

DUTY STATEMENT

Class Title Associate Government Program Analyst	Position Number 581-330-5393-711
--	--

COI Classification

 Yes No

Unit

Section

Program Development Section

Branch

Chronic Disease Control Branch

Division

Chronic Disease and Injury Control

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 incumbent serves as the Administrative Coordinator of the Preventive Medicine Residency Program (PMRP) and the Applied Epidemiology Investigation Services Fellowship Program (Cal EIS), responsible for the fiscal, administrative and technology functions of the two programs in the Program Development Section (PDS). The incumbent performs activities regarding contracts, budgets, accounting, purchasing, drills, and travel; adheres to and disseminates Department policies; prepares memorandum of understanding/interagency agreements, trainee materials, monthly activity reports, and correspondence; maintains the website, electronic database and electronic distribution lists; interfaces with the public by phone, email, and in person; orders supplies; and assists the Program Coordinator and Program Director with trainee, accreditation, and miscellaneous projects and events. The incumbent operates with a high degree of independence and exercises initiative in performing tasks.

Supervision Received: Under the general direction of the Public Health Medical Officer III, Chief, Program Development Section.

Supervision Exercised: None.

Description of Duties: See below.

Percent of Time

40%

Essential Functions

Adheres to Department and affiliated institution administrative policies and procedures; prepares contracts, budgets, budget revisions, and interim/final budget reports for contracts, grant proposals, and other collaborative activities; prepares PDS budgets, budget revisions, monthly expenditure reports, and year-end closeouts; prepares and submits stipend memos and invoices for payment; assures PDS compliance in the performance of contract activities, including developing, processing, monitoring of contracts and contract amendments, maintains expenditure records, tracks expenditure patterns and monitors California State Accounting and Reporting System (CalSTARS) and CalSTARS Online Reporting Environment (CORE) fiscal reports; prepares memorandum of understanding, interagency agreements, and trainee agreements; schedules travel and submits travel claims; and prepares and submits purchase/service orders. Must have experience in accounting/spreadsheet software and state electronic systems.

Percent of Time

Essential Functions

35% Interfaces with the public, trainees, and faculty by phone, email, and in person; prepares correspondence; orders supplies; prepares trainee materials; and prepare trainee deliverables; responds to Departmental drills; prepares PDS monthly activity reports; and assists with PDS projects and events such as recruitment, interviews, orientation, site visits, seminars, advisory committees, and accreditation activities. Must have experience in word processing software and customer service.

15% Maintains the PMRP and Cal EIS websites; maintains and updates the PDS database and electronic distribution lists. Must have experience in website, database, and email software and familiarity with navigating the internet. Must be proficient in the use of database and CDPH internet software.

Percent of Time

Marginal Functions

5% Assists other programs in the Branch with website as needed.

5% Performs other duties as required.

Employee's signature	Date
Supervisor's signature	Date