

DUTY STATEMENT

Employee Name:	Position Number: 580-410-5393-909
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent / Full-Time
Working Title: Policy 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 Diseases/Division of Communicable Disease Control/Division Office	Branch/Section/Unit: Communicable Disease Admin Support/Data Systems Support Section/ Data Systems Fiscal and Policy 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 providing programmatic and administrative support to the Division Chief and the Assistant Division Chief. The Associate Governmental Program Analyst (AGPA) will perform a variety of tasks which require strong analytical, organizational, and problem-solving skills, as well as tact. The incumbent will provide ongoing analytic duties as listed below.

The Policy Analyst will assist with approving media, communications and other publications developed by Division of Communicable Disease Control (DCDC) programs and meet with DCDC and Center for Infectious Diseases (CID) executive leadership, and staff in other Centers. The Policy

Analyst will work in collaboration with external partners, including the executive leadership of the California Communicable Disease Controllers (CACDC). The incumbent will also serve as the lead division clearance coordinator. Limited travel may be required to attend meetings.

The incumbent works under the direction of the Staff Services Manager I in the Data Systems Fiscal and Policy Unit.

Special Requirements

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

Essential Functions (including percentage of time)

- 35% Function as liaison with multi-disciplinary infectious disease staff and Branch Chiefs to determine appropriate subject matter experts for presentation of emerging disease issues at time-sensitive meetings. Activities in preparation of the various meetings and forums include: up to date maintenance of relevant distribution lists; applied knowledge of program structure and infectious disease issues to disseminate relevant materials to appropriate audience; meeting preparation and logistics; collection of relevant meeting materials from subject matter experts/presenters; distribution of meeting materials to participants; webinar and conference call management; agenda setting; resolution to virtual and on-site difficulties; and minute-taking to ensure follow up items are captured. Participate on high priority disease outbreak work groups in support of the Division and Assistant Division Chiefs to assist in analyzing problems, issues, and concerns.

Provide analysis and/or follow up activity results to the Division Chief both verbally and through written reports. Assist the Assistant Division Chief in monitoring program processes, procedures, and systems. Distribute and track time sensitive drill assignments to programs and compiles into a division response to Center, ensuring progress and completion in a timely manner. Manage all requests for information and maintain transaction records. Analyze processes and procedures to advise and implement efficiencies in the management and maintenance of transaction records.

- 30% Manage the DCDC Clearance process. Functions include reviewing clearance packages to ensure they have the appropriate documentation attached, keeping a tracking log of where all clearance packages are in the clearance process (SharePoint Site), updating clearance process manuals and documents, and managing the clearance document inbox.

Review and analyze proposed federal and state policies and advise management on the impact or potential impact. Research and write on policy issues. Prepare and compose alerts, letters, testimony, fact sheets, and reports related to DCDC's policy initiatives. Assist the Assistant Division Chief with reviewing and editing written materials for print, web, and social

media. Assist the Division Chief in collecting topics such as foodborne outbreaks, legionellosis outbreaks, emerging infections including Ebola and Lassa fever for bi-weekly lab epidemiology meetings. Participate in the PH forum to develop policy and procedures, develop cross trainings and core competencies.

- 15% Manage and complete follow up assignments on behalf of the Unit Chief requiring in-depth level of program knowledge, analytical skills, and project management. Review and edit correspondence and various reports prepared for medical journals and publications prior to issuing to the Center Deputy Director to ensure compliance with Departmental standards, including Governor's Office Action Requests, Secretary's Action Requests, Significant Issue Reports, Communications Action Requests, Press Releases, reports/articles for publication, and other miscellaneous correspondence. Analyze and interpret policy to prepare correspondence on a wide range of subjects requiring knowledge of administrative policies pertaining to the Division, Branches and the Department of Public Health. Research, analyze information and data, and summarize the relevant information on behalf of the Assistant Division Chief. Provides technical support and coordinates communication with the CACDC. Attend CACDC meetings and trainings that supports the core public health functions of surveillance, prevention, and control of communicable diseases.
- 15% Serve as back up to and coordinate with the Public Request Act (PRA) Coordinator in the Division Office responses to PRA Requests, ensuring timely replies. Responses require frequent, time-sensitive communication and coordination with the CDPH Office of Legal Services, Office of Public Affairs, and the public and private sectors to ensure that requests are addressed and submitted promptly. Serve as lead media coordinator, responsible for receiving and responding to requests while ensuring that all responses are submitted in a timely manner. Respond to inquiries from external communications from the public, private sector and media.

Marginal Functions (including percentage of time)

- 5% Perform other analytical and administrative duties essential to the operation of the DCDC Division Office. Travel of up to 5% may be required to attend meetings at our Richmond Campus.

☐ 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: JC

Date: 04/15/25