

DUTY STATEMENT

Employee Name:	Position Number: 580-011-5393-909
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent/Full Time
Working Title: Community Health Investment Analyst	Work Location: Statewide
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Hybrid
Center/Office/Division: Office of Policy and Planning	Branch/Section/Unit: Policy and Program Branch Community Health Investment Section

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 Resources' Job Descriptions webpage](#).

Job Summary

This position will serve as the Community Health Investment Analyst for the Community Health Investment (CHI) Section within the Office of Policy and Planning (OPP), by supporting this multi-disciplinary, innovative team with research, analysis and coordination of external affairs to advance strategic public health policy, address population health management priorities, and support identification and implementation of community health investment strategies.

The Community Health Investment Analyst supports the California Department of Public Health (CDPH) mission and strategic plan by advancing the health and well-being of California's diverse people and communities by promoting prevention, increasing health equity and community clinical linkages. These efforts are integral to support and implementation of the State Health Assessment and Improvement Plan (SHA/SHIP) process, which identifies the landscape of public health and the

status of California at a population and systems level and identifies shared priorities and strategies for statewide population health improvement, with an emphasis on issues with intersections in health disparities, social determinants, equity, and cross-cutting intradepartmental work.

The mission of the OPP is to advance transformative policy and systems change that will promote state and community health improvement through prevention, equity, and collective action. The OPP promotes public health policy priorities and supports CDPH capabilities for community health improvement, advancement of opportunities to use policy to leverage health system transformation, , research and analysis, integrated planning, decision intelligence, and engagement of other sectors to improve the public's health.

Under the direction of the Health Program Manager II (or SSM II), CHI Section Chief, the Community Health Investment Analyst will ensure that OPP executes contracts in an equitable manner and in compliance with all relevant rules, regulations and laws; that they are able to provide effective collaboration and communications with internal and external partners to address crosscutting public health priorities, and that accurate research and policy analysis inform decisions and policy development to improve the health of all those in California.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: In- and Out-of-State travel up to 5% may be required.
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 25% Conducts research and analysis on community health investment, population health management, and prevention initiatives to advance health equity to support the CHI Section, OPP, CDPH and partner collaboration. Supports the CHI Section and OPP staff with the identification of emerging and effective practices in areas related to health care delivery system funding models and innovative investment and financing models to support state and local public health work on community health, prevention, and equity. Tracks and contributes to statewide and department initiatives related to health system billing, revenue maximization, funding reforms, and health information exchange initiatives and other special projects and contributes from the lens of community health investment to the State of Public Health Legislative Updates, SHA/SHIP Reports, and the State Health Equity Plan. Coordinates and launches pilot activities in key areas of CHI Section focus. Develops issue memorandums, bill analyses, policy analysis, Budget Change Proposals, Finance Letters, and funding proposals as applicable based on active priorities, for management review. Prepares, assists with, reviews, and presents reports and recommendations on public health and health system policy and investment topics and other OPP and CDPH priorities.
- 25% In collaboration with CHI Section staff, coordinates internal and external meetings, webinars, trainings, and conferences, including preparing agendas, taking and distributing meeting

notes, and recruiting and preparing speakers to support ongoing collaboration with a wide range of stakeholders, including key state and local community agencies, departments, and researchers, such as the California Department of Health Care Services, the California Health and Human Services Agency (CalHHS), California Conference of Local Health Officers, County Health Executives Association of California, Local Health Jurisdictions, and academic institutions. Provides coordination support for project workgroups and organizes collaboration environments (e.g., SharePoint and Microsoft Teams) for documents and materials. Responds and coordinates responses of others to drills and assignments from CDPH Offices, CalHHS, Department of Finance, State Controller’s Office, Department of General Services, and other related drills. Develops and carries out brief surveys. Tracks CHI Section projects including timelines, deliverables, and risk, and serves as a liaison to CDPH Centers, Offices and Programs and other external partners.

25% Serves as the CHI Section liaison to the OPP Operations & Grant Management Section. Plans and carries out fiscal procedures and administrative duties for the CHI Policy Section including Human Resources, fiscal tracking and monitoring, and contract management. Works across OPP sections including the Operations Branch and program staff to develop contract agreements, process invoices, and track completion of deliverables according to the scope of work. Serves as a subject matter expert on operational systems and processes to support key initiatives. Advises CHI Section staff, partners, and stakeholders’ staff on necessary fiscal and administrative procedures. Analyzes work processes to recommend and carry out fiscal procedures and administrative methods to improve services. Procure program resources for the CHI Section. Independently develops and maintains tracking mechanisms to support the work of the CHI Section.

20% Conducts internal and external outreach and communications for the CHI Section. Independently develops, reviews, and edits communications materials on behalf of the CHI Section staff responding to internal and external inquiries. Prepares correspondence, responses, and/or provides recommendations to various requests from departmental entities, external organizations, and employees, regarding a wide variety of issues. Works with CHI Section staff to draft and update online/website content. Plans for and ensures accessibility and compliance with Americans with Disabilities Act for the project’s internal and public facing materials and documents. Assists in developing and independently maintaining communications tracking mechanisms to support the work and evaluation of projects and initiatives within the Section. Prepares various documents using the appropriate Microsoft Office Suite and other software applications.

Marginal Functions (including percentage of time)

5% Other job-related duties as assigned.

<p><input type="checkbox"/> 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.</p>	<p><input type="checkbox"/> 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.)</p>
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Supervisor's Name:		Employee's Name:	
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: LaJuana Thompson

Date: 8/14/2023