

DUTY STATEMENT

Employee Name: Vacant	Position Number: 581-403-5393-711
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent / Full-time
Working Title: Local Capacity Building Analyst	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Disease / Office of AIDS	Branch/Section/Unit: HIV Prevention Branch / Sexual Health and Program Resilience Section / Local Capacity Building and Program Development 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 CDPH mission and strategic plan by advancing health equity and strategic planning goals and objectives to promote recognition and reduction of the burden of infection among California's most vulnerable populations through changes in workplace culture and practice.

This position advances racial equity, climate, economic justice, diversity, and inclusion in approaches, processes, policies, and deliverables while also working to address challenges caused by racial inequities, stigma, and medical mistrust that face persons who inject drugs, young gay and bisexual men, cis- and trans-gender women of color.

The Associate Governmental Program Analyst (AGPA) will develop and maintain ongoing relationships with community partners, including, but not limited to, local health jurisdictions (LHJs) and community-based organizations (CBOs). The incumbent provides technical assistance (TA) and local capacity building opportunities to maximize syndemic approaches to human immunodeficiency virus (HIV), sexually transmitted infections (STIs), and hepatitis C virus (HCV) prevention and care services. The individual will collaborate with other units within the HIV Prevention Branch to leverage and provide TA and capacity building resources. The AGPA will provide consultation and assistance for HIV programs, disease investigation outbreaks, cluster detection and other pilot projects as assigned. The AGPA works in a team environment as well as independently as a program coordinator.

The incumbent works under the general direction of the Staff Services Manager (SSM) I, in the Local Capacity Building and Program Development Unit in the HIV Prevention Branch.

Special Requirements

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

Essential Functions (including percentage of time)

- 30% **Technical Assistance and Local Capacity Building:** The incumbent will build the capacity of LHJs to utilize a syndemic approach to program delivery by coordinating TA and capacity building for funded jurisdictions. Works closely with programs and members of the Local Capacity Building and Program Development Unit to identify TA and capacity building needs. Independently conducts site visits, meetings and/or check-ins with LHJs and demonstration projects to evaluate HIV prevention programs. Provides TA and best practices to LHJs and demonstration projects that specifically and intentionally advance racial health equity, economic justice, diversity, equity, and inclusion in approaches, processes, policies, and deliverables. This includes TA and best practices on how to specifically reach people living with and at risk for HIV, including Black/African American (AA) and Latinx individuals. The incumbent works with programs to provide support to address challenges, racial inequities, stigma, and medical mistrust facing persons who are at risk for HIV infection, including not limited to, persons who inject drugs, young gay and bisexual men, cis- and trans- gender women of color. TA and capacity building may encompass a range of HIV prevention services including, but not limited to, HIV testing, linkage to care, preexposure prophylaxis and postexposure prophylaxis. Works closely with the unit to aid local staff in sharing best practices that are culturally sensitive and incorporate science-based, patient centered approaches and promising practices. Develops and facilitates tailored trainings, meetings, and provides resources for funded programs that will aid in the improvement, effectiveness, and sustainability HIV prevention programs and improve health outcomes for vulnerable and underserved populations. Works with LHJs in the development and implementation of

interventions rooted in proven approaches to HIV care and prevention services, including but not limited to syndemic and status neutral approaches, trauma-informed, whole-person care, and social network strategies. Coordinates with the Prevention Evaluation and Monitoring Section (PEM), and HIV Surveillance staff by attending and participating in joint planning meetings, site visits, and reviewing various reports and data for providing guidance to LHJs. Closely monitors the Local Evaluation Online data system to track and assess client-level data for funded programs.

- 30% **Program Development, Implementation, and Evaluation:** Facilitates quarterly meetings, learning collaboratives and communities of practice with funded programs to identify gaps and community needs for successful HIV prevention methods to strengthen syndemic approaches in HIV programs. Works closely with members of the HIV Prevention Branch to lead discussions with external partners on how funding should be used to develop and implement culturally responsive, trauma-informed, patient-centered, and equitable HIV prevention programs. Develops requests for applications that require the incumbent to plan and develop programs that specifically fund HIV prevention efforts to increase and improve racial health equity among Black/AA and Latinx communities in California. Monitors resulting contracts and prepares guidance, training, and presentations for external partners as needed. Assists in planning projects and periodic progress and evaluation reports for funded programs. Works with PEM and HIV Surveillance staff to conduct data analysis on existing programs to monitor client-level data and to identify promising practices, data-based and strength-based approaches that are used to dismantle racial and health inequities for improving health outcomes for priority populations. Develops and reviews progress reports, ensures contract deliverables are met, and provides TA as needed. Independently researches and develops issue papers, reports, correspondence surrounding various issues related to status neutral approaches and providing HIV prevention programs. Develops and maintains expertise related to national HIV prevention strategies, local/national data, and trends relevant to HIV prevention, particularly in working with priority populations. Represents the HIV Prevention Branch at meetings, conferences, and other forums. Participates in the development of programmatic guidelines to ensure that all departmental, programmatic, legal, and fiscal requirements are met.
- 25% **Develop and Implement Tools and Processes:** In collaboration with other members of the Local Capacity Building and Program Development Unit, develops tools, processes, and best practices for implementing and strengthening status neutral approaches HIV prevention services, and programs that address the syndemics of HIV, STIs, and HCV. Tools and processes will address the social determinants of health and racial health equity, proven approaches to HIV prevention services and other areas of need in HIV prevention funded programs. Maintains knowledge of areas of need, service coverage, and efforts currently made to address gaps. Produces written guidelines for identifying gaps and needs, oversees implementation of guidelines for distribution to key community partners, LHJs and CBOs.
- 10% **Quality Improvement and Surge Capacity Assistance:** The incumbent works with members of the HIV Prevention Branch to carry out quality improvement (QI) initiatives with funded programs aimed at improving HIV prevention and care outcomes. Participates in QI planning processes, QI events, and evaluation of QI interventions. Supports the Disease Outbreak Intervention and Field Investigation Unit by attending and participating in joint planning meetings, site visits, and reviewing various reports and data for providing guidance to LHJs. Provides safety net and surge capacity to LHJs in assisting with disease investigative and cluster detection activities, including but not limited to: 1) provide support to Disease Outbreak Intervention and Field Investigation Unit during surge or outbreak events; 2) provide support to disease

investigation activities for communicable disease outbreaks and emergency preparedness and response; and 3) participate in other activities as assigned to support the Office of AIDS and any other CDPH communicable disease outbreaks or natural disaster response activities as needed.

Marginal Functions (including percentage of time)

5% Establishes and maintains rapport and effective working relationships with federal, state, and local representatives, CBOs, public and private groups, and the general public. Other job-related 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.)

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

HRD Use Only:

Approved By: Nathalia Klyn

Date: 06/11/2024