

DUTY STATEMENT

Employee Name:

Classification: Associate Governmental Program Analyst	Position Number: 580-825-5393-808
Working Title: Conviction Analyst	Work Location: 1615 Capitol Ave, Sacramento CA 95814
Collective Bargaining Unit: 01	Tenure/Time Base: Permanent / Full Time
Center/Office/Division: Center for Health Care Quality/Licensing and Certification	Branch/Section/Unit: Professional Certification Branch/Criminal Background Section/Criminal Background Clearance Unit C

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.

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

The Associate Governmental Program Analyst (AGPA) supports the California Department of Public Health's (CDPH) mission and strategic plan by independently planning, coordinating, and conducting criminal background reviews throughout California. The AGPA follows established procedures and applies applicable laws to perform criminal background reviews of various license types requiring criminal record clearance. The AGPA evaluates applicant or certificate holder's evidence of rehabilitation to prepare detailed criminal background reports and makes recommendations on the subject's ability to be certified or cleared for employment purposes. The AGPA travels as necessary to represent the Department at administrative hearings; prepare administrative documents such as accusations and statement of issues. Travel is required up to 5% of the time.

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: 5%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 35%** Independently analyzes criminal record case files. Evaluates confidential and classified criminal offender record information (CORI) obtained from the DOJ, arrest reports, court documents and/or evidence of rehabilitation provided by the applicant. Performs high-level analysis of documentation collected by the applicants and/or certificate holders, employers, references, law enforcement agencies, and courts to determine if they have been rehabilitated. Initiates contact with health care facilities, law enforcement, courts, and Licensing and Certification District Offices, Nursing Home Administrator Program, and other stakeholders to ensure that analysts have all the relevant information for determination.
- 35%** Prepare comprehensive criminal background reports. Describes the findings and evidence that was collected during the criminal background review. Makes recommendations to the manager to provide either criminal record clearance or to take appropriate disciplinary action when rehabilitation is insufficient.
- 15%** Represents the Department at administrative hearings. Works with the Office of Legal Services in assisting to plan and prepares cases for administrative hearings by presenting facts and evidence to an administrative law judge in support of the Department's decision to take disciplinary action against a licensee or certificate holder. Prepares administrative documents and testify at any criminal proceedings in defense of the Department's criminal background review.
- 10%** Completes administrative functions; maintains tracking systems to monitor caseload, provides monthly statistics on caseload, recommends legislative and regulatory changes and also maintains policy and procedures according to regulations and statutes.

Marginal Functions (including percentage of time)

- 5%** Performs other work-related duties as assigned.

Special Characteristics:

1. All employees in the Criminal Background Section of the Licensing and Certification (L&C), Professional Certification Branch (PCB) must submit fingerprints via the live scan fingerprinting process through the Department of Justice (DOJ) to obtain state and federal fingerprint clearance **prior** to employment. Pursuant to Penal Code section 11102.2 all CBS employees must obtain and maintain confirmation as a Custodian of Records by the DOJ.

2. The Department may receive possible subsequent arrest and conviction notifications from the DOJ until the L&C PCB Criminal Background Section submits a “No Longer Interested” (NLI) form to DOJ. The NLI form is submitted when an employee terminates their employment with the PCB Criminal Background Section.

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
HRB Use Only: Approved By: K. DeVore	Date 02/20/2020		

DUTY STATEMENT

Employee Name:

Classification: Staff Services Analyst	Position Number: 580-825-5157-793
Working Title: Conviction Analyst	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Tenure/Time Base: Permanent/Full-time
Center/Office/Division: Center for Health Care Quality/Licensing and Certification	Branch/Section/Unit: Professional Certification Branch/Criminal Background Section/Criminal Background Clearance 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.

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

The Staff Services Analyst (SSA) performs the less complex analytical functions and is responsible for the planning, coordinating, and conducting criminal background reviews throughout California. The SSA follows established procedures and applies applicable laws to perform criminal background reviews of various license types requiring criminal record clearance. Evaluates applicant or certificate holder's evidence of rehabilitation and prepare detailed criminal background reports. Makes recommendations on the subject's ability to be certified or cleared for employment purposes. Assists the AGPA to prepare administrative documents such as accusations and statement of issues.

The incumbent works under the supervision of the Staff Services Manager I (SSM I) of the Criminal Background Clearance Unit.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☒ Background Check and/or Fingerprinting Clearance

- ☐ Medical Clearance
- ☒ Travel: 5%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 30% Analyze criminal record case files. Evaluate confidential and classified criminal offender record information (CORI) obtained from the DOJ, arrest reports, court documents and/or evidence of rehabilitation provided by the applicant. Perform initial review and analysis of documentation collected by the applicants and/or certificate holders, employers, references, law enforcement agencies, and courts to determine if they have been rehabilitated. Initiate contact with health care facilities, law enforcement, courts, and Licensing and Certification District Offices, Nursing Home Administrator Program, and other stakeholders to ensure that analysts have all the relevant information for determination.
- 30% Assist in the preparation of criminal background reports. Enter criminal record information into electronic database. Assist with tracking and maintaining report information in the electronic case management system. Describe the findings and evidence that was collected during the criminal background review. Make recommendations to the manager to provide criminal record clearance or to take appropriate disciplinary action when rehabilitation is insufficient.
- 20% Assist the Department with preparing for administrative hearings. Assist the SSM I and AGPA in planning and preparing cases for administrative hearings. Organize documents and gather information and evidence to submit to an administrative law judge in support of the Department's decision to take disciplinary action against a licensee or certificate holder.
- 15% Complete administrative functions. Maintain tracking systems to monitor caseload. Provide monthly statistics on caseload. Draft and maintain written policy and procedures according to regulations and statutes. Assist in the development of written procedures for the section's various work processes. Create and maintain work flow charts and diagrams. Respond to the less technical questions and requests.

Marginal Functions (including percentage of time)

- 5% Other work related duties as requested

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: S.Kandhro	Date 8/13/2021		