

**DUTY STATEMENT**

Employee Name:	Position Number: 580-353-5393-901
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Limited-Term Full-Time
Working Title: Document Remediation and Public Request Analyst	Work Location: 850 Marina Bay Pkwy, Bldg. P, 3 <sup>rd</sup> Floor Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Environmental Health Investigations Branch

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 providing administrative support of environmental health programs promoting healthy environments for the health and well-being of the people of California.

The incumbent works under the direction of the Staff Services Manager II (SSM II), Assistant Branch Chief, within the Environmental Health Investigations Branch (EHIB). The Associate Governmental Program Analyst (AGPA) independently performs the more responsible, varied, and complex consultative, technical, and analytical staff services assignments. The AGPA creates reports, makes recommendations to management, and responds to communication from internal and external stakeholders.

**Special Requirements**

Conflict of Interest (COI)

- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 5% in-state travel may be 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% Using Adobe Acrobat software and techniques learned in Department provided training to remediate documents in accordance with Americans with Disabilities Act (ADA) Web Content Accessibility Guidelines (WCAG) standards 2.0 and PDF Universal Accessibility (PDF/UA) to meet compliance with AB434 legislation. This includes, but is not limited to, organizing pages and logical reading order within a document; creating and/or editing tags, bookmarks, and headers alternative text; editing and/or correcting formatting issues within documents; and entering appropriate metadata for each document. This process will include conducting accessibility and regression testing to validate compliance. The AGPA will help with the development and maintenance of branch-wide guidance on formatting, content, and document consistency. Assists with developing and providing training for staff to implement procedures. Makes existing and future videos ADA compliant by including transcripts, closed captioning, and audio descriptions.
- 30% Works with EHIB administrative staff in the completion of sensitive, confidential action items such as legislative and regulatory analysis, Public Record Act (PRA) requests, and other priority drills of the branch. Responds to the more complex administrative drills including sensitive, priority action items/drills received from within CDPH as well as external offices such as the State's Health and Human Services Agency, Governor's Office, Legislature, etc. Responsible for thoroughly researching and analyzing requests; relaying needs to EHIB management; relaying information to appropriate parties and ensuring timelines are met; and analyzing and drafting responses for content clarity and accuracy. Formats and packages media correspondence and other documents in accordance with State procedures and policies as needed. Provides information to Branch on administrative policies, procedures, and related matters as they are updated by the department and/or external stakeholders.
- 15% Assists with the drafting of guidance and/or procedures regarding controlled correspondences, Director's Action Requests (DARs), Secretary's Action Requests (SARs), and other sensitive and confidential action items of the branch.
- 10% When appropriate will train and provide guidance to other EHIB programmatic and administrative staff on administrative processes.

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

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- 5% Attends applicable ADA document remediation, Public Records Act, and other job-related trainings as required.
- 5% Perform other job related duties as assigned.

I certify this duty statement represents an accurate description of the essential functions

I have read and understand the duties and requirements listed above and am able to

of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

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: HD

Date: 09/2024