



IT IS ESTIMATED MORE THAN ONE MILLION PEOPLE ARE LIVING WITH HIV IN THE UNITED STATES TODAY.

COME JOIN THE OFFICE OF AIDS GROUP AS WE WORK COLLABORATIVELY TO REDUCE THE SPREAD OF HIV/AIDS IN CALIFORNIA.

~ IT'S MORE THAN A JOB... IT'S A PASSION. ~

## Associate Governmental Program Analyst

**\$4,400-\$5,508**

**1 position available Perm/Full**

## EMPLOYMENT OPPORTUNITY

The [Surveillance, Research & Evaluation Branch](#) conducts a variety of epidemiologic studies, evaluates the efficiency and effectiveness of publicly funded HIV/AIDS prevention and care programs, and maintains California's HIV/AIDS Case Registry.

For more information on our upcoming vacancies and information about how to take advantage of these opportunities, please view the duty statement that follows this notice. If you still have additional questions, please contact Christine Gomez at [Christine.gomez@cdph.ca.gov](mailto:Christine.gomez@cdph.ca.gov) or 916/449-5928.

Who May Apply:

Applications will be screened and the most qualified will be interviewed.

All applicants must clearly indicate the basis of their eligibility, If you are reachable on an exam please attach your eligibility letter or if you are a state employee with transfer eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) indicate on your state application.

Employees applying for this position who wish to be considered on a transfer basis must meet the minimum qualifications for the classification per CCR Rule 250. You may be required to provide copies of your college transcripts or a copy of your college diploma if applicable . Please state position # 580-404-5393-XXX on your application.

If you are interested in being part of our team, please submit a copy of your application to Christine Gomez at the address below. Thank you.

### CONTACT INFORMATION:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, OFFICE OF AIDS  
ADMINISTRATION SECTION  
PO BOX 997426 MS 7700 • SACRAMENTO, CA 95899-7426

## DUTY STATEMENT

Class Title Associate Governmental Program Analyst (AGPA)	Position Number 580-404-5393-XXX
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit Surveillance Quality Management Unit	
Section Surveillance	
Branch HIV/AIDS Surveillance, Research, and Evaluation (SRE)	
Division Office of AIDS (OA)	

This position requires the incumbent 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 regarding attendance, leave, and conduct.

**Job Summary:** The Associate Governmental Program Analyst (AGPA) is responsible for the review and editing of paper Adult HIV/AIDS Case Report Forms (ACRFs) received from Local Health Jurisdictions (LHJs) as well as the review and process of electronic ACRFs via CalREDIE. The AGPA must possess good judgment and the ability to communicate effectively, both orally and in writing. Additionally, the AGPA must communicate effectively by phone and in writing with peers, senior management in LHJs and Office of AIDS (OA) staff. The AGPA also supports HIV/AIDS surveillance activities by providing technical support for counties in conducting HIV/AIDS surveillance activities, as well as the Research staff in the Branch.

**Supervision Received:** Under general supervision from the Staff Services Manager I, Surveillance Quality Management Unit Chief.

**Supervision Exercised:** None.

**Description of Duties:** Provides technical assistance to Local Health Jurisdictions (LHJs) and contractors in performing HIV/AIDS core surveillance functions; assists in the development of budget documents and responds to budget and fiscal inquiries; monitors the LHJs' and contractors' compliance with program standards; maintains performance standards and operating guidelines; and provides program analyses. Must have extensive knowledge about the use of basic tools used to do the work of the Surveillance Quality Management Unit: Enhanced HIV/AIDS Reporting System (eHARS), Lab Data Entry Tool (LDET), CalREDIE, Electronic Lab Reporting (ELR), and the scanning system. Must understand and be able to execute eHARS canned reports and CalREDIE HIV/AIDS reports. Completes annual data security and confidentiality trainings for both CDPH and OA; follows and promotes data confidentiality requirements and policies.

### Percent of Time    Essential Functions

25% Process new paper ACRFs submitted by assigned LHJs; review multiple choice and open-ended responses on the forms for completeness, accuracy and reasonableness; conduct analysis of provided laboratory data to ensure that it meets known standards and resolve any conflicts of information that may exist on the form or with the information currently in eHARS; communicate orally and by written response with LHJs and OA staff to obtain additional information on cases as necessary; provide case information to LHJs via written correspondence on out-of-jurisdiction cases; provide technical assistance to LHJs on how to accurately

complete the ACRFs; and use independent judgment on sensitive inquiries regarding confidential health information while obtaining cooperation and logistical support essential for accurate and timely dissemination of information.

- 25% Conduct electronic ACRF and/or lab documentation review within CalREDIE HIV/AIDS module. Review fuzzy and no-match laboratory reports for assigned counties. Review CalREDIE generated error reports as appropriate. Enter and/or correct data in CalREDIE as needed.
- 20% Conduct case checks following established Standard Operating Procedures (SOP) via telephone and electronically with California LHJs and other states to determine if the case in question is already known or is a new case. Process the re-ascertainment of cases as appropriate. Draft, maintain and update surveillance SOPs as appropriate.
- 10% Functions as a subject matter expert to ensure reconciliation of eHARS generated error reports and dissemination of regular quality assurance reports; investigates, and recommends solutions to OA and LHJ problems; develops responses to HIV/AIDS related inquiries from LHJs; coordinates and facilitates meetings between program staff, county personnel, and other impacted state agencies.
- 10% Performs case resolution for Routine Interstate Duplicate Review database to de-duplicate cases in the HIV/AIDS Reporting System database, as well as the Intra-State de-duplication of cases; enters sensitive and confidential health-related information into eHARS database.
- 5% Assists with special projects as needed.

Completes annual data security and confidentiality trainings for both CDPH and OA; follows and promotes data confidentiality requirements and policies.

**Percent of Time    Marginal Functions**

- 5% Performs other job related duties as required.

Employee's signature	Date
Supervisor's signature	Date