

## DUTY STATEMENT

Employee Name:	Position Number: <b>580-710-5393-702</b>
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent/Full Time
Working Title: Operations Analyst	Work Location: 850 Marina Bay Pkwy, Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Center for Laboratory Sciences	Branch/Section/Unit: Operations Branch/PHM Training Program & Animal Science Section/PHM Training 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 helping to administer the Public Health Microbiologist (PHM) Training Program and to assist in procuring supplies, arranging for stipends, exploring funding opportunities, ensuring that technology is up-to-date and identifying local assistance money that can be used for this program.

The Associate Government Program Analyst (AGPA) working as the Operations Analyst (OA), is responsible for preparing and monitoring all purchase orders, service orders and contracts for the Operations Branch, PHM Training Program. Responsible for tracking the finances and contractual obligations of the PHM Training and Animal Science Section. Receives and processes applications, certifications, and Public Record Act (PRA) requests. Serves as Liaison and representative for committees and groups. Coordinates with FMB on budget reports and reviews and analyzes legislative bills. Supports all Section services as well as maintaining the PHM Training SharePoint site.

The incumbent works under the direction of the Public Health Microbiologist Supervisor (PHMS) in the PHM Training Program & Animal Services Section of the Operations Branch.

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**Special Requirements**

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- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 15% required.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

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**Essential Functions (including percentage of time)**

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35% Works with the Program Support Branch (PSB) to prepare and monitor all purchase orders, service orders, and contracts related to procuring supplies, media, equipment, and other items as needed for the Public Health Microbiologist (PHM) Training Program. Updates and maintains PHM Training Program inventory. Schedules and coordinates annual preventative maintenance on equipment. Coordinates donations from county laboratories (equipment, supplies and delivery). Coordinates repairs and work orders with the Facilities Management Section (FMS). Develops and implements tracking systems for various program business needs related to the purchasing of laboratory supplies and equipment; makes recommendations, plans logistics, and develops implementation plans to meet operational needs of the program. Periodically reviews administrative/operational processes and provides recommendations as needed; provides summaries to assist with policy-making discussions. Provides information to the Accounting and Budget Sections in the Financial Management Branch (FMB) as required.

Independently prepares, processes, and monitors all incoming funds, expenditures, stipends, projections, purchases, and contractual documentation for the PHM Training and Animal Science Section. Independently prepares and reviews invoices and tracks and confirms payments to contractors/vendors to ensure adherence with contract payment agreements. Reviews program encumbrances and expenditures for appropriateness and accuracy. Provides financial summaries, tracking logs, and other reports to management.

30% Receives and processes applications, certifications, and Public Record Act (PRA) requests for the Animal Section unit and the California Animal Laboratory Use Approval Program. Provides timely response to communications and inquiries. Works with subject matter experts on bill analysis to provide information about the program. Assists in gathering information for fiscal analysis and regulations work. Works with the Animal Science unit's vendors and contractors to renew and update contracts, purchase orders, and service orders as well as Veterinarian contracts. Coordinates and schedule vendors and facilities management for on-site visits, work orders, repairs, service, and maintenance. Provides support to the following services as needed PHM Training, CEU, Animal Facility, CA Animal Lab Use Approval Program, and the new AB357.

20% Analyzes and summarizes proposed federal and state budget documents related to the PHM Training and Animal Science Section. Receives applications and routinely provide Continuing Education (CEU) report to Laboratory Field Services (LFS). Develops impact statement reports on proposed changes to laboratory programs and provides written and verbal recommendations on fiscal information as requested by the CDPH, Department of Finance, and the Legislature. Serves as a liaison/representative to special committees and projects and provides information on program operations. Researches, develops, and gives oral and written presentations and reports on sensitive and complex policy issues. Functions as administrative/operational liaison and active participant with internal and external workgroups and agencies to ensure the continued successful development and implementation of the program including Administrative User Group, Contract Management Unit, Budget Section, Accounting Section, etc. and external organizations as needed.

Develops and maintains the electronic and backup manual tracking system and collaborates with the FMB regarding budget reports, salary savings, program expenditure reports, inter-branch expenditures, budget change proposals, finance letters, throughout the budget process. Tracks budget hearing outcomes. Reviews and analyzes legislative bills to determine if related to programs and share related bills with appropriate programs. Coordinates a centralized response or independently completes various drills such as budget drills, equipment drills, as assigned. Coordinates, prepares, and reviews budget change concepts and proposals and revisions, coordinates, and responds to position budget drill reductions; researches and recommends strategies for meeting budgetary requirements. Facilitates and participates in meetings as necessary.

10% Assists in developing, implementing, and maintaining the PHM Training and Animal Science Section CLS and SharePoint site. Initiates and/or coordinates the creation of new webpages, or revision of outdated information, by working with the ITSD staff and obtaining management approvals prior to submitting for publishing. Create new and/or update processes to increase operational efficiencies. Assists in developing, implementing, and maintaining surveys using both paper and online tools such as Survey Monkey.

### **Marginal Functions (including percentage of time)**

5% Performs other job-related duties as needed.

☐ 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: SB

Date: 5/10/24

## DUTY STATEMENT

Employee Name:	Position Number: <b>580-710-5157-702</b>
Classification: Staff Services Analyst	Tenure/Time Base: Permanent/Full Time
Working Title: Operations Analyst	Work Location: 850 Marina Bay Pkwy, Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Center for Laboratory Sciences (CLS)	Branch/Section/Unit: Operations Branch/PHM Training Program & Laboratory Animal Services 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.

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### 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 helping to administer the Public Health Microbiologist (PHM) Training Program and to assist in procuring supplies, arranging for stipends, exploring funding opportunities, ensuring that technology is up-to-date and identifying local assistance money that can be used for this program.

The Staff Services Analyst (SSA) working as the Operations Analyst (OA), is responsible for preparing and monitoring all purchase orders, service orders and contracts for the Operations Branch, PHM Training Program. Responsible for tracking the finances and contractual obligations of the PHM Training and Animal Science Section. Receives and processes applications, certifications, and Public Record Act (PRA) requests. Serves as Liaison and representative for committees and groups. Coordinates with FMB on budget reports and reviews and analyzes legislative bills. Supports all Section services as well as maintaining the PHM Training SharePoint site.

The incumbent works under the direction of the Public Health Microbiologist Supervisor (PHMS) in the PHM Training Program & Animal Services Section of the Operations Branch.

### **Special Requirements**

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 15% required.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

### **Essential Functions (including percentage of time)**

35% Under the supervision of the Public Health Microbiologist Supervisor (PHMS) works with the Program Support Branch (PSB) to prepare and monitor all purchase orders, service orders and contracts related to procuring supplies, media, equipment, and other items as needed for the Public Health Microbiologist (PHM) Training Program. Updates and maintains PHM Training Program inventory. Schedules and coordinates annual preventative maintenance on equipment. Coordinates donations from county laboratories (equipment, supplies and delivery). Coordinates repairs and work orders with the Facilities Management Section (FMS). Develops and implements tracking systems for various program business needs related to the purchasing of laboratory supplies and equipment; makes recommendations, plans logistics, and develops implementation plans to meet operational needs of the program. Periodically reviews administrative/operational processes and provides recommendations as needed; provides summaries to assist with policy-making discussions. Provides information to the Accounting and Budget Sections in the Financial Management Branch (FMB) as required.

Under the supervision of the Public Health Microbiologist Supervisor (PHMS) prepares, processes, and monitors all incoming funds, expenditures, stipends, projections, prepares, processes, and monitors all incoming funds, expenditures, stipends, projections, purchases, and contractual documentation for the PHM Training and Animal Science Section. Independently prepares and reviews invoices and tracks and confirms payments to contractors/vendors to ensure adherence with contract payment agreements. Reviews program encumbrances and expenditures for appropriateness and accuracy. Provides financial summaries, tracking logs, and other reports to management.

30% Under the supervision of the Public Health Microbiologist Supervisor (PHMS) receives and processes applications, certifications, and Public Record Act (PRA) requests for the Animal Section unit and the California Animal Laboratory Use Approval Program. Provides timely response to communications and inquiries. Works with subject matter experts on bill analysis to provide information about the program. Assists in gathering information for fiscal analysis and regulations work. Works with the Animal Science unit's vendors and contractors to renew and update contracts, purchase orders, and service orders as well as Veterinarian contracts. Coordinates and schedule vendors and facilities management for on-site visits, work orders, repairs, service, and maintenance. Provides support to the following services as needed PHM Training, CEU, Animal Facility, CA Animal Lab Use Approval Program, and the new AB357.

20% Under the supervision of the Public Health Microbiologist Supervisor (PHMS) analyzes and summarizes proposed federal and state budget documents related to the PHM Training and Animal Science Section. Receives applications and routinely provide Continuing Education (CEU) report to Laboratory Field Services (LFS). Develops impact statement reports on proposed changes to laboratory programs and provides written and verbal recommendations on fiscal information as requested by the CDPH, Department of Finance, and the Legislature. Serves as a liaison/representative to special committees and projects and provides information on program operations. Researches, develops, and gives oral and written presentations and reports on sensitive and complex policy issues. Functions as administrative/operational liaison and active participant with internal and external workgroups and agencies to ensure the continued successful development and implementation of the program including Administrative User Group, Contract Management Unit, Budget Section, Accounting Section, etc. and external organizations as needed.

Under the supervision of the Public Health Microbiologist Supervisor (PHMS) and maintains the electronic and backup manual tracking system and collaborates with the FMB regarding budget reports, salary savings, program expenditure reports, inter-branch expenditures, budget change proposals, finance letters, throughout the budget process. Tracks budget hearing outcomes. Reviews and analyzes legislative bills to determine if related to programs and share related bills with appropriate programs. Coordinates a centralized response or independently completes various drills such as budget drills, equipment drills, as assigned. Coordinates, prepares, and reviews budget change concepts and proposals and revisions, coordinates, and responds to position budget drill reductions; researches and recommends strategies for meeting budgetary requirements. Facilitates and participates in meetings as necessary.

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Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

**HRD Use Only:**

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Date: 5/10/24