

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-352-5393-709</b>
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent/Full-time
Working Title: Personnel Liaison	Work Location: 850 Marina Bay Parkway, Bldg. P-3, Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Childhood Lead Poisoning Prevention Branch, Operations Support Section, Operations Support 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 supporting policies and procedures that relate to hiring.

The incumbent works under the direction of the Staff Services Manager I, Operation Support Unit (OSU) Chief. The Associate Governmental Program Analyst (AGPA) performs a wide variety of full-journey complex and sensitive consultative and analytical tasks. The AGPA shall independently perform administrative, operational and program services, and personnel issues with a high level of

administrative complexity. The incumbent is the Personnel Liaison and and back up Attendance Coordinator for the program.

### **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)**

- 35% Prepares and submits Request for Personnel Action (RPAs) using the Service Now, Human Resources System (SNOW) for hiring of personnel by the Human Resources Division (HRD). Prepares RPA supporting documents including: duty statements, organization charts, and justifications for administrative, scientific and technical positions. Monitors and tracks the progress of RPA for management. Upon hiring, gathers and provides benefit packages for new employees to submit to HRD for processing. Makes recommendations regarding reclassifications, required examinations, and other personnel-related matters to management. Prepares out-of-class justifications. Works with multiple areas within the HRD to solve complex RPA issues. Prepares responses to personnel drills and other requests for information. Assist management in preparation of Branch exam plans, hiring plans, and training needs for Branch's technical and professional staff.
- 20% Prepares weekly Personnel Status Reports for internal use. Develops and maintains an accurate Branch position roster and organizational chart, maintains and updates the Branch personnel files. Reconciles branch personnel expenditures with Fi\$cal Online Reporting Environment (FORE)/FORE raw data reports to ensure accuracy. Reviews and makes amendments/corrections to the Employee Master File (EMF) ensuring proper Program Cost Account/Service location codes and percentages for each position. Reviews monthly State Controller's Office (SCO) Report verifying positions and vacancies. Offer strategies to correct position irregularities on SCO Report.
- 15% Back up Attendance Coordinator for the Branch. Assists staff with correcting errors; reconciles leave balances/discrepancies; reports various leaves and dock to HRD; monitors hours for State employees using HRIS. Independently investigates and resolves problems and questions relating to employee benefits and attendance. Requests user ID account for new staff. Processes employee badge requests. Processes exit clearance for State employees.
- 10% Independently analyze and evaluate Branch administrative problems and recommend effective actions to ensure Branch compliance with statutory, regulatory, and policy requirements. Analyzes policies and strategies related to Branch program activities, staffing, and budgetary processes. Acts as a resource expert preparing required reports and

preparing any associated financial reports for management. Maintains working knowledge of Branch’s six bargaining unit contracts. Provides information to management on the program’s six Bargaining Units. Act as a Branch’s Personnel liaison with the HRD, on human resource related issues.

10% Prepares travel justifications and descriptions for the Annual Out-of-State/Out-of-Country Travel (OST/OCRs) blanket for Branch, scientific, and technical staff. Track, log, monitor and maintain files for OST/OCRs by developing, formatting, editing, and setting-up spreadsheets. Reconcile and submit invoices for payment for various expenditures (e.g., purchase orders for equipment and supplies, and service/work orders). Maintain, track, and log account records of program expenditures. Prepares and provides monthly travel expenditure reports to management. Analyzes travel expenditures with FORE to ensure budgetary accuracy.

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

5% Participate in regular administrative meetings at Section, Branch, Division, Center, and Department levels. Prepares personnel, travel, and training updates for Section Chiefs’ and Branch-wide meetings. Lead-person for Branch’s Building Emergency Response Team (ERT). Maintains ERT roster and attends ERT training.

5% Other job-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: JA  
 Date: 9/9/24