

DUTY STATEMENT

Employee Name:	Position Number: 580-810-5393-729
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent/Full time
Working Title: Legislative Analyst	Work Location: Sacramento
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Care Quality, Public Policy & Prevention Division	Branch/Section/Unit: Public Policy and Legislative Branch/Policy and Legislative Section/ Legislation and Special Projects 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 CDPH's mission and strategic plan by independently preparing complex bill analyses, legislative concepts, legislative proposals, and analyzing legislation. The Associate Governmental Program Analyst (AGPA) research issues on a variety of topics related to health facility licensing and certification to develop recommendations for changes to statutory or regulatory authority for the Licensing and Certification program. The incumbent research issues on a variety of topics related to health facility licensing and certification, prepares reports and reviews sensitive and complex public policy issues on a variety of health care facility issues.

The incumbent works under the direction of the Staff Services Manager 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% Develops State and Federal bill analyses and activities for the Branch, in accordance with CDPH forms, procedures, and timelines. Conducts bill analysis for one or more of the licensing and/or certified health facility categories, ranging from General Acute Care Hospitals to Skilled Nursing Facilities and/or certified professionals. Provides expert information in order to prepare legislative testimony, consulting with the bill sponsors, authors, and other agencies to negotiate solutions.
- 30% Independently develops and evaluates legislative proposals related to Licensing and Certification program activities. Consults with legal services, provider associations, advocates, program staff and others as appropriate in the development of recommendations for the adoption of, or for changes in statewide Licensing and Certification policies. Conducts research from various sources and performs analysis of program needs, statutory and regulatory authority and the impact on the public, providers and patients/residents. Develops talking points and speeches for the Chief of the Legislation Section or other program and departmental staff. Develops issue memoranda, white papers, and reports to advise and make recommendations to program management and the administration.
- 15% Research issues on a variety of topics related to health facility licensing and certification and prepares responses to inquiries from stakeholders and members of the public. Develops all facility letters or letters to others advising of program changes or implementation of new statutory provisions, etc.
- 10% Prepares reports and reviews sensitive and complex public policy issues on a variety of health facility and related aging issues. Works with other departments on joint licensing or other regulatory projects.

Marginal Functions (including percentage of time)

- 5% Attends program and departmental meetings as necessary. Performs other work-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: CP

Date: 7/16/24