

## DUTY STATEMENT

Employee Name:	Position Number: 580-230-5393-802
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent/Full Time
Working Title: Emergency Preparedness Exercise and Evaluation Analyst	Work Location: 1615 Capitol Avenue, MS 7002 Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes - Hybrid
Center/Office/Division: Center for Preparedness and Response	Branch/Section/Unit: Planning, Recovery, and Evaluation Branch Recovery and Evaluation Section Exercises and Evaluation 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 providing leadership, guidance, and oversight of emergency management exercises and trainings for state and local public health partners to enhance their ability to respond to emergencies and disasters.

The Associate Governmental Program Analyst (AGPA) works under the direction of the Staff Services Manager I in the Exercise and Evaluation Unit (EEU) of the Center for Preparedness and Response (CPR). The AGPA independently implements a variety of complex public health and medical emergency response trainings and exercises. Coordinates and implements exercises and drills. Leads the development of post exercise after action reports and improvement plans for CPR and supports local health jurisdictions by providing technical assistance on exercise program elements. Analyzes data and information collected through report submissions and utilizing synopsis information to inform the annual exercise strategic planning process. Assists with eLearning, webinar, and online training development.

### Special Requirements

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

### Essential Functions (including percentage of time)

- 30% Independently develops, coordinates, and implements exercises and drills within CDPH to test emergency preparedness plans, procedures, and policies. Performs duties to help monitor and evaluate exercise related activities and drills to provide feedback, documents feedback and lessons learned as part of the process to update State policies and procedures. Supports coordination efforts for CDPH participation in exercises conducted by other agencies at the Federal, State, and local level including, but not limited to, conference calls, meetings, and trainings offered by or in coordination with partnered agencies. Assists in the development and delivery of training to facilitate exercises to enhance capabilities of departmental personnel working in the MHCC, RCCC, and RSS-MC, State Operations Center (SOC). Provides technical assistance through planning and coordination related to post-exercise hot washes, After Action Reporting and evaluations processes supporting CDPH programs. Ensures that internal exercises are evaluated; reviews After Action Reports (AAR) and information gathered and provides feedback regarding the AAR's to appropriate participants; ensures lessons learned from evaluations are incorporated into the ongoing exercise plan, goals, and objectives. Monitors after action meetings with exercise participants and/or Incident Response Team (IRT) leads. Coordinates and ensures Public Health Emergency Preparedness and Hospital Preparedness Program exercise deliverables are met on an annual basis.
- 20% Monitors and ensures corrective actions from After Action Reports (AARs) are tracked and updated. Tracks and analyzes data related to the AAR and evaluations process. Provides updates to management regarding evaluation completion rates and identifies any areas of concern. Coordinates and ensures staff are assigned to work on the corrective actions and updates are provided to CPR Management. Facilitates quarterly meetings with CPR

Management to provide status of corrective action items. Oversees and coordinates multiple complex projects in an organized manner, which includes planning, training, tracking, reporting, outreach, and/or exercise development and participation. Develops timelines, ensures projects are completed in a timely manner, and provides status updates to management including any barriers or risks to completing the project on time, and any critical items that must be completed before proceeding with the project(s). Monitors the progress and determines the impact of any delays and communicates and escalates any issues to management.

- 20% Independently plans, organizes, and conducts formal training courses on varying public health and medical emergency response trainings and related topics through the use of various training formats, including but not limited to: in-person facilitator-led courses, live webinars, voice-over presentations, and video recordings. Collaborates with Subject Matter Experts (SMEs) to determine appropriate training objectives, scope, content, presenters, attendees, delivery method(s), audio/video elements, formatting, materials. May conduct “dry-run” test trial trainings or modify future administrations of training courses based on feedback received. Provides training on the evolving technical training delivery tools. Improves trainings and drills including introductions to Homeland Security Exercise and Evaluation Program (HSEEP) Standardized Emergency Management System (SEMS) National Incident Management System (NIMS) and Medical Health Coordination Center (MHCC) trainings/drills. Researches and obtains videos, eLearning, and other multimedia materials to use in trainings conducted via electronic media. Assists with eLearning, webinar, and online training development. Reviews and tracks data related to class attendance, classes provided, class evaluations, and other related data; provides updates to management regarding evaluation completion rates; and identifies any areas of concern.
- 15% Leads and oversees the development and delivery of the Center for Preparedness and Response (CPR) Multi-Year Integrated Preparedness Plan (MYIPP). Ensures that the CPR MYIPP goals and objectives, such as testing specific plans, policies, and procedures, are met in a timely manner. Solicits and gathers complex information for inclusion in the MYIPP from internal and external stakeholders and revise on an annual basis. Participates in the Local Capabilities Work Group to coordinate state involvement in local efforts. Ensures documentation of activities to meet Federal grant requirements, and feedback is incorporated into the MYIPP as well as other plans, policies, and procedures.
- 10% Travels to attend meetings and coordinates with local jurisdictions on behalf of the CPR to ensure their preparedness for public health emergency and response; attends Federal and State training programs, in-services, and continuing education courses necessary to maintain program knowledge and skills, workshops, conferences, and local site visits.

**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 a 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
<b>HRD Use Only:</b> Approved By: T. Moya	Date 9/12/24		

## DUTY STATEMENT

Employee Name:	Position Number: 580-230-5393-802
Classification: Staff Services Analyst	Tenure/Time Base: Permanent/Full Time
Working Title: Emergency Preparedness Exercise and Evaluation Analyst	Work Location: 1615 Capitol Avenue, MS 7002 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 Program & Response	Branch/Section/Unit: Planning, Recovery, and Evaluation Branch Recovery and Evaluation Section Exercises and Evaluation 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 provision of leadership, guidance, and oversight of emergency operation readiness to local public health departments, to enhance their ability to receive and distribute medical countermeasures to local communities.

The Staff Services Analyst (SSA) works under the supervision of the Staff Services Manager I in the Exercise and Evaluation Unit (EEU) of the Center for Preparedness and Response (CPR). The SSA assists with the implementation of a variety public health and medical emergency response trainings and exercises. Coordinates and implements exercises and drills of average difficulty. Assists with the development of the Multi-Year Training and Exercise Plan (MYTEP) for the Center for Preparedness and Response (CPR) and the Statewide Medical and Health Exercise (SWMHE). Assists with analyzing data and information collected through report submissions and utilizing synopsis information to inform the annual exercise strategic planning process. Assists with eLearning, webinar, and online training development.

### 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)

- 35% Assists with planning, organizing, and conducting formal training courses on varying public health and medical emergency response trainings and related topics through the use of various training formats, including but not limited to: in-person facilitator-led courses, live webinars, voice-over presentations, and video recordings. Collaborates with Subject Matter Experts (SMEs) to determine appropriate training objectives, scope, content, presenters, attendees, delivery method(s), audio/video elements, formatting, materials. May conduct “dry-run” test trial trainings or modify future administrations of training courses based on feedback received. Assist with providing training on the evolving technical training delivery tools. Improves trainings and drills including Introductions to Standardized Emergency Management System (SEMS)/National Incident Management System (NIMS) and Emergency Operations Centers (EOC), and specialized EOC section and EOC position-specific trainings/drills. Supports SMEs to prepare staff to serve as Disaster Service Workers and to work in EOCs: Medical Health Coordination Center (MHCC), Richmond Campus Coordination Center (RCCC), and Receiving, Staging, Storing Mobilization Center (RSS-MC). Assists with researching and obtaining videos, eLearning, and other multimedia materials to use in trainings conducted via electronic media. Assists with eLearning, webinar, and online training development. Reviews and tracks data related to class attendance, classes provided, class evaluations, and other related data; provides updates to management regarding evaluation completion rates; and identifies any areas of concern.
- 25% Under the supervision of the SSM I, the SSA ensures corrective actions from After Action Reports (AARs) are tracked and updated on a regular basis and completed timely. Tracks and analyzes data related to AAR. Provides updates to management regarding evaluation completion rates and identifies any areas of concern. Coordinates and ensures staff are assigned to work on the corrective actions and updates are provided to CPR Management.

Facilitates quarterly meetings with CPR Management to provide status of corrective action items. Oversees and coordinates projects of average difficulty in an organized manner, which includes planning, training, tracking, reporting, outreach, and/or exercise development and participation. Defines project scope and approaches, sets objectives, deliverables, and steps to meet deliverables. Develops timelines, ensures projects are completed in a timely manner, and provides status updates to management including any barriers or risks to completing the project on time, and any critical items that must be completed before proceeding with the project(s). Monitors the progress and determines the impact of any delays and communicates and escalates any issues to management.

- 20% Assists with the development and delivery of the CPR and Statewide Medical & Health Exercise (SWMHE) Multi-Year Training and Exercise Plan (MYTEP). Ensures that the CPR MYTEP goals and objectives, such as testing specific plans, policies, and procedures, are met in a timely manner. Solicits and gathers information for inclusion in the two MYTEPs from internal and external stakeholders and revise on an annual basis. Presents the SWMHE MYTEP to the SWMHE Work Group and Local Capabilities Work Group on an annual basis for their review and feedback. Reviews survey results from Local Health Departments (LHDs) and local healthcare providers on their intent to participate in annual exercises. Analyzes data and information collected through LHD annual Training Plan and Report and Exercise Plan and Report submissions, utilizing synopsis information to inform the annual exercise strategic planning process. Ensures documentation of activities to meet Federal grant requirements, and feedback is incorporated into the MYTEP as well as other plans, policies, and procedures.
- 10% Assists with the development, coordination, and implementation of exercises and drills within California Department of Public Health (CDPH) to test emergency preparedness plans, procedures, and policies, such as the annual Capstone Exercise and SWMHE. Performs duties to help monitor and evaluate exercise related activities and drills to provide feedback, documents feedback and lessons learned as part of the process to update State policies and procedures. Supports coordination efforts for CDPH participation in exercises conducted by other agencies at the Federal, State, and local level including, but not limited to, conference calls, meetings, and trainings offered by or in coordination with partnered agencies. Assists in the development and delivery of training to facilitate exercises to enhance capabilities of departmental personnel working in the MHCC, RCCC, and RSS-MC, State Operations Center (SOC), and/or Regional Emergency Operations Center (REOC).
- 5% Travels to attend meetings and coordinates with local jurisdictions on behalf of the CPR to ensure their preparedness for public health emergency and response; attends Federal and State training programs, in-services, and continuing education courses necessary to maintain program knowledge and skills, workshops, conferences, and local site visits.

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

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- 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: 9/12/24