

DUTY STATEMENT

Employee Name:	Position Number: 580-510-5393-890
Classification: Associate Governmental Program Analyst (Bilingual - Arabic, Cantonese, Mandarin, Farsi, or Vietnamese)	Tenure/Time Base: Permanent / Full Time
Working Title: Bilingual Program 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 / Communications and Special Projects Section / Program Materials and Support 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 Assistant Division Chief, the incumbent serves as part of a team that monitors, improves, and implements local and statewide policies which protect and serve Women, Infants, and Children (WIC) Program participants, vendors, and local agencies.

The incumbent works under the general direction of the Chief, Program Materials and Support Unit, Health Program Manager I (HPM I). The Associate Governmental Program Analyst (AGPA) will perform the more responsible, varied, and complex technical analytical staff services assignments pertaining to the development, evaluation, and revision of nutrition education materials, online education, and social media content. Translates materials into Arabic, Cantonese, Mandarin, Farsi, or Vietnamese, ensures correctness of grammar, vocabulary, and appropriateness for the California WIC population, including use of Arabic, Cantonese, Mandarin, Farsi, or Vietnamese, as spoken by California Arabic, Cantonese, Mandarin, Farsi, or Vietnamese speakers. Reviews language translations of materials prepared by translation contractors and consults with WIC staff and with other state agencies on translations into multiple other languages. Proficiency in written Arabic, Cantonese, Mandarin, Farsi, or Vietnamese is required.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Statewide travel up to 5% of the time, with possible overnight stay(s)
- Bilingual: Pass a State written and/or verbal proficiency exam in Arabic, Cantonese, Mandarin, Farsi, or Vietnamese
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 35% Translates WIC materials, scripts, and social media from English into Arabic, Cantonese, Mandarin, Farsi, or Vietnamese, depending on the language proficiency. Ensures correctness of grammar, vocabulary, and appropriateness for the California WIC population. Reviews translations in all languages prepared by contractors and oversees translations for the CA WIC App and video transcripts. Develops and maintains a translation glossary and style guide for the language(s) they are proficient in: Arabic, Cantonese, Mandarin, Farsi, or Vietnamese.
- 20% Acts as a lead analyst and liaison between the translation contractor and the WIC local agency bilingual staff. Monitors multiple translation projects in more than 12 languages. Ensures consistency and accuracy of all translations. Ensures all translation projects meet completion deadlines. Prepares task orders for all work with the translation contractor and reviews quotes for accuracy. Prepares and conducts virtual trainings for WIC local agency bilingual staff who assist with reviewing, to ensure the review process is consistent.
- 15% Oversees the design and development of participant education materials, adhering to the United States Department of Agriculture's (USDA) standards. Reviews English materials for accuracy of spelling and grammar and for ease of translating into multiple languages and works with the project lead to make any necessary changes. Works with the translation contractor and local agency language reviewers to develop and maintain translation glossaries and style guides in all languages. Proofreads translations provided in multiple languages to ensure

correct formatting. Prepares digital materials in multiple languages for the CDPH WIC website and social media, ensuring Americans with Disability Act (ADA) compliance.

15% Actively participates with in-person photoshoots, video interviews, and focus groups with state and local agency staff, participants, and contractors, providing Arabic, Cantonese, Mandarin, Farsi, or Vietnamese translation as needed, based on language proficiency. Assists other CDPH WIC staff with inventory control of print materials, and ensures online materials are posted publicly. Assists with responding to requests and questions about participant education materials through a shared email account.

10% Assists other CDPH WIC staff with the contract management, reconciliation, and inventory for the Office of State Publishing contract. Assists with the review of final print proofs. Attends staff meetings and various trainings.

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: AG
 Date: February 7, 2025.