

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-751-5393-719</b>
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent / Full-time
Working Title: Laboratory Data and Inspection Analyst	Work Location: 320 W. 4 <sup>th</sup> Street, Suite 890 Los Angeles, CA 90013
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Laboratory Sciences	Branch/Section/Unit: Laboratory Field Services / On-Site Licensing

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.

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**Competencies**


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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](#).

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**Job Summary**


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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by ensuring quality standards in clinical and public health laboratories, tissue and blood banks, the production of biologics, and laboratory scientists through licensing, examination, inspection, education, and proficiency testing.

Under the direction of Examiner III, Section Chief, the Associate Governmental Program Analyst(AGPA) provides the more complex analytical support in policies and procedures, data analysis, Information Technology Services Division (ITSD) assignments, controlled correspondence,

and website maintenance within the On-Site Licensing Section of the Laboratory Field Services Branch.

Travel is required approximately 10% of the time within the state. This is the full journey level analyst class and may act as a team lead.

### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 10%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification: Clinical Laboratory Scientist license or Public Health Microbiologist certification
- Other:

### Essential Functions (including percentage of time)

- 30% Independently develop and implement an Out-of-State (OOS) application tracking database for performance management. Work with Examiners to coordinate and monitor facility licensing complaint investigations to ensure timely completion of investigations. Work with Examiners in reviewing, evaluating, and approving OOS laboratory licenses. Confer with Examiners regarding application irregularities as needed. Verify that laboratories and laboratory personnel meet federal and state laws, statutes, and regulations, as well as departmental policies.
- Independently plan, develop, organize, and implement the more complex policies and procedures as they relate to On-Site Licensing processes as mandated by code. Develop, organize, and maintain the more complex flow charts, tables, spreadsheets, databases, infographics, and documents to develop statistical reports, establish and maintain business processes.
- Assist Examiners with coordinating facility licensing complaint investigations and monitors them to ensure timely completion of investigations. Coordinate adverse actions taken against facility licenses with the Office of Legal Services. Track adverse actions, civil money penalties, and other enforcement action taken against laboratory facilities to assure timeliness of processing. Assist Examiners with coordinating Accrediting Organization approvals and assists with deeming facility issues.
- 30% Research complex issues, problems, and complaints related to facility licensing and registration, and receive technical guidance from Examiners to prepare, coordinate and assure responses are returned timely and appropriately (including addressing controlled correspondence). Draft correspondences to other agencies or programs advising them of program changes or implementation of new statutory provisions, etc. Provide excellent customer service through all methods of communication including email, letter, and telephone by responding to applicants, the regulated community, the legislature, the

Governor's office, the public, and others who contact LFS with questions, concerns, or complaints. Research and respond to questions from applicants via email, letter, and telephone regarding the application and renewal process. Coordinate Public Record Act requests for the Facility Licensing Section.

Research and prepare the more complex reports. Prepare, review, analyze and interpret reports generated from multiple internal and external databases and reports the findings for performance management. Actively participates in, or leads, quality improvement teams. Prepare and analyze data and reports for performance measurement, quarterly and/or annual reports, and ad hoc reports as necessary.

Develop a quality assurance plan to monitor the appropriate processing of OOS laboratory licenses and the consistency of data. Assist in implementing the plan and coordinating the quality assurance efforts with clerical and professional staff. Research and prepare reports for the Clinical Laboratory Technical Advisory Committee.

25% Perform research and analysis to maintain knowledge and assist with the implementation of the State and the California Department of Public Health (CDPH) standards for web content. Assist with web content creation in developing and recommending website strategies, policies, and technology changes to program management. Review state strategies, policies, and web standards to determine applicability to LFS's environment and customer base. Establish and maintain effective working relationships with Web Unit members and other department employees. Translate written technical language and information into easy-to-understand, reader-friendly language. Represent LFS on interagency web-related collaborative projects and committees.

Work with the Information Technology Services Division (ITSD) to participate in assigned IT projects that modify current IT systems such as the Health Applications Licensing System (HALS), and the creation of new IT systems such as the Electronic Laboratory Licensing and Registration for Facilities System (ELLFS) program, and the Electronic Content Management (ECM) project. Train and prepare staff for the implementation of the ELLFS program.

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

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- 10% Provide back-up support to On-Site Licensing's Associate Governmental Program Analyst. Assist in administrative reviews of facilities and personnel throughout California to ensure compliance with state and federal regulations. Perform other administrative functions in order to ensure timely completion of assignments. Attend work-related trainings and meetings which will require travel within California.
- 5% Perform 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: AR  
Date: 9/11/24