

Proposed
Department of Health Care Access and Information
Duty Statement

Employee Name Vacant	Organization Office of Statewide Hospital Planning and Development Los Angeles Executive Office	
Position Number 441-403-5393-XXX	Location Los Angeles	Telework Option Hybrid
Classification Associate Governmental Program Analyst	Working Title Associate Governmental Program Analyst	

General Description	
The Associate Governmental Program Analyst (AGPA) provides analytical assistance on Office of Statewide Hospital Planning and Development’s (OSHDP) workload, business processes and sensitive departmental or program issues. The AGPA also provides administrative assistance on critical and time-sensitive assignments and performs other analytical services and other related work for the Deputy Division Chief – Los Angeles (LA) office and the Office Support Section (OSS).	
Supervision Received	Under direction, the AGPA reports directly to the Deputy Division Chief - LA office and may receive direction from the Office Support Section (OSS) Staff Services Manager (SSM) II or SSM I.
Supervision Exercised	N/A
Physical Demands	Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.
Typical Working Conditions	Requires prolonged sitting and use of telephone and video data terminals and frequent contact with employees and the public. Requires mobility to various areas of the Office work areas and may require travel to the Office’s Sacramento Office and various locations throughout the State. Hours of work to cover business hours of 8:00 a.m. to 5:00 p.m.
Job Duties	
E = Essential, M = Marginal	
40%	<p>E Conduct routine analyses and reporting of the Office’s workload and business processes. Perform analysis of sensitive and critical data to develop ad-hoc reports for use by executive, management and support staff in completing a variety of tasks including, but not limited to: workload assessment, presentation preparation, technical writing and dissemination of information to external entities by utilizing data bases and spread sheets (Accela, Tableau, and Microsoft Suite).</p> <p>Prepare weekly analysis of project backlogs and staff’s workload, utilizing a customized spread sheet for data acquired from Electronic Plan Review (ePR). Report to OSHPD Executive management and regional supervisory teams to assist them with equitable matrix management of workload, tasks, and project assignments.</p> <p>Assist Regional Supervisors and Regional Compliance Officers with project closure process, sending immanent closure letters, tracking and enforcing Anticipated Plan Approval Date, and enforcing project lifecycle timelines per California Administrative Code.</p>
15%	<p>E Serve as the LA Office liaison to OSHPD’s OSS attendance clerk and Personnel Liaisons (PL). Ensure monthly attendance summaries (STD. 634) are accurate, have appropriate management approvals, and are submitted to Human Resources Services in Sacramento by the required due dates; send copies of the STD. 634s to OSS attendance clerk. Maintain file of requests for time off</p>

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10%	E	<p>slips to audit for accuracy against the monthly STD. 634 attendance summary. Facilitate the resolution of staff attendance issues. Provide and collect new hire documents to new and current employees; make photocopies of required employment documents and ensure all documents are submitted to the PLs in Sacramento. Also work with PLs with interviews in the LA office; provide Release of Personal Information form and request references, proctor interview exercises, reserve conference rooms and notify the building security guards of upcoming guest arrivals.</p> <p>Responsible for researching information on a broad spectrum of problems to identify the specific issue(s) of concern, extraction of information from written sources, and preparation of pertinent, related facts. The basic analysis will result in the preparation of appropriate, preliminary recommendations for an improved process, procedure, protocol, or similar technical measure to be taken by the Deputy Director, Deputy Division Chief, LA office or designee. Develop essential reports from an analysis of the data for Deputy Director, Deputy Division Chief, LA office or designee, and external agencies. Develop and maintain a system for planning, tracking and monitoring department projects, as designated by the Deputy Division Chief, LA office.</p>
10%	E	<p>Respond to inquiries from Office management, executive staff, and control agencies regarding a variety of program projects and issues as requested. Perform workflow analysis and document various processes in the Office as they relate to project management systems. Analyze current procedures, develop a matrix and identify streamlining and automation opportunities for the Office.</p> <p>Serve as the LA Office Liaison to the Office's Procurement and Contracts Analyst. Provide advice, consultation, and direction to LA Office staff regarding all areas of procurement. Meet with LA Office management and staff, contractors, vendors, and other governmental agencies to ensure procurement needs are met. Research, analyze, and develop solutions to procurement related problems such as specialized solicitation strategies. Coordinate and resolve procurement issues with the Office of Administrative Services (OAS), vendors, appropriate Office staff and LA Office management. Conduct research and analyses to determine which products or services to procure. Develop statement of work for services, solicit bids from vendors, review bids submitted to determine which vendor to use, and with the Office's Procurement and Contracts Analyst, coordinate procurement of goods and services. Make recommendations to the Deputy Division Chief regarding procurement of large equipment and new office equipment solutions.</p> <p>Process and input all purchasing and invoicing utilizing the Fi\$Cal database. Prepare management reports on expenditures, equipment acquisitions and maintain the Fi\$Cal tracking system. Prepare and review purchase requests and all related documentation, including justifications, cost comparisons, quotes, statements of work, exemptions, property survey requests, floor plans, etc., for the LA Office.</p> <p>Manage and perform procurement and purchasing activities. Analyze, develop, and document business processes utilizing industry best practices and standard methodologies. Complete purchase requests by reviewing invoices to ensure they are accurate and reflect their appropriate contract agreement, verifying satisfactory receipt of goods and services, and approving invoices for payment. Reconcile invoices and negotiate for adjustments on all purchased supplies and equipment when the items are incorrect, damaged, or substandard. Maintain monthly reports for copier and office equipment inventory for the LA Office. Ensure that copiers, LAN and other printers, mail machine and all other office equipment are maintained in good working order and request service/maintenance as necessary. Monitor office supplies, small equipment, printing transactions, and building work orders. Maintain the office physical keys and key assignment list.</p> <p>Evaluate LA Office equipment needs, research the best and most cost-effective method of procurement, while taking into consideration the utilization of the equipment after purchase and</p>

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recommend alternatives to the item requested. Prepare cost/benefit analyses and propose purchase alternatives to management. Prepare management reports on expenditures, equipment acquisitions and maintain the LA Office purchasing tracking system. Track changes in state laws and regulations pertaining to procurement.

Consult with and facilitate communication between the Office's Procurement and Contracts Analyst and vendors to secure contracts, make purchases, and process invoices regarding office expenditures.

Coordinate LA Office interview panels for selection of contractors. Assist with the development and monitoring of training and service contracts and interagency agreements. Assist in the preparation of Requests for Proposals and Invitations for Bids. Provide information and assistance to members of the HCAI staff and the public with regards to the contracting process.

Serve as the LA liaison to the Hospital Building Safety Board staff. Assist in securing and set-up of the LA conference rooms and testing of the audio and visual prior to full board and committee meetings. Assist with meeting preparations including, making copies of meeting materials/packets and submitting attendee list into the building security portal. Attend all committee meetings held in the LA office.

5% E Independently prepare draft correspondence for the Deputy Division Chief, LA office for own signature, as appropriate, in response to written or verbal inquiries. Attend meetings regarding a variety of administrative issues; relay pertinent information and make recommendations for action when appropriate. Maintain a tracking system to ensure appropriate briefing documents, correspondence; related materials, and work assignments are acted upon in a timely manner. Maintain confidential and administrative files. Screen incoming correspondence and refer to appropriate staff for action. Arrange for appropriate staff to attend meetings, which the Deputy Division Chief, LA office is unable to attend.

Arrange meetings for the Deputy Division Chief, LA office. Make adjustments as necessary to scheduled meetings and events. Maintain the Deputy Division Chief, LA office calendar and working schedule by nature of priority. Make all travel arrangements for the Deputy Division Chief, LA office and maintain expense claims and records. Screen and refer incoming calls from other State offices, the Legislature, executives of private industry, attorneys, the press, architectural and engineering firms, and members of the public. Prepare confidential and highly sensitive memos, reports, and correspondence. Schedule, coordinate, attend and take notes at Office management staff meetings. Arrange meeting locations and schedule use of conference rooms.

5% E As SharePoint Ambassador, serve as a point-of-contact for LA office staff and a liaison between staff and Information Technology Services Office to resolve any issues with the Office's SharePoint site. Develop training material and provide training to staff on how to utilize the OSHPD SharePoint site. Monitor the information posted on OSHPD's SharePoint site for relevancy and accuracy. Make recommendations to OSHPD Executive staff on how to maximize efficiency using the SharePoint site. Create, monitor and update all calendars posted on OSHPD's SharePoint site.

5% E Serve as the LA office Liaison to the Office's Space Planning Coordinator (DSPC) regarding space planning activities. In consultation with DSPC, participate in the planning of project layout, phasing and sequencing for office space re-design and relocation. Assist in coordination of logistics for all LA office moves. Responsible for workspace set-up for new employees, including equipment and supplies and relocation of existing employees within the LA office. Act as liaison to LA office building management regarding space and facility management issues. Responsible for facilities management for the LA office. Ensure that all building maintenance and service is maintained in accordance with the lease, including, but not limited to janitorial work, replacing

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lamps in light fixtures, etc. Prepare work orders and oversee work as necessary. Coordinate use of the building’s loading dock as needed.

Serve as a back-up contact for all staff regarding emergency situations such as fire, theft, illness and vandalism to determine appropriate action necessary to resolve. Monitor and respond to emergency repairs using lessor’s private vendors, Police Department, Fire Department, and OAS’s facilities analyst to apply measures and maintain building safety.

In cooperation with the OSHPD Emergency Coordinator, serve as a back-up to member of the LA office emergency response team. Provide updated training, maintain and update contact listing and assigned responsibilities and assist with the coordination of emergency evacuation drills.

5% E Serve as the LA office liaison to Office Fleet Coordinator in coordinating vehicle requisitions, evaluating vehicle condition for staff, collecting and submitting required annual documents pertaining to State vehicles. Conduct research to determine Office staff usage needs and vehicle availability. Maintain Southern California’s reservation calendar for office pool State vehicles. Work directly with management to coordinate and ensure the proper assignment and return of State vehicles. Prepare documents regarding transfer of State vehicles between field staff. Review monthly vehicle invoices to reconcile usage discrepancies and report problems to management and the Office’s Fleet Coordinator. Communicate with all levels of Office staff orally and in writing regarding timeliness of reports from field personnel. Assist with the development and maintenance of a database to track vehicle condition and replacement.

5% M Other functions including but not limited to the following: prepare written reports, feasibility study reports, decision memos, policy recommendations; serve as back-up to receptionist, and other written material and analytical duties and assignments necessary to carry out the activities of the Office. Other related duties as required by the Deputy Division Chief, LA office.

Other Expectations

- Demonstrate a commitment to adhere to the Office’s Employee Expectations.
- Demonstrate a commitment to performing duties in a service-oriented manner.
- Demonstrate a commitment to building an inclusive work environment that promotes HCAI's diversity, equity and belonging where employees are appreciated and comfortable as their authentic selves.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to HCAI’s mission, vision, and goals.
- Demonstrate a commitment to HCAI’s Core Values.
- Maintain good work habits and adhere to all HCAI policies and procedures.

To Be Signed by the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

Employee Signature/Date

Supervisor Signature/Date