and recommendations on governmental issues that are identified. Ensures consistency with CDPH policies and administrative mandates by providing consultation and program assistance on the creation, maintenance, compliance, and removal of any of the policies and mandates related to these areas. Develops, maintains, and applies full understanding of appropriate CDPH policies and administrative mandates regarding administrative services, including legal requirements and regulations relating to collection, storage, and security of public information. Gathers, interprets, analyzes, and evaluates cost analysis, logistics, and personnel planning data to recommend, develop, and implement policies/procedures (in accordance with applicable Federal and State laws, regulations, and policies/procedures) for the various administrative functions assigned to the Unit in order to facilitate standardization, operating efficiency, and effectiveness.
- 20% Evaluates, organizes, and maintains CDPH record systems; recommends appropriate record storage system application/equipment to best meet program needs and comply with policy for retention and security. Administers records management program and conducts related studies. Monitors programs' Records Retention Schedules. Ensures proper record systems appraisal for legal, retention, and historical value considerations. Collaborates with the Department of General Services (DGS), Secretary of State (SOS), and California Records and Information Management Program (CalRIM), on record retention issues on behalf of CDPH Programs to ensure compliance with state mandates and legal requirements. Drafts and reviews policies and guidelines for inclusion in the CDPH Public Health Administrative Manual (PHAM). Works with CDPH programs and DGS' State Records Center to provide inactive/permanent records storage. Maintains record transfer lists, administers the Department contract for Recycle/Destruction of records, and confirms records are destroyed in accordance with legal requirements. Tracks, collects, and compiles record storage data and submits timely reports to management regarding record activity. Updates and submits CDPH's Quarterly Record Destruction report. Reviews, analyzes, develops, and improves program policies and procedures for the effective procurement and compliance with State Administrative Manual (SAM) and PHAM requirements. Assures record filing equipment is purchased under control agency guidelines. Reviews record storage and system equipment purchase requests for approval(s) based on State Department policies and procedures, and sound management practices.

- 20% Provides technical knowledge and consultancy for the Forms Management Program. Presents analysis on and assistance creating sound, legally defensible for practices (ADA, state mandate, and internal policy compliant). May aid CDPH staff with other departmental organizations, outside agencies (i.e., DGS, SOS, and CalRIM), professional organizations (i.e., Association of Records Managers and Administrators Inc.), and outside contractors and vendors as the CDPH point of contact and subject matter expert, and Department authority on all things forms management (analysis, identification, development, implementation, maintenance, and rescinding of forms). Analyzes, evaluates, and may propose the need for new forms and/or revisions to ensure consistency with applicable legal mandates, State and Department regulations, policies/procedures for design, Americans with Disabilities Act (ADA) Section 508 Compliance, and standardization according to SAM or other related laws. Prepares Bi-Annual Public Use Forms Report. Analyzes and audits forms-related transactions for appropriateness, effectiveness, and cost efficiency; ensures any actions taken to create, modify, or remove forms; any required external forms vendor work; or any licensing concerns are appropriately effectuated.
- 15% Serves as Web Contributor/Publisher for the Branch. Reviews, revises, and assesses electronic information relating to the Branch's activities and ensures documents are ADA compliant for web publishing. Confirms with supervisor that the Intranet/Internet web pages are updated and current (including but are not limited to the Records Management Program, Forms Management Program, Waste Reduction and Recycle Program, IPA, PRA, and other related administrative functions). Modifies and revises policy/procedures for inclusion in the PHAM, Administration Information Memorandum distribution, and internal procedures for the Unit's activities. Coordinates and tracks revisions of PHAM with appropriate program management/staff.
- 10% Works with management of the CDPH Waste Reduction and Recycle program; researches, interprets, analyzes, and implements applicable Federal and State laws, regulations, and policies in the development and implementation of CDPH's Waste Reduction and Recycle Program procedures. Incorporates CDPH procurement practices to purchase "recycled" goods. Assist in the development of work plans and data collection from CDPH's facilities regarding waste and recycling practices; assists in establishing applicable employee education program, as required. Initiates timely communication and provides recycle gathering materials. Acts as the primary analyst on all legislative bills related to waste management and recycling. Provides reports to California Department of Resources, Recycling, and Recovery (CalRecycle). Acts as CDPH Recycle Program administrator (primarily paper, batteries, and organic waste) and represents CDPH with the control agency, recycle vendors, and programs as the internal subject matter expert, central point of contact, contract manager and solicitor, and collaborator on agency level initiatives. Reviews, evaluates and recommends the feasibility of implementing a recycle program in state-owned buildings or leased property. Provides recommendations for negotiations with recycle vendors and building management to implement the most effective recycle program.
- 10% Prepares material such as, but not limited to, the following: procedural manuals, training material, bill analyses, issue memos, regulation reviews, budget change proposals, concept papers, feasibility study reports (FSRs), and finance letters. Assists with special projects. Develops planning papers, graphs, and other essential documents for project/activity tracking, ad hoc reporting, and ongoing status reports. Research references such as the Government Code, Health and Safety Code, SAM, etc., to ensure CDPH policy and procedures are consistent with State laws and codes.

Marginal Functions (including percentage of time)

5% 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: AV
 Date: 6/26/2024

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Competencies

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Job Summary

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Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
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Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

HRD Use Only:

Approved By: AV

Date: 6/26/2024