

DUTY STATEMENT

Employee Name:	Position Number: 580-230-5393-909
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Limited Term/Full-Time
Working Title: Contract Coordination Unit Analyst	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes - Hybrid
Center/Office/Division: Center for Preparedness and Response (CPR)/Division of Operations	Branch/Section/Unit: Emergency Funding Coordination Branch Local Coordination Section Contract Coordination 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 enhancing preparedness and response for emerging public health threats through serving as the emergency response communication and coordination hub; providing leadership and vision through planning and guidance; effective management and oversight of emergency preparedness funds; and providing effective customer service.

The incumbent works under the direction of the Staff Services Manager I (SSM I) of the Contract Coordination Unit. The Associate Governmental Program Analyst (AGPA) performs the most complex technical analysis related to the administration of the Center for Preparedness and Response (CPR)

Local Assistance Program to local health departments (LHDs), in relation to the Paycheck Protection Program and Health Care Enhancement Act Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC) Cooperative Agreement (CoAg). Responsible for the maintenance and evaluation of the local assistance invoices and spend plans; provides detailed analysis of Fi\$cal reporting for the reimbursement contract. Responsible for the review and consolidation of the Local Work Plans received from the LHDs for federal reporting on the ELC CoAg. Independently analyze Fi\$cal reports for the State Operations expenditures to ensure they are in line with the program budgets for the stakeholders receiving state support funding.

Up to 5% travel is required. In order to address urgent operational needs or conduct emergency-related response activities, incumbent may, on occasion, be required to work outside core business hours, travel, and transport up to 25 lbs.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 5%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 40% Performs analysis related to the maintenance of a computer-based fiscal and application requirement document tracking system for their portion of the ELC agreements with eligible local health jurisdictions in California. Monitors regional Local Emergency Medical Services Authority (LEMSA) agreements to ensure compliance with the provisions, deliverables, Scopes of Work (SOW), expenditures, and analyzes the programmatic and budgetary status of each contract or agreement. Prepares complex programmatic and fiscal status reports while ensuring policy and budgetary compliance. Provides analysis and recommendations on difficult methods to ensure program remains within policy guidelines and budgetary allocations. Annually reviews and analyzes county work plans and budgets. Consults with local coordinators and makes recommendations for improving the application process and local grant guidance. Conducts on-site reviews within California, and phone conferences with LHDs to ensure contract compliance and reviews all grant applications.
- 25% Acts as a liaison with county grant coordinators and fiscal managers. Assists with developing program and fiscal policies and formally communicates the Department's policies. Provides customer service and technical assistance, reviews and resolves work plans, budgets, and progress reports. Analyzes complex fiscal reports, work plans, and makes recommendations to the SSM I on a course of action to take if the situation warrants recoupment or withholding of quarterly payments. Prepares local assistance progress reports bi-annually and the final cost reconciliation report annually. Monitors LHDs and local entity spending of ELC funds.
- 20% Assists the SSM I in developing the local funding application guidance and coordinating the local application process for annual dissemination of ELC funding. Reviews work plans,

progress reports, and other programmatic documents. Conducts fiscal reviews of all budgets submitted as part of the funding application. Consults with local coordinators on policy clarifications and makes recommendations to the SSM I on policy clarifications. Assists developing semi-annual local health progress and expenditure reports, coordinating progress report dissemination and review. Reviews complex information submitted as part of the progress reports. Provides technical assistance to local contracting entities for both local application development and contract implementation. Prepares budget reports and develops recommendations to the SSM I on programmatic and budget-related issues and priorities. Develops, conducts, and analyzes performance measure surveys. Assists in the development of annual allocation tables.

5% Develops, reviews, and edits letters related to local assistance funding of ELC prior to submission for management approval. Acts as a representative of CDPH at workshops and conferences. Assists the SSM I with the development and documentation of program processes.

5% Travels to attend meetings and participate in workgroups on behalf of the CPR relating to public health emergency and response issues; attends Federal and State training programs, in-services, and continuing education courses necessary to maintain program knowledge and skills.

Marginal Functions (including percentage of time)

5% Performs other job-related duties as required. In the event of an emergency activation, the incumbent may be required, on short notice, to work irregular and overtime hours during disaster operations in order to support one of four CDPH Emergency Operation Centers (EOC). The incumbent is required to participate on an CPR Incident Response Team (IRT).

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: T. Moya
 Date: 10/1/24

DUTY STATEMENT

Employee Name:	Position Number: 580-230-5157-909
Classification: Staff Services Analyst	Tenure/Time Base: Limited Term/Full-Time
Working Title: Contract Coordination Unit Analyst	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes - Hybrid
Center/Office/Division: Center for Preparedness and Response (CPR)/Division of Operations	Branch/Section/Unit: Emergency Funding Coordination Branch Local Coordination Section Contract Coordination Unit

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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.

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Job Summary

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The incumbent works under the supervision of the Staff Services Manager I (SSM I) of the Contract Coordination Unit. The Staff Service Analyst (SSA) assists with technical analysis related to the administration of the Center for Preparedness and Response (CPR) Local Assistance Program to

local health departments (LHDs), in relation to the Paycheck Protection Program and Health Care Enhancement Act Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC) Cooperative Agreement (CoAg). The SSA will assist in the responsibility of the maintenance and evaluation of the local assistance invoices and spend plans; provides detailed analysis of Fi\$cal reporting for the reimbursement contract. The SSA will also assist in the responsibility of the review and consolidation of the Local Work Plans received from the LHDs for federal reporting on the ELC CoAg. The incumbent will assist in analyzing Fi\$cal reports for the State Operations expenditures to ensure they are in line with the program budgets for the stakeholders receiving state support funding.

The incumbent may, on occasion, be required to work outside core business hours, travel, and transport up to 25 lbs. Up to 5% travel is required.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 5%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 40% Assists on analysis related to the maintenance of a computer-based fiscal and application requirement document tracking system for their portion of the ELC agreements with eligible local health jurisdictions in California. Assists the lead in monitoring regional Local Emergency Medical Services Authority (LEMSA) agreements to ensure compliance with the provisions, deliverables, Scopes of Work (SOW), expenditures, and analyzes the programmatic and budgetary status of each contract or agreement. Prepares programmatic and fiscal status reports while ensuring policy and budgetary compliance. Assists in providing analysis and recommendations on difficult methods to ensure program remains within policy guidelines and budgetary allocations. Annually reviews and analyzes county work plans and budgets. Consults with local coordinators and makes recommendations for improving the application process and local grant guidance. Conducts on-site reviews within California, and phone conferences with LHDs to ensure contract compliance and reviews all grant applications.
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local application process for annual dissemination of ELC funding. Reviews work plans, progress reports, and other programmatic documents. Conducts fiscal reviews of all budgets submitted as part of the funding application. Consults with local coordinators on policy clarifications and makes recommendations to the SSM I on policy clarifications. Assists with the development of semi-annual local health progress and expenditure reports, coordinating progress report dissemination and review. Assists with the review of information submitted as part of the progress reports. Provides technical assistance to local contracting entities for both local application development and contract implementation. Prepares budget reports and develops recommendations to the SSM I on programmatic and budget-related issues and priorities. Develops, conducts, and analyzes performance measure surveys. Assists in the development of local allocation tables.

- 5% Assists in developing, reviewing, and editing letters related to local assistance funding of ELC prior to submission for management approval. Acts as a representative of CDPH at workshops and conferences. Assists the SSM I with the development and documentation of program processes.
- 5% Travels to attend meetings and participate in workgroups on behalf of the CPR relating to public health emergency and response issues; attends Federal and State training programs, in-services, and continuing education courses necessary to maintain program knowledge and skills.

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

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