

**DUTY STATEMENT**

Class Title <b>Associate Governmental Program Analyst</b>	Position Number <b>581-330-5393-909</b>
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit <b>Program Unit</b>	
Section <b>Business Operations Section</b>	
Branch <b>Chronic Disease Control Branch</b>	
Division <b>Chronic Disease and Injury Control</b>	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) 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 regarding attendance, leave, and conduct.

**Job Summary:** The Associate Governmental Program Analyst (AGPA) serves as the Administrative Coordinator of the California Colon Cancer Control Program (C4P) in the Data and Information Section (DIS). The AGPA works collaboratively with a multi-disciplinary team and is responsible for performing activities for C4P, DIS, and other Chronic Disease Control Branch (CDCB) staff regarding preparation and implementation of contracts, budgets, accounting, purchasing, drills, etc. The AGPA maintains the website, electronic database and electronic distribution lists; and assists the C4P Program Director and DIS staff with miscellaneous projects and events.

The C4P is funded by a multi-year grant from the Centers for Disease Control and Prevention, is dedicated to increasing public awareness and colorectal cancer screening rates with an emphasis on the underserved and vulnerable populations.

**Supervision Received:** Direction from the Staff Services Manager I, Program Unit Chief.

**Supervision Exercised:** None.

**Description of Duties:** See below.

**Percent of Time      Essential Functions**

- 35% Adheres to Department and affiliated institution administrative policies and procedures by using Microsoft Excel, Word, and other programs to perform budgeting, contracting, purchasing, and accounting functions for C4P, DIS, and other CDCB staff. Completes monthly expenditure reports and year-end closeouts; maintains expenditure records, tracks expenditure patterns and monitors California State Accounting and Reporting System (CalSTARS) and CalSTARS Online Reporting Environment (CORE) fiscal reports; and works cooperatively with the Department's Accounting and Budget Office staff to resolve related issues. Prepares memorandums of understanding, interagency agreements, and other agreements and submits to the Department's Program Support Branch (PSB) for processing. Works with PSB to assure compliance in the execution of contract activities, including monitoring of contracts and contract amendments. Utilizes an online management information system to electronically submit funder required documents.
- 30% Collaborates with the public, and with external and internal partners by phone, email, and in person to coordinate C4P and DIS projects and events such as recruitment, interviews, orientation, site visits, seminars, advisory committees, etc. Prepares reports and correspondences for the C4P Program Director's review and signature, and monitors progress to assure funder submission deadlines are met. Develops, or assists in, the preparation and submission of bill analyses, Budget Change Proposals, Finance letters, presentations, and/or related reports for management review.

- 20% Assists the C4P Program Director with preparation of responses to requests regarding expenditure data to maintain and improve the C4P national benchmark for fiscal responsibility. Maintains the C4P website by use of SharePoint; maintains and updates the DIS database and electronic distribution lists, and assists other CDCB staff with website development and maintenance. Prepares and submits purchase/service orders. Researches and responds to drills and requests for information as related to C4P and DIS. Serves as the Drill Coordinator of the Week for CDCB at least twice a month by coordinating drills and assignments; filing drill information on shared drive; tracking drills electronically using a shared Access database; and ensuring complete and timely submission. Provides back-up for CDCB administrative staff as needed.
  
- 10% Provides administrative support for various internal and external meetings that includes planning, scheduling, setting up Audio/Visual (AV) equipment, preparing meeting materials, and participating in monthly, quarterly, and other meetings. Prepares issue papers, action requests, fact sheets, and legislative responses. Works with C4P Program Director in development and execution of public health awareness messaging.

**Percent of Time    Marginal Functions**

- 5% Performs other duties, as required, of like difficulty and appropriate for this classification.

Employee's signature	Date
Supervisor's signature	Date