

DUTY STATEMENT

Employee Name:	Position Number: 580-510-5393-894
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent/Full-Time
Working Title: Program Integrity 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: Data and Integrity Branch/Program Integrity and Audits Section/Program Integrity 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 advancing the health and well-being of California's diverse people and communities. As an employee of the Data and Integrity Branch, the incumbent serves as part of a team that collects, analyzes, monitors, and leverages data, research, and policies to benefit, optimize, and protect the Women, Infants, and Children (WIC) program and its participants, local agencies, and vendors.

The incumbent works under the general direction of the Chief, Program Integrity Unit, Staff Services Manager I (SSM I). The Associate Governmental Program Analyst (AGPA) will develop and implement specific integrity and analytical procedures and provide oversight that will be sufficient in

detecting program abuse and potential program abuse. Assists with the development, facilitation, coordination, and evaluation of Program Integrity operations. The AGPA conducts regular independent review and analysis of WIC data to identify activity that may be fraudulent in nature and investigates complaints submitted to PIU. Refers information to appropriate regulatory entities for investigation. Provides data and documentation to prepare cases, collaborates with legal and law enforcement partners, and provides expert testimony at administrative, criminal, or civil hearings. Assists with and/or conducts Program Integrity training, education, and awareness activities, as well as vendor site visit and monitoring activities, which can require statewide travel up to 10% of the time

Special Requirements

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

Essential Functions (including percentage of time)

- 30% Proactively and independently monitors data received from WIC redemption transactions, local agency and participant caseload data, participant and vendor complaints, and other received data, and then conducts data analysis to evaluate moderate to complex potential program abusive activity. Builds appropriate reports for use by investigative agencies. Provides data and documentation to prepare cases, and collaborates with legal and law enforcement partners. Communicates analysis of findings (verbally and in writing) to management and other relevant governmental or regulatory agencies in an organized, concise, and timely fashion. Confers with relevant internal and external agencies and organizations regarding interpretation and application of laws, rules, regulations, and policies pertaining to detection and handling of fraudulent activities. Develops strategies and make recommendations to WIC management to improve WIC's ability to prevent, detect, monitor, and respond to cyber threats and to improve detection of WIC program abuse. Makes referrals to other public programs for investigation and/or possible criminal prosecution under state and federal law. When necessary, assists in preparing cases for legal action. Researches or evaluates new technologies for use in program abuse detection systems. Prepares documentation for suspicious activity reports in accordance with state and federal regulations, policies, and procedures. Escalates suspected program abuse trends to supervisors and WIC management, and makes recommendations for strategies to address program abuse.
- 20% Collaborates with the WIC senior management team, branches, and sections; CDPH Office of Legal Services; CDPH IT security operations staff; external groups such as the Department of Health Care Services Audits and Investigations; United States Department of Agriculture (USDA) WIC Program Integrity Office; and USDA Office of Inspector General to develop business and security requirements for monitoring user access and detecting threats to WIC

applications associated with user behavior. Optimizes all opportunities to collaborate with external entities to learn and integrate the latest industry developments and trends in program abuse identification, prevention, and response. Collaborates with WIC research staff to optimize use of data for program integrity purposes.

20% Collaborates with and supports Vendor Audits Unit staff and other field-monitoring staff with program abuse risk prevention and provides data and documentation to support audits and compliance investigations in the field; may occasionally conduct compliance investigations, including undercover compliance buys and vendor inventory audits. Develops and maintains effective working relationships with field staff to identify and refer for investigation all potential theft and operational loss in a timely manner.

15% Proposes, develops, and prepares Program Integrity Unit policy materials, operations manuals, and supporting instructions in pertinent program areas. Analyzes ongoing program integrity operations and recommends modifications of policies and procedures to achieve greater efficiency and effectiveness. Completes department and WIC mandatory trainings; follows, maintains, and promotes data security and laws, participates in, and attends project, Section, Branch and Division meetings, as needed.

10% Travel (potentially nationwide) to attend conferences, meet with local agency staff and other external stakeholders, or to testify at administrative, civil, or criminal hearings. Travel also includes attending vendor site visits to support compliance investigations and monitoring efforts, as needed.

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: 06/12/23