

DUTY STATEMENT

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|---|---|
| Employee Name: Vacant | Position Number: 580-045-5393-909 |
| Classification: Associate Governmental Program Analyst | Tenure/Time Base: Permanent/Full-Time |
| Working Title: Language Access Services Coordinator | Work Location: 1615 Capitol Avenue, MS0513 Sacramento, CA 95814 |
| Collective Bargaining Unit: R01 | Position Eligible for Telework (Yes/No): Yes |
| Center/Office/Division: Office of Professional Development & Engagement | Branch/Section/Unit: Language Access & Procurement 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 CDPH's mission and strategic plan to advance the health and well-being of California's diverse people and communities by maintaining a proactive culture of continuous quality improvement (QI), engaging staff at all levels, and leveraging data and technology to enhance services.

The Associate Governmental Program Analyst (AGPA) serves as the Language Access Services Coordinator performing the more responsible, varied, and complex contract manager duties, planning, organization, oversight, facilitation, and monitoring of language access services for the Language Access Services Program (LASP) in the Office of Professional Development & Engagement (OPDE), Language Access & Procurement Unit (LAPU).

The incumbent works under the direction of the Staff Services Manager I (SSMI), LAPU Chief.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 20%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 40% Independently develops, implements, and monitors Language Access Services interagency agreements and multiple, enterprise contracts. Monitors contract funding and prepares all statements of work for interagency agreements and contracts. Assesses and requests amendments, renewals, or new contracts as needed by gathering and analyzing data, timelines, funding, and program needs to renew and amend contracts in a timely manner, to ensure timelines are met, there are no breaks in service, and compliance with all contracting laws, rules and regulations, Public Contract Code and State Contracting Manual.
- 30% Independently reviews and approves all Language Access Services invoices to verify services rendered, verifies charges are aligned with the contract budget, and ensures compliance with all contracting and accounting laws, rules, and policies. Ensures services procured via contracts, interagency agreements, service orders, and purchase orders are tracked and renewed or rebid in a timely manner to ensure continuity of services. Reviews invoices and verifies work performed and costs claimed are in accordance with the terms. Ensures timely approval or written dispute of invoices in accordance with the California Prompt Payment Act (GC § 927, et seq.) Communicates with the vendor if there is an invoice dispute, sends the vendor the dispute form, and provides due dates to return updated invoices.
- 20% Independently conducts ongoing tracking and monitoring of interagency agreements and contract budgets. Identifies the funding codes and facilitates the process to ensure CDOs are appropriately charged for services rendered. Ensures there are sufficient funds to pay for all services rendered as required. Prepares fiscal drills, statutory reports, and other documentation using a variety of tools including Microsoft Word, Excel, PowerPoint, and Publisher as they relate to Language Access Services interagency agreements and contracts. Occasionally travels to Agency, East End Complex, and other CDPH sites and state agencies as needed to represent OPDE at meetings, presentations, trainings, events, workshops, and conferences.

Marginal Functions (including percentage of time)

5% Develops, implements, and maintains internal policy and procedural guidelines and written desk procedures. Evaluates policies and procedures to evaluate effectiveness and applies Lean techniques to continually improve processes.

5% Keeps supervisor updated on workload and any potential issues and problems that may arise. Develops work plans, issues papers, and assists on special projects. Continuously seeks opportunities for growth and development through training courses and individual research. Performs other AGPA 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.)

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|------------------------|------|----------------------|------|
| Supervisor’s Name: | Date | Employee’s Name: | Date |
| Supervisor’s Signature | Date | Employee’s Signature | Date |

HRD Use Only:
 Approved by: J.A.
 Date: Sept 24

DUTY STATEMENT

| | |
|---|---|
| Employee Name: Vacant | Position Number: 580-045-5157-909 |
| Classification: Staff Services Analyst | Tenure/Time Base: Permanent/Full-Time |
| Working Title: Language Access Services Coordinator | Work Location: 1615 Capitol Avenue, MS0513 Sacramento, CA 95814 |
| Collective Bargaining Unit: R01 | Position Eligible for Telework (Yes/No): Yes |
| Center/Office/Division: Office of Professional Development & Engagement | Branch/Section/Unit: Language Access & Procurement Unit (LAPU) |

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 CDPH's mission and strategic plan to advance the health and well-being of California's diverse people and communities by maintaining a proactive culture of continuous quality improvement (QI), engaging staff at all levels, and leveraging data and technology to enhance services.

The Staff Services Analyst (SSA) assists as the Language Access Services Coordinator and performs the less responsible, varied, and complex contract manager duties, planning, organization, oversight, facilitation, and monitoring of language access services for the Language Access Services Program (LASP) in the Office of Professional Development & Engagement (OPDE), LASU.

The incumbent works under the direction of the Staff Services Manager I (SSMI) , LASU Chief.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 20%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 40% Assists with developing, implementing, and monitoring Language Access Services interagency agreements and multiple, enterprise contracts. Helps monitor contract funding and prepares all statements of work for interagency agreements and contracts. Assists with assessment and requests amendments, renewals, or new contracts as needed by gathering and analyzing data, timelines, funding, and program needs to renew and amend contracts in a timely manner, to ensure timelines are met, there are no breaks in service, and compliance with all contracting laws, rules and regulations, Public Contract Code and State Contracting Manual.
- 30% Assists with reviewing and approving all Language Access Services invoices to verify services rendered, verifies charges are aligned with the contract budget, and ensures compliance with all contracting and accounting laws, rules, and policies. Ensures services procured via contracts, interagency agreements, service orders, and purchase orders are tracked and renewed or rebid in a timely manner to ensure continuity of services. Helps review invoices and verifies work performed and costs claimed are in accordance with the terms. Assists in the timely approval or written dispute of invoices in accordance with the California Prompt Payment Act - GC § 927, et seq. Communicates with the vendor if there is an invoice dispute, sends the vendor the dispute form, and provides due dates to return updated invoices.
- 20% Assists with conducting ongoing tracking and monitoring of interagency agreements and contract budgets. Helps identify the funding codes and facilitates the process to ensure CDOs are appropriately charged for services rendered. Ensures there are sufficient funds to pay for all services rendered as required. Assists in the preparation of fiscal drills, statutory reports, and other documentation using a variety of tools including Microsoft Word, Excel, PowerPoint, and Publisher as they relate to Language Access Services interagency agreements and contracts. May travel to Agency, East End Complex, and other CDPH sites and state agencies as needed to represent OPDE at meetings, presentations, trainings, events, workshops, and conferences.

Marginal Functions (including percentage of time)

- 5% Assists with developing, implementing, and maintaining internal policy and procedural guidelines and written desk procedures. Evaluates policies and procedures to evaluate effectiveness and applies Lean techniques to continually improve processes.
- 5% Keeps supervisor updated on workload and any potential issues and problems that may arise. Develops work plans, issues papers, and assists on special projects. Continuously seeks opportunities for growth and development through training courses and individual research. Performs other SSA 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.)

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| Supervisor’s Name: | Date | Employee’s Name: | Date |
| Supervisor’s Signature | Date | Employee’s Signature | Date |

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 Date: Sept 24