

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-530-5393-723</b>
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent/Full Time
Working Title: Online Specimen Tracking Lead	Work Location: 850 Marina Bay Parkway, MS 8200 Richmond, CA 94804
Collective Bargaining Unit: R 01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health/Genetic Disease Screening Program Division	Branch/Section/Unit: Program and Policy Branch/Newborn Screening Section/Newborn Logistics 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 increasing timeliness, efficiency, and quality of regulatory functions. The Associate Governmental Program Analyst (AGPA) performs the more responsible, varied, and complex analytical assignments. The AGPA is part of a team that is responsible for ensuring all babies receive mandatory Newborn Screening (NBS) for a large panel of genetic and congenital diseases. The incumbent acts as the lead for the Online Specimen Tracking (OST) component of the Screening Information System (SIS). The AGPA serves as a liaison with the NBS test collection facilities, follow-up staff and contractors to ensure NBS specimen receipt at the testing laboratory in a timely manner in accordance with state regulations. The incumbent uses SIS and specifically designed reports to

monitor and evaluate compliance with regulations regarding OST by monitoring SIS activity. Provides recommendations and feedback for improvements in transit and sample receipt processes. Up to 5% travel is required.

The incumbent works under the direction of the Health Program Manager I, Chief of the Newborn Logistics Unit.

### **Special Requirements**

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

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

- 30% Serves as the lead for the OST component of the NBS program. Works with the over 275 California maternity facilities in California to provide education and understanding of state regulations mandating NBS collection facilities to verify receipt of NBS samples with the program. Works with collection facilities in formulating procedures and protocols to ensure that they are compliant with the regulations. Creates training materials and provides instruction to designated collection facility staff regarding use of SIS for verification of specimen receipt and program notification of delayed or missing samples. Develops and uses analytic reports to monitor and evaluate facility compliance with the regulations regarding OST by confirming use of SIS by collection facility staff. Provides feedback and recommendations to facilities to improve performance including corrective action planning.
- 25% Works with management at collection facilities to develop policies regarding personnel who will be responsible for using SIS regularly to meet state regulations. Confirm that staff who are provided access to SIS understand HIPAA regulations and have signed an oath of confidentiality. Standardizes practices for creating accounts for new NBS stakeholders who will use SIS in various capacities, including oversight and maintenance of SIS user database. Responsible for entity creation in the system as well as basic training on how to access SIS. Uses analytical skills to trouble shoot when designated facility staff have problems accessing SIS.
- 20% Works with both collection facilities and the courier vendor to ensure they understand their responsibilities and create processes to ensure that the pick-up of NBS samples is timely and efficient. Coordinates with the Area Service Center (ASC) staff and specimen courier staff to troubleshoot delays in transit and missing samples. Uses the SIS and Business Intelligence reports to analyze and monitor transit times to provide oversight and evaluation of the performance of the specimen courier vendor and make recommendations for improvements.
- 10% Provides guidance and assistance to collection facilities regarding the process of receiving NBS result files by secure email when preferred instead of hard copies by mail. This includes

working with the collection facility to create a designated NBS mailbox at their facility to receive the result files and providing assistance in navigating the departments secure email system. Maintains updated facility profile in SIS indicating whether each facility receives results by email.

10% Reviews and evaluates NBS Result Mailer files for completeness and works with mailing vendor to ensure compliance with contract requirements regarding the timely creation and mailing of Newborn Screening results.

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

5% Perform other work-related duties as assigned.

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: LaJuana Thompson

Date: 7/29/2024