

**DUTY STATEMENT**

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| Employee Name:  | Position Number:<br><b>580-750-5393-728</b>                         |
| Classification:<br>Associate Governmental Program Analyst | Tenure/Time Base:<br>Permanent / Full-time                          |
| Working Title:<br>Quality Improvement Analyst             | Work Location:<br>850 Marina Bay Parkway, P-1<br>Richmond, CA 94804 |
| Collective Bargaining Unit:<br>R01                        | Position Eligible for Telework (Yes/No):<br>Yes                     |
| Center/Office/Division:<br>Center for Laboratory Sciences | Branch/Section/Unit:<br>Laboratory Field Services Branch            |

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 identifying needs and coordinating support services for public health laboratories in local jurisdictions. As part of the Laboratory Field Services (LFS) Branch it ensures quality standards in clinical and public health laboratories, tissue and blood banks, the production of biologics, and laboratory scientists through licensing, examination, inspection, education, and proficiency testing.

The Associate Governmental Program Analyst (AGPA) position serves as the point of contact between CDPH and the laboratories. The AGPA provides support to the Health Program Specialist I (HPSI) and Research Data Specialists (RDS) and maintains continuity of communication between internal and stakeholders. The AGPA supports the implementation of Lean methodology in the administration of

public health data, monitoring and evaluation activities for the Laboratory Field Services Branch. This position is required to travel up to 5% to attend meetings and trainings within the State.

The incumbent works under the direction of the Staff Services Manager II, Assistant Branch Chief of the Laboratory Field Services Branch.

### Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 5% to attend meetings and trainings within the State
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

### Essential Functions (including percentage of time)

- 30% Point of contact between CDPH and the labs for questions about data quality, reporting and maintaining the statewide Public Health Laboratory Network. Gathers, analyzes, organizes data, and generates analytical reports related to both Public Health Laboratories and private laboratories in California to improve streamline communications between LFS and the state's public health laboratories, the AGPA will support LFS efforts to conduct outreach to identify improvement tools to support needs of clinical labs, including local and state public health laboratories. Support the day-to-day operations of the branch, thoroughly understand the inner workings of the Laboratory Licensing and Registration Section programs. Maintains the continuity of communication between internal and external stakeholders. Supports the implementation of Lean methodology in the administration of public health data, monitoring and evaluation of activities, including but not limited to databases and communication platforms.
- 30% Supports the HPSI when managing local assistance program for public health labs to determine Branch activities and outreach to help streamline communications between the LFS Branch and the state's public health laboratories. Responsible for follow-up work to ensure laboratory contact information is up to date, follow-up with laboratories that are not reporting data, and aid laboratories that need clarification support to submit accurate data. Works collaboratively with LFS staff to maintain the laboratories databases are up to date. With guidance from leadership, participates in the development of standards for scientific documentation across CDPH's labs, prepares manuals and policies and procedures. Works collaboratively with the Research Data Specialist team to support local public health laboratory staff to ensure proper orientation and understanding of policies and procedures.
- 25% Serves as a technical consultant to the Branch and the Center for Laboratory Sciences on the development of innovative tools and reports for internal and external dissemination. Technical support may be provided to support local assistance formula. With guidance from the HPSI, the AGPA is responsible for oversight of instrumentation across the labs to ensure equipment complies with the industry standards such as in good working order, safely operating with accurate results, and maintenance agreements are regularly developed and updated.

Ensures the consistency across labs in terms of equipment use, develops a timeline for equipment replacement based on manufacturer recommendations and frequency of actual use and needs.

- 10% Prepares reports for upper management, handles escalated communication with public health and private health laboratories and, leads efforts to ensure that the local assistance for labs continues. Participates in projects assigned by management, including attend meetings, develop and maintain data reports related to specific tasks, and trainings as required and scheduled.

### **Marginal Functions (including percentage of time)**

- 5% Performs other work-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: SB

Date: May4th, 2023