

## DUTY STATEMENT

Employee Name: <b>Vacant</b>	Position Number: <b>581-403-5393-712</b>
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent / Full-Time
Working Title: Local Capacity Building Analyst	Work Location: 1616 Capitol Avenue, Sacramento CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases / Office of AIDS	Branch/Section/Unit: HIV Prevention Branch / Sexual Health and Program Resilience Section / Local Capacity & Program Development 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 CDPH mission and strategic plan by advancing health equity and strategic planning goals and objectives. It promotes the recognition and reduction of the burden of infection among California's most vulnerable populations through changes in workplace culture and practice.

Additionally, this position advances racial equity, climate, economic justice, diversity, and inclusion in approaches, processes, policies, and deliverables while also addressing challenges caused by racial inequities, stigma, and medical mistrust faced by persons who inject drugs, young gay and bisexual men, and cis- and trans-gender women of color.

The Associate Governmental Program Analyst (AGPA) works under the general supervision of the Staff Services Manager (SSM) I, in the Local Capacity Building & Program Development Unit within the HIV Prevention Branch. The incumbent will develop and maintain ongoing relationships with stakeholders, including but not limited to local health jurisdictions (LHJs) and community-based organizations (CBOs), to provide technical assistance (TA) and local capacity building opportunities. These efforts aim to maximize syndemic approaches to human immunodeficiency virus (HIV), sexually transmitted infections (STIs) and hepatitis c virus (HCV) prevention and care services. The individual will collaborate with other units within the Prevention Branch to leverage and provide TA and capacity building resources, offering consultation and assistance for HIV programs, and other pilot projects as assigned. The AGPA works both as part of a team and independently, as a program coordinator.

### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: This position requires moderate statewide travel up to 15% annually.
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

### Essential Functions (including percentage of time)

- 30% **Technical Assistance and Local Capacity Building:** The incumbent enhances the capacity of LHJs to utilize a syndemic approach to program delivery by coordinating TA and capacity building efforts for funded jurisdictions. Works closely with programs and members of the Local Capacity Building & Program Development Unit to identify TA and capacity building needs. Independently conducts site visits, meetings, and check-ins with LHJs and demonstration projects to evaluate HIV prevention programs. Provides TA and best practices to LHJs and demonstration projects that specifically and intentionally advance racial health equity, economic justice, diversity, equity and inclusion in approaches, processes, policies, and deliverables. This includes TA and best practices on how to specifically reach people living with and at risk for HIV, including Black/African American (AA) and Latinx individuals. The incumbent collaborates with programs to address challenges, racial inequities, stigma, and medical mistrust facing persons who are at risk for HIV infection, including but not limited to persons who inject drugs, young gay and bisexual men, and cis- and trans- gender women of color. TA and capacity building efforts may encompass a range of HIV prevention services including, but not limited to HIV testing, linkage to care, preexposure prophylaxis (PrEP) and postexposure prophylaxis (PEP). Works closely with the unit to aid local staff in sharing best practices that are culturally sensitive and incorporate science-based, patient centered approaches and promising practices. Develops and facilitates tailored trainings, meetings, and provides resources for funded programs that will aid in the improvement, effectiveness, and sustainability of HIV prevention programs and enhance health outcomes for vulnerable and underserved populations. Works with LHJs in the development and implementation of interventions rooted in proven approaches to HIV care and prevention services, including but not limited to syndemic and status neutral approaches, trauma-informed, whole-person care, and social network strategies. Coordinates

with the Prevention Evaluation & Monitoring Section (PEM) and OA Surveillance staff by attending and participating in joint planning meetings, site visits, and reviewing various reports and data for providing guidance to LHJs. Closely monitors the Local Evaluation Online (LEO) data system to track and assess client-level data for funded programs.

25% Program Development, Implementation, and Evaluation: Facilitates quarterly meetings, learning collaboratives, and communities of practice with funded programs to identify gaps and community needs for successful HIV prevention methods and strengthen syndemic approaches in HIV programs. Works closely with members of the Prevention Branch to lead discussions with external stakeholders on the allocation of funding to develop and implement culturally responsive, trauma-informed, patient-centered, and equitable HIV prevention programs. Develops requests for applications (RFAs) that require the incumbent to plan and develop programs that specifically fund HIV prevention efforts to increase and improve racial health equity among Black/AA and Latinx communities in California. Monitors resulting contracts and prepares guidance, training, and presentations for external stakeholders as needed. Assists in planning projects and periodic progress and evaluation reports for funded programs. Works with PEM and HIV Surveillance to conduct data analysis on existing programs to monitor client-level data and to identify promising practices, data-based and strength-based approaches that are used to dismantle racial and health inequities and improve health outcomes for priority populations. Develops and reviews progress reports, ensures contract deliverables are met, and provides TA as needed. Independently researches and develops issue papers, reports, and correspondence surrounding various issues related to status-neutral approaches and HIV prevention programs. Develops and maintains expertise in national HIV prevention strategies, local/national data, and trends relevant to HIV prevention, particularly for priority populations. Represents the Prevention Branch at meetings, conferences, and other forums. Participates in the development of programmatic guidelines to ensure that all departmental, programmatic, legal, and fiscal requirements are met.

20% HIV, STI and HCV Testing Policy Coordination: Coordinates efforts to expand HIV, HCV and STI screening in medical and outreach settings, improving effectiveness of focused, rapid point-of-care testing. Maintains knowledge of current considerations for testing in medical settings and proposes and oversees the implementation of strategies and actions for expanding routine, opt-out testing. Oversees the effectiveness of focused testing programs to improve and increase testing among underserved populations. Meets with LHJ testing programs and test kit manufacturers to discuss current program status and needs. Develops and implements testing-specific guidance, and collaborates with LHJs on current testing issues, technologies, and needs pertaining to focused testing. Provides oversight and TA to funded LHJs, healthcare agencies, and CBOs in planning, implementing, and maintaining an effective system to link HIV-positive clients to care and HIV-negative clients to prevention services. Assists LHJs in identifying best practices to address barriers and gaps in care, reengagement in care, and ensure best efforts are made for increasing HIV testing and immediate linkage to care. Assist LHJs identify and implement quality assurance measures and Capacity Building Assistance (CBA) technical assistance needs. As the program policy expert for HIV, HCV and STI testing and linkage to care services, performs and develops relevant bill analyses and policy memorandums. Utilizes Centers for Disease Control (CDC) policy and HIV Prevention program expertise to monitor federal law and policy to identify potential impacts to testing sites and other program areas and makes recommendations. Independently performs high-level analyses, such as assessing the need to amend policies.

20% Develop and Implement Tools and Processes: In collaboration with other members of the Local Capacity Building & Program Development Unit, develops tools, processes, and best practices

for implementing and strengthening status-neutral approaches to HIV prevention services and programs that address the syndemics of HIV, STIs, and HCV. These tools and processes will address the social determinants of health and racial health equity, proven approaches to HIV prevention services, and other areas of need in HIV prevention funded programs. Maintains knowledge of areas of need, service coverage, and current efforts to address gaps. Produces written guidelines for identifying gaps and needs and oversees the implementation of these guidelines for distribution to key stakeholders, LHJs and CBOs.

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

5% Establishes and maintains rapport and effective working relationships with federal, state, and local representatives, CBOs, public and private groups, and the public. Performs 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: Nathalia Klyn

Date: 09/16/2024