

DUTY STATEMENT

Employee Name:	Position Number: 580-520-5393-791
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent/Full-Time
Working Title: Technical Expert / Attendance Coordinator	Work Location: Sacramento
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Maternal, Child and Adolescent Health Division	Branch/Section/Unit: Administrative Support Branch / Administrative and Business Services 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 assisting with innovative solutions, strengthening partnerships and collaborations, and embracing technology to provide support and assistance to the Maternal, Child and Adolescent (MCAH) Division staff with personnel support, allowing MCAH staff to complete their duties in an efficient and informed manner.

Under direction of the Staff Services Manager (SSM) I, of the Administrative and Business Services (ABS) Unit. The Associate Governmental Program Analyst (AGPA) supports the ABS Unit in streamlining business processes in accordance with CDPH policies and procedures and performs a variety of personnel and administrative support duties requiring a high degree of initiative,

independence, and excellent verbal and written communication skills. The AGPA is proficient in Microsoft Word, Excel, PowerPoint, Visio and Outlook to perform the administrative duties necessary for the operational needs of the MCAH Division.

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)

- 30% Develops and distributes MCAH Division personnel procedures, including, but not limited to, organizational charts, onboarding new employees, job aids, confirmation letters for tentative and final job offers, welcome letters to new hires, job opportunity bulletins, is the main contact for onboarding resources and for the Employee Assistance Program, and provides information to the public regarding application and hiring processes. Reviews and develops recommendations and implementation of necessary MCAH Division personnel procedures to improve business operations. Develop and recommend strategies for process improvements, including the integration of new technologies, redesigning workflows, and implementing best practices. Collaborate with various stakeholders to gather insights and feedback, and to persuade and guide the implementation of proposed changes to enhance productivity, reduce operational costs, and improve overall organizational performance, ensuring that resources are utilized efficiently and effectively. Responsible for the organization and maintenance of the electronic personnel files of the MCAH Division, such as approved duty statements, reorganization packages, and personnel resources. Works in collaboration with the MCAH PLs in the preparation of electronic filing of documents for recruitments, separations, and exit package documents.
- 30% Serves as subject matter expert providing high-level technical assistance, consultation, and coordination on a variety of complex projects, working with the MCAH PLs, to complete personnel drills, personnel related inquiries, and assignments by reviewing, analyzing and editing the information for accuracy. Oversee and organize the overall trajectory of projects and drills, ensuring timely delivery by assisting in setting deadlines, coordinating tasks, and closely monitoring the development and completion of deliverables. Provide progress reports that detail the status of deliverables, milestones achieved, and any challenges encountered. Offer guidance to key participants, analyze data to inform future deliverables, and produce/review time-sensitive documents for both internal and external stakeholders. Maintain position tracking logs and employee databases including employee emergency contact information. Track MCAH Division staff probation report dates and identify and retrieve electronic documents; analyze data for accuracy and information, review and format submitted materials, and maintain confidential personnel files.
- 25% Serves as the Attendance Coordinator for the MCAH Division requiring confidentiality in

accordance with CDPH Information Privacy and Security Policies. The AGPA is the primary MCAH Division contact for the Tempo Timekeeping platform. The AGPA reviews and analyzes information to resolve payroll and leave issues, reconciles employee leave balances with the monthly Leave Activity Balance report, distributes the monthly Leave Activity Balance report to managers and supervisors, and submits the monthly Dock Report to the Human Resources Department. The AGPA manages and tracks, including but not limited to, General Salary Increases, Special Salary Adjustments, benefit updates, the 25-year state service awards and other retirement awards, and the distribution of Master Pay, Merit Salary Adjustments/Range Changes, Notices of Personnel Action, Annual Leave/Vacation Usage Overage, Annual Leave Report, Administrative Time off for Government declared emergencies, and Catastrophic Leave. The AGPA works with the MCAH Personnel Liaisons (PL) to submit final attendance forms (STD 634) and the Exit Clearance form with the employee and employee’s supervisor.

- 10% Provide backup assistance to the Training Coordinator. This includes processing staff registration, securing approval, gathering supporting documentation, and confirmation of training request. The AGPA provides back up assistance in the preparation and submission of purchase orders, service orders and revolving fund requests to the MCAH Fiscal Section and reviewing invoices for payment by tracking all related expenditures as needed.

Marginal Functions (including percentage of time)

- 5% Attend meetings and perform other job-related 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: J.A.
 Date: Sept24

DUTY STATEMENT

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Working Title: Technical Expert / Attendance Coordinator	Work Location: Sacramento
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
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Under the direction of the Staff Services Manager (SSM) I, of the Administrative and Business Services (ABS) Unit. The Staff Services Analyst (SSA) supports the ABS Unit in streamlining business processes in accordance with CDPH policies and procedures and performs a variety of personnel and administrative support duties requiring a high degree of initiative, independence, and

excellent verbal and written communication skills. The SSA is proficient in Microsoft Word, Excel, PowerPoint, Visio and Outlook to perform the administrative duties necessary for the operational needs of the MCAH Division.

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)

- 30% Assist in the development and distribution of MCAH Division personnel procedures, including, but not limited to, organizational charts, onboarding new employees, job aids, confirmation letters for tentative and final job offers, welcome letters to new hires, job opportunity bulletins, is the main contact for onboarding resources and for the Employee Assistance Program, and provides information to the public regarding application and hiring processes. Reviews, recommends, and assist with implementation of necessary MCAH Division personnel procedures to improve business operations. Develop and recommend, under the direction of the SSM I, strategies for process improvements, including the integration of new technologies, redesigning workflows, and implementing best practices. Collaborate with various stakeholders to gather insights and feedback, and to persuade and guide the implementation of proposed changes to enhance productivity, reduce operational costs, and improve overall organizational performance, ensuring that resources are utilized efficiently and effectively. Responsible for the organization and maintenance of the electronic personnel files of the MCAH Division, such as approved duty statements, reorganization packages, and personnel resources. Works in collaboration with the MCAH PLs in the preparation of electronic filing of documents for recruitments, separations, and exit package documents.
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Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

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