



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. ~

Staff Services Analyst

\$2,873- \$4,671 - 1 position available Perm/Full

EMPLOYMENT OPPORTUNITY

Under supervision of the Health Program Manager I in the HIV Prevention Operations Section, the Staff Services Analyst (SSA) performs key coordination and program oversight for HIV prevention programs. Contractual oversight, evaluation and technical assistance are key activities performed by the SSA. Assists in monitoring HIV prevention programs with funded local health jurisdictions (LHJs) and their funded subcontractors by monitoring program progress through the data received, as it is entered into LEO and also assists with monitoring expenditures for funded jurisdictions quarterly. Assists and helps review contractor's fiscal performance utilizing the tools provided.

Final Filing Date: April 10, 2015

Who May Apply: If you are a promotional or transfer candidate, please provide eligibility information with application materials. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility, or Training and Development Assignment) on the 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.

How To Apply: Please submit a State application (STD. 678) with original signature and include job title and position number 581-403-5157-909 for which you are applying to the address below. We cannot accept faxed or e-mailed applications. The STD. 678 may be accessed through the California Department of Human Resources (CalHR) Web site: www.calhr.ca.gov.

For more information on the duties of this employment opportunity, please view the duty statement that follows this notice. If you still have additional questions, please contact Edna Martin at Edna.Martin@cdph.ca.gov or (916) 449-5808.

CONTACT INFORMATION:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, OFFICE OF AIDS, ADMINISTRATION
P.O. BOX 997426 MS 7700 • SACRAMENTO, CA 95899-7426

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DUTY STATEMENT

Class Title Staff Services Analyst	Position Number 581-403-5157-909
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit _____	
Section HIV Prevention Operations Section	
Branch HIV Prevention Branch	
Division Office of AIDS	

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: Under supervision of the Health Program Manager I in the HIV Prevention Operations Section, the Staff Services Analyst (SSA) performs key coordination and program oversight for HIV prevention programs. Contractual oversight, evaluation and technical assistance are key activities performed by the SSA.

Supervision Received: Under supervision of the Health Program Manager I, Chief of the HIV Prevention Operations Section.

Supervision Exercised: None

Description of Duties: See below

Percent of Time	Essential Functions
40%	Assists in monitoring HIV prevention programs with funded local health jurisdictions (LHJs) and their funded subcontractors by monitoring program progress through the data received, as it is entered into LEO and also assists with monitoring expenditures for funded jurisdictions quarterly. Assists and helps review contractor’s fiscal performance utilizing the tools provided. Provides recommendations to management about improvements to the processes used for operationalizing HIV prevention branch activities. Assists in the development of contracts/amendments/Memorandums of Understanding (MOU). Reviews budgets and amendments. Reviews incoming invoices, makes recommendations for payment based on program requirements. Reviews progress reports and provides feedback regarding progress reports. Travels and conducts site visits to LHJs and community-based organizations to perform on-site monitoring. Provides technical assistance to contracted providers to address administrative issues and ensure compliance with HIV prevention program operations and guidelines. Reports progress of programs monitored to program staff and management.
30%	Monitors LHJs progress in meeting local goals as indicated by what the LHJs setup in Local Evaluation Online (LEO) data collection system. Works in collaboration with the Prevention Research and Evaluation (PRE) Section on all issues related to LEO. Provides technical assistance to contractors about how to navigate the fields that are accessible to them in LEO. Runs reports to assess LEO data on an ongoing basis. Ensures data that is reported in LEO is consistent with the contractor’s budgets, progress reports and program

implementation plans. Evaluates information that contractors enter into LEO for compliance with LEO guidelines and requirements. Ensures that contractors enter data into LEO in a timely manner according to guidelines.

15% Coordinates with HIV Prevention Program Section staff on prevention intervention-related programmatic activities. Attends and participates in joint meetings and site visits for the purpose of providing technical assistance to the LHJs which requires moderate travel. Coordinates with the Office of AIDS Administration Section including shared responsibilities in the processing, tracking and the development of contracts, MOUs, budget revisions, and amendments. Coordinates with the Program Evaluation and Research Section on LEO processes and the data reporting by the LHJs. Makes arrangements and participates in workgroups, webinars and meetings.

10% Prepares correspondence for supervisors review to administrative inquiries for Centers for Disease Control and Prevention grant applications, guidance for LHJs and controlled correspondence. Works with other Operations Advisors in quality improvement, building capacity and building on program operations guidelines.

Percent of Time Marginal Functions

5% Establishes and maintains rapport and effective working relationships with the California Department of Public Health staff, local health department representatives, community based organizations, and the general public; attends all required meetings and performs other work related duties as required.

Employee's signature	Date
Supervisor's signature	Date