

DUTY STATEMENT

| | |
|--|---|
| Employee Name: | Position Number: 580-230-5393-803 |
| Classification: Associate Governmental Program Analyst | Tenure/Time Base: Permanent/Full-Time |
| Working Title: Medical Countermeasures Analyst | Work Location: 1615 Capitol Avenue, Sacramento, CA 95814 |
| Collective Bargaining Unit: R01 | Position Eligible for Telework (Yes/No): Yes - Hybrid |
| Center/Office/Division: Center for Preparedness and Response/Division of Program and Response | Branch/Section/Unit: Program and Response Branch/Emergency Pharmaceutical & Warehouse Section |

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 serving as the emergency response communication and coordination hub; providing leadership and vision through planning and guidance; effective management and oversight of emergency preparedness funds; and providing good customer service.

The Associate Governmental Program Analyst (AGPA) works under the direction of the Emergency Pharmaceutical and Warehouse Section Chief, Program Manager II (PM II). The incumbent is

responsible for providing the more responsible, varied, and complex technical analytical support for Medical Countermeasure planning and distribution, exercise and training, and the development and implementation of various operational response plans, and local coordination for CDPH and the Department of Health Care Services (DHCS). Within the CDPH Center for Preparedness and Response (CPR), the incumbent will independently coordinate with CPR and Federal, State, and local agencies involved in emergency preparedness and disaster response planning to ensure an integrated multidisciplinary response effort within the Receiving, Storing, and Staging Warehouse Mobilization Center (RSS-MC) and Federal and local partnerships for Medical Countermeasure Distribution and Dispensing. Up to 20% travel is required to attend meetings and participate in workgroups on behalf of CPR relating to public health emergency and response issues; attend Federal and State training programs, in-services and continuing education courses, workshops, conferences; and conduct local site visits. In order to address urgent operational needs or conduct emergency-related response activities, the incumbent may, on occasion, be required to work outside core business hours, travel, and transport up to 50 lbs.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 20%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 30% Serves as the primary point of contact between the RSS and internal/external stakeholders, including Medical and Health Coordination Center (MHCC) Staff, Cal OES, and private sector entities. Consults with the Inventory Control Lead and RSS Logistics Section Chief to answer inquiries from internal and external stakeholders. Maintains close communication with the Order Processing Coordinator and communicates all issues with resource requests to the MHCC. Verifies calculations and accuracy of all inventory receipts and disseminates inventory receipt notifications to various stakeholders. Maintains overall situational awareness of current activities at the RSS and works to improve current processes. Ensures efficient and seamless resource request processing. Communicates directly with the MHCC to implement correct order prioritization.
- 25% In conjunction with the Inventory Control Lead, provides interactive, instructional exercises and activities to develop an understanding of emergency management principles and procedures relating to inventory control and order processing. Provides recommendations to management identifying gaps & improving throughput times relating to Inventory Control, understanding the background for what is needed during an emergency response.
- 20% Reviews and analyzes program-specific plans and procedures to ensure compliance with Standardized Emergency Management System (SEMS)/National Incident Management System (NIMS) and consistency with CDPH-wide operation plans by creating review criteria documents. Reviews findings and presents results to Center/Program Staff and CPR Management. Analyzes the more complex data and develops After Action Reports to present the status of planning efforts

as well as recommendations and suggested improvements to CPR Management for said plans.

20% Travel to support the CPR CHEMPACK Team on State management of the Federal CHEMPACK Program, Medical Countermeasure planning, and activation of the RSS-MC by creating or assisting with the development and facilitation of exercise and training materials/modules with local partners. Ensures that response plans and procedures (or elements thereof) have been routinely tested (i.e., exercised) as part of ongoing readiness activities and quality assurance.

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 to support one of four CDPH Emergency Operation Centers (EOC) or activation of the RSS-MC. 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: 2/11/25

DUTY STATEMENT

| | |
|--|---|
| Employee Name: | Position Number: 580-230-5157-803 |
| Classification: Staff Services Analyst | Tenure/Time Base: Permanent/Full-Time |
| Working Title: Medical Countermeasures Analyst | Work Location: 1615 Capitol Avenue, Sacramento, CA 95814 |
| Collective Bargaining Unit: R01 | Position Eligible for Telework (Yes/No): Yes - Hybrid |
| Center/Office/Division: Center for Preparedness and Response/Division of Program and Response | Branch/Section/Unit: Program and Response Branch/Emergency Pharmaceutical & Warehouse Section |

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 serving as the emergency response communication and coordination hub; providing leadership and vision through planning and guidance; effective management and oversight of emergency preparedness funds; and providing good customer service.

The Staff Services Analyst (SSA) works under the supervisor of the Emergency Pharmaceutical and Warehouse Section Chief, Program Manager II (PM II). The incumbent is responsible for providing

the more responsible, varied, and complex technical analytical support for Medical Countermeasure planning and distribution, exercise and training, and the development and implementation of various operational response plans, and local coordination for CDPH and the Department of Health Care Services (DHCS). Within the CDPH Center for Preparedness and Response (CPR), the incumbent will independently coordinate with CPR and Federal, State, and local agencies involved in emergency preparedness and disaster response planning to ensure an integrated multidisciplinary response effort within the Receiving, Storing, and Staging Warehouse Mobilization Center (RSS-MC) and Federal and local partnerships for Medical Countermeasure Distribution and Dispensing. Up to 20% travel is required to attend meetings and participate in workgroups on behalf of CPR relating to public health emergency and response issues; attend Federal and State training programs, in-services and continuing education courses, workshops, conferences; and conduct local site visits. In order to address urgent operational needs or conduct emergency-related response activities, the incumbent may, on occasion, be required to work outside core business hours, travel, and transport up to 50 lbs.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 20%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 30% Assists in serving as the primary point of contact between the RSS and internal/external stakeholders, including Medical and Health Coordination Center (MHCC) Staff, Cal OES, and private sector entities. Assists in consultation with the Inventory Control Lead and RSS Logistics Section Chief to answer inquiries from internal and external stakeholders. Maintains close communication with the Order Processing Coordinator and communicates all issues with resource requests to the MHCC. Verifies calculations and accuracy of all inventory receipts and disseminates inventory receipt notifications to various stakeholders. Maintains overall situational awareness of current activities at the RSS and works to improve current processes. Ensures efficient and seamless resource request processing. Communicates directly with the MHCC to implement correct order prioritization.
- 25% In conjunction with the Inventory Control Lead, assists in providing interactive, instructional exercises and activities to develop an understanding of emergency management principles and procedures relating to inventory control and order processing. Provides recommendations to management identifying gaps & improving throughput times relating to Inventory Control, understanding the background for what is needed during an emergency response.
- 20% Assists in reviewing and analyzing program-specific plans and procedures to ensure compliance with Standardized Emergency Management System (SEMS)/National Incident Management System (NIMS) and consistency with CDPH-wide operation plans by creating review criteria documents. Reviews findings and presents results to Center/Program Staff and CPR Management. Analyzes the more complex data and develops After Action Reports to present the status of

planning efforts as well as recommendations and suggested improvements to CPR Management for said plans.

20% Travel to support the CPR CHEMPACK Team on State management of the Federal CHEMPACK Program, Medical Countermeasure planning, and activation of the RSS-MC by creating or assisting with the development and facilitation of exercise and training materials/modules with local partners. Ensures that response plans and procedures (or elements thereof) have been routinely tested (i.e., exercised) as part of ongoing readiness activities and quality assurance.

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 to support one of four CDPH Emergency Operation Centers (EOC) or activation of the RSS-MC. 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: 2/11/25