

DUTY STATEMENT

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| Employee Name: | Position Number: 580-450-5393-707 |
| Classification: Associate Governmental Program Analyst | Tenure/Time Base: Permanent/Full-Time |
| Working Title: Fiscal and Operations Analyst | Work Location: 850 Marina Bay Parkway, Richmond, CA 94804 |
| Collective Bargaining Unit: R01 | Position Eligible for Telework (Yes/No): Yes |
| Center/Office/Division: Infectious Diseases/Division of Communicable Diseases Control | Branch/Section/Unit: Tuberculosis Control Branch/Resources Planning and Management 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 engaging in tuberculosis prevention control activities that are mandatory state core functions codified in Health and Safety Code 120125-120150.

The Associate Governmental Program Analyst (AGPA) will work primarily as a fiscal analyst and is responsible for overseeing local health care jurisdictions receiving state and federal local assistance funding. This position conducts ongoing evaluations of local programs funded through local assistance and assists in developing strategies and recommendations for policy improvements. The AGPA will also work independently, with minimal supervision, to carry out a variety of operational policy and personnel-related assignments.

The Associate Governmental Program Analyst (AGPA) works under the direction of the Staff Services Manager II, Resources Planning and Management Section Chief of the Tuberculosis Control Branch.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:5%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 45% Act as a fiscal analyst for Tuberculosis (TB) local assistance contracts by independently overseeing local health care jurisdictions that receive state and federal assistance funding. Thoroughly review Request for Application for Tuberculosis funding applications submitted by Local Healthcare jurisdictions annually. Conduct a detailed examination of each application to assess compliance with established guidelines and ensure alignment with program objectives. Provide comprehensive analysis, effective communication, insight and recommendations for the allocation of local assistance funding in accordance with fiscal and programmatic requirements. Prepare and track local assistance agreements, ensuring alignment with guidelines for effective financial management. Maintain compliance with fiscal and operational policies and foster efficient administration of local assistance programs. Act as subject matter expertise and consult on the effective use of state and federal funds to support local TB prevention and control activities. Guide construction, staffing, and allowable operating expenses. Assist local TB programs in resolving fiscal and contractual issues and conduct evaluations of the use of local assistance awards. Responsible for the analysis of quarterly local assistance invoices from local health care jurisdictions. Provide comprehensive examination of financial documentation, ensuring compliance with established guidelines. Collaborate closely with local health department TB program managers and fiscal contacts to verify the funds' utilization aligns with state and federal mandates. Maintain a high level of attention to detail, adhere to timelines, and communicate effectively with stakeholders to facilitate accurate and compliant processing of local assistance invoices. Develop and maintain an internal system to evaluate and monitor the use of local assistance funds and sub-recipient monitoring; including the development of a reporting system that includes management reports, activity reports, expenditure reports, and evaluation tools.
- 30% Review, evaluate, and develop recommendations to improve the Tuberculosis Control Branch (TBCB) policies for local assistance awards and special needs funding requests. Conduct annual review and revision of the TBCB Local Assistance Awards Standards and Procedures Manual (scope of work for local assistance contracts). Work with section staff members to ensure that the latest guidance materials are accessible to local health departments via the TBCB website. Participate in the local assistance planning, record management, and budget

evaluation process, and process budget revisions, when needed. Assist in developing an annual local assistance data review and provide assistance information to TB control partners annually and upon request. The incumbent is responsible for preparing, updating, and responding to monthly Department drills and/or requests for local assistance agreements disposition status.

20% Provide technical, analytical, and consultative support on personnel and operational matters for state and contract staff. Independently and with proficient judgement, evaluate personnel and operation questions, topics, and concerns to ensure consistency with contract provisions and state contracting rules. Serve as a liaison with the contractor and coordinate personnel and administrative activities. Assist in the development of internal policies and procedures to fit the complexities of state and contractor operations within the TBCB. Develop complex tracking systems, ad hoc reports, and presentations for contractor personnel and operations activities, as well as general inquiries from senior management. Maintain contract position control and the development of reports that document the status of hiring activities, vacancies, and the reclassification or redirection of positions. Maintain up-to-date information on contractor policy and procedure changes and advises management. Provide analytical and technical support, including triage, analysis, and response to highly complex and/or sensitive drills and information; conduct independent research; and provide timely responses to inquiries from senior management and/or the Human Resources Division Personnel Specialist for correction. Monitor mandatory training requirements, and collaborate with staff to complete trainings, update training information in the Public Health Employee Training and Tracking System and complete and submit monthly training drills and/or reports as applicable.

Marginal Functions (including percentage of time)

5% Perform other duties as required.

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.)

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|------------------------|------|----------------------|------|
| Supervisor’s Name: | Date | Employee’s Name: | Date |
| Supervisor’s Signature | Date | Employee’s Signature | Date |

HRD Use Only:
 Approved By: JC
 Date: 06/26/24

DUTY STATEMENT

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| Classification: Staff Services Analyst | Tenure/Time Base: Permanent/Full-Time |
| Working Title: Fiscal and Operations Analyst | Work Location: 850 Marina Bay Parkway, Richmond, CA 94804 |
| Collective Bargaining Unit: R01 | Position Eligible for Telework (Yes/No): Yes |
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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

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Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by engaging in tuberculosis prevention control activities that are mandatory state core functions codified in Health and Safety Code 120125-120150.

The Staff Services Analyst (SSA) will work primarily as a fiscal analyst and is responsible for monitoring local health care jurisdictions receiving state and federal local assistance funding. This position conducts ongoing evaluations of local programs funded through local assistance and assists in developing strategies and recommendations for policy improvements. The SSA will assist with a variety of operational policy and personnel-related assignments.

The Staff Services Analyst (SSA) works under the supervision of the Staff Services Manager II, Resources Planning and Management Section Chief of the Tuberculosis Control Branch.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:5%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 45% Under supervision, serve as a fiscal analyst for Tuberculosis (TB), by monitoring local health care jurisdictions receiving state and federal assistance funding. Review annual funding spending plans submitted by local healthcare jurisdictions through a detailed examination, assessing compliance with established guidelines, and ensuring alignment with program objectives. Provide analysis, effective communication, insights and recommendations for the allocation of local assistance funding in accordance with fiscal and programmatic requirements. Prepare and track local assistance agreements, ensuring alignment with guidelines for effective financial management. Provide guidance and recommendations on the use of state and federal funds to support local TB prevention and control activities. Support local TB programs by helping to resolve fiscal issues and assisting in evaluating the use of local assistance awards. Analyze quarterly local assistance invoices from local health care jurisdictions. Provide comprehensive examination of financial documentation, ensuring compliance with established guidelines. Collaborate with local health department TB program managers and fiscal contacts to verify the funds utilization aligns with state and federal mandates. Maintain a high level of attention to detail, adhere to timelines, and communicate effectively with stakeholders to facilitate accurate and compliant processing of local assistance invoices. Assist in maintaining internal processes to track and monitor local assistance funds and sub-recipient activities. Support the development of basic reporting tools, such as management reports, activity reports, and expense tracking, to provide information to management.
- 30% Review, evaluate, and provide recommendations to improve the Tuberculosis Control Branch (TBCB) policies for local assistance awards and special needs funding requests. Conduct annual review and revision of the TBCB Local Assistance Awards Standards and Procedures Manual. Work with section staff members to ensure that the latest guidance materials are accessible to local health departments via the TBCB website. Participate in the local assistance planning, record management, budget evaluation process, and process budget revisions, when needed. Assist in developing procedures for annual local assistance data review and provide summary information to TB control partners as needed. Support the preparation and response to monthly department drills and requests related to local assistance agreement disposition status by providing solutions to management.

20% Under supervision, provide technical, analytical, and consultative support on personnel and operational matters for state and contract staff. Assist in evaluating personnel and operation questions, topics, and concerns to ensure consistency with contract provisions and state contracting rules. Serve as a liaison with the contractor and coordinate personnel and administrative activities. Support the development of internal policies and procedures to fit the complexities of state and contractor operations within the TBCB. Help create complex tracking systems, ad hoc reports, and presentations for contractor personnel and operations activities, while responding to general inquiries from senior management. Maintain contract position control and the development of reports that document the status of hiring activities, vacancies, and the reclassification or redirection of positions. Keep up-to-date information on contractor policy and procedure changes and advises management. Assist in providing analytical and technical support to management, including reviewing and responding to the less complex or less sensitive inquiries and information; conduct detailed research; and provide timely responses to inquiries from senior management and/or the Human Resources Division Personnel Specialist for correction. Monitor mandatory training requirements, and collaborate with staff to complete trainings, update training information in the Public Health Employee Training and Tracking System and complete and submit monthly training drills and/or reports as applicable.

Marginal Functions (including percentage of time)

5% Perform other duties as required.

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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.)

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| Supervisor’s Name: | Date | Employee’s Name: | Date |
| Supervisor’s Signature | Date | Employee’s Signature | Date |

HRD Use Only:
 Approved By: JC
 Date: 02/12/25