

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-510-5393-751</b>
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent/Full Time
Working Title: Food Package Analyst	Work Location: 3901 Lennane Drive, Sacramento CA 95834
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Women, Infants, and Children (WIC) Division	Branch/Section/Unit: Communications, Food, and Vendor Policy Branch / Vendor Policy and Food Package Section / Food Package 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.

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### **Competencies**

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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](#).

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### **Job Summary**

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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by advancing the health and well-being of California's diverse people and communities. As an employee of the Communications, Food, and Vendor Policy Branch, the incumbent serves as part of a team that monitors, improves, and implements local and statewide policies which protect and serve the Women, Infants and Children (WIC) Program participants, vendors, and local agencies.

The incumbent works under the general direction of the Chief, Food Package Unit (FPU), Staff Services Manager I (SSM I). The Associate Governmental Program Analyst (AGPA) exercises strong analytical skills in working with nutrition specialists to develop and implement food package changes.

The AGPA works with the United States Department of Agriculture (USDA), major food manufacturers, nutritionists, and various WIC Program staff to develop food selections and food packages that provide the required nutritional content for each food category, while reducing costs to the program.

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### Special Requirements

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

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### Essential Functions (including percentage of time)

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- 35% Partners with nutrition specialists to review incoming requests made by local agencies for therapeutic formula (TF) and WIC Eligible Nutritionals (WEN) via the CDPH/WIC state ordering process. Reviews WIC participants' medical documentation to ensure it meets WIC Federal and State requirements. Maintains WIC participants' TF/WEN request records. Reviews WIC participant information using WIC WISE Clinic Module. Uses Excel to track all requests and state ordered TF/WEN. Places orders with pharmaceutical distributors and manages the tracking and delivery for TF/WEN. Collaborates with CDPH/WIC staff to request purchase orders for all state ordered TF/WEN. Reviews and processes invoices for all products ordered. Collaborates with CDPH/WIC staff to reconcile invoices at the end of a fiscal year. Responds to local agency inquiries pertaining to CDPH/WIC state ordered TF/WEN. Serves as a subject matter expert and consults with various CDPH/WIC staff on TF/WEN.
- 30% Reviews foods submitted for WIC authorization by manufacturers, distributors, vendors, or other stakeholders to ensure they meet WIC Federal and State requirements. Partners with the nutritionists to identify and approve new foods. Performs research, data collection, and analysis on current WIC authorized foods, foods submitted for WIC authorization, market share data, and in response to USDA food package changes. Consults with major manufacturers of food products on issues related to product availability and container size and type; and evaluates impact of product changes on WIC participants' access to authorized products. Monitors WIC Foods inbox and responds to general Food Package inquiries. Serves as a subject matter expert and provides technical assistance to manufacturers, vendors, stakeholders, and CDPH/WIC staff on WIC authorized foods and Food Package requirements.
- 10% Monitors and maintains the online Authorized Product List Submission System (APLSS) application, including reporting technical issues and interfacing with vendors and manufacturers to ensure accuracy of food submissions. Conducts User Acceptance Testing (UAT) on APLSS and WIC WISE State Office Module as directed. Maintains and responds to

inquiries related to the WIC Authorized Product List (APL). Generates and reviews summary reports on food submissions, state-ordered formula, and redemption.

10% Reviews and prepares written documents, including correspondence related to WIC authorized foods (e.g., annual State Plan, WIC Information Notices, e-mail communication to local agencies, PowerPoint presentations, Vendor Alerts, Vendor Newsletters, content for WIC webpages, WIC App, or social media, etc.) for approval and signature of executive management. Manages contracts and special projects as needed. Initiates purchase orders for special assignments as needed.

10% Develop and update job aids and reference tools for internal and local agency use. Responds to requests regarding food policies, data, or food package information submitted under the Public Records Act. Monitors and maintains food package information on the CDPH WIC Works website, My Family website, and Local Agency SharePoint Site. Coordinates with WIC staff to make changes to the WIC Foods webpages.

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

5% Performs other job-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: EH  
 Date: 6/24/23