

## DUTY STATEMENT

Employee Name: <b>Vacant</b>	Position Number: <b>580-403-5393-XXX</b>
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent / Full-Time
Working Title: Instructional Program 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 Infections Disease / Office of AIDS	Branch/Section/Unit: HIV Prevention Branch / Business Innovation Section / Business Implementation and Program Collaboration 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 promoting the health and well-being of California's diverse populations and communities. It contributes to California's public health goals by working with state and federal agencies, local health jurisdictions, universities, and community-based organizations to ensure targeted and effective efforts in combating the HIV epidemic and controlling sexually transmitted infections (STIs). The position also prioritizes racial equity, climate and economic justice, diversity, and inclusion in its approach, processes, policies, and deliverables. It addresses the challenges of racial inequities,

stigma, and medical mistrust, particularly affecting individuals who inject drugs, young gay and bisexual people, and cisgender and transgender persons of color.

The Associate Governmental Program Analyst's (AGPA) responsibilities include developing scopes of work, financial documents, and spreadsheets for contracts, grants, and purchase orders; monitoring contractor performance for compliance with program deliverables and contract provisions; serving as a key point of contact and technical support for funded entities; conducting budget and fiscal analysis; tracking contractor invoices to ensure timely payment; identifying innovative process improvements; maintaining tracking systems critical to contractual oversight and evaluation functions; and developing and implementing standard operating procedures for the Branch. The incumbent works in the HIV Prevention Branch under the direction of the Staff Services Manager (SSM) I in the Business Implementation and Program Collaboration Unit.

### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 10% of travel statewide may be required per month
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

### Essential Functions (including percentage of time)

- 35% **Contract Management:** Acts as the primary coordinator for existing program grants and contracts and supports the development of new grants and contracts within the Business Implementation and Program Collaboration Unit. Ensures compliance with program and CDPH accounting requirements. Maintains expertise in contract provisions, including scope of work, technical requirements, completion dates, benchmarks, timelines, dollar amounts, and deliverables. Ensures that funding is available and encumbered, reviews invoices to verify work performed and costs claimed, and ensures that administrative payments are accurate and aligned with the contract. Assesses and requests contract amendments, renewals, or new contracts, ensuring sufficient time to process changes before contract expiration or fund depletion to prevent service lapses. Assists in developing and implementing standard operating procedures (SOPs) for business administration functions, including travel requests, onboarding, requests for applications, contract development, purchase orders, contract amendments, budget revisions, memorandums of understanding, document approvals, communication protocols, contractor guidance, and financial report development. Builds and maintains a comprehensive knowledge base of all contracting processes, procedures, and requirements. Develops and maintains standard correspondence templates for consistent communication with contractors regarding policies, guidelines, and protocols. Provides customer service and technical assistance to contractors and grantees, ensuring compliance with program and CDPH accounting requirements.
- 30% **Monitoring and Reporting:** Maintains documentation of contractor monitoring to ensure compliance with all contract provisions, tracking the progress of work to confirm that services meet the specified quality, quantity, objectives, timeframes, and standards outlined in the

contract (e.g., by reviewing progress reports and interim products). Independently develops and prepares ad hoc reports as needed. Creates and manages tools for project coordination within the Unit, including progress reports, calendars, mailing lists, website documents, web collaboration sites, shared drive documents, spreadsheets, and databases. Maintains a computer-based invoice application and budget tracking system for contracted vendors, such as local health jurisdictions (LHJs) and community-based organizations (CBOs), specifically for HIV prevention branch funds. Identifies potential barriers to contract execution and implementation, works with supervisors to address any contracting issues, and develops process improvements. Conducts budget and invoice analysis to inform programmatic decisions. Reviews and monitors fiscal and budget activities to ensure that LHJs and CBOs have proper fiscal controls in place to track and manage HIV prevention funds, expenditures, and inventory. Ensures the maintenance of required contract files, including all invoices, records, and relevant documentation, in accordance with the record retention schedule for at least three years after the final payment under the contract, and in compliance with the California Public Records Act. Monitors HIV prevention programs funded by LHJs, CBOs, and their subcontractors, maintaining ongoing communication with contractors to ensure activities are completed within established timelines and achieve full program compliance. Identifies systemic opportunities within the Prevention Branch and develop innovative, effective solutions to drive positive change.

- 30% **Program Collaboration:** Acts as a liaison between the HIV Prevention Branch, the Office of AIDS (OA) Support Branch, and the CDPH Contract Management Unit, providing technical assistance and sharing best practices. Collaborates on all key stages of contracts and grants, including interim progress reporting, annual programmatic and financial reports, and ensures compliance by writing or editing scopes of work and reviewing relevant legislation and health and safety codes. Assists in the writing, reviewing, and evaluating training curricula for the HIV/HCV Counseling and Testing program. Establishes and maintains effective working relationships with CDPH staff, federal, state, and local health department representatives, community-based organizations, contractors, and the public. Attends required meetings, webinars, and conferences. Documents contract management processes and creates educational job aids and training tools for Branch staff and contractors regarding contracting requirements. Serves as a backup to other AGPAs within the branch. Provides input and recommendations to prevention program staff on reporting requirements, writes analyses, and offers recommendations on program evaluations and other tasks as needed. Conducts budget and invoice analyses to inform programmatic decisions and provides customer service and technical support to contractors and grantees. Develops and conducts training on budget development, monitoring, and revision for branch staff, contractors, and grantees. Additionally, designs and facilitates training for internal staff on SOPs, and creates guides and job aids to support SOP implementation, ensuring long-term succession planning. Assists in facilitating team-building and strategic planning sessions as needed.

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

- 5% Performs other AGPA 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: 09/17/2024