

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
\$4,600 - \$5,758 1 Position Available - Permanent/Full Time
Please see ECOS ad for final filing date

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.

WHO MAY APPLY: Individuals with eligibility (e.g., transfer, list, reinstatement) for this classification. SROA/Surplus employees are encouraged to apply. After an initial screening of applications, only the most qualified candidates may be selected for an interview.

HOW TO APPLY: Please submit a completed State application (STD. 678) and any other relevant documents (e.g., unofficial transcript, copy of degrees, resume, etc.) to the address below. Please reference position number 580-404-5393-703 and RPA # 16-OOA-0462 on the application in the box entitled, "Examination(s) or Job Title(s) For Which You Are Applying," and indicate the basis of your eligibility in the job title section. SROA/Surplus candidates must submit a copy of their letter with their applications.

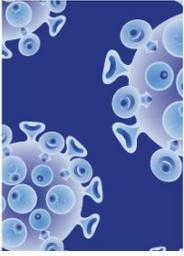
A Statement of Qualifications (SOQs) is REQUIRED with your application. The SOQ is a narrative discussion of how the candidate's education, training, experience, and skills meet the desirable and required qualifications that qualifies them for the position. The SOQ serves as documentation of each candidate's ability to present information clearly and concisely in writing. The SOQs should be typed and no more than two pages in length.

Resumés and cover letters DO NOT take the place of the SOQ. Applications will be reviewed and only the most qualified candidates will be interviewed. Resumés DO NOT take the place of the SOQ. Applications will be reviewed and only the most qualified candidates will be interviewed.

If the minimum qualifications of the classification have specific educational, license, or other requirements, you must submit a copy of the applicable supporting documentation (degree, transcripts, certificate, license, etc.) with your application in order to be considered for this position.

CONTACT INFORMATION:
CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, HUMAN RESOURCES BRANCH
P.O. Box 997378/MS 1700-1702 • SACRAMENTO, CA 95899-7378
ATTN: CERTIFICATION SERVICES UNIT

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.



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Associate Governmental Program Analyst

\$4,600 - \$5,758 Continued...

EMPLOYMENT OPPORTUNITY

To view the job posting on the California Department of Human Resources' Exam and Certification Online System. Go to: #<https://www.jobs.ca.gov/>.

This position is a California state civil service position. In order to be eligible, a candidate must first apply for the AGPA exam. Once the candidate has successfully completed the exam process, he/she can be considered for the AGPA position. Here is the link on how to take a state exam:

<https://www.jobs.ca.gov/JOBSGEN/9PB04.PDF>

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For more information on the duties of this employment opportunity, please view the duty statement that follows this notice. If you have additional questions, please contact Christine Iwamoto at Christine.Iwamoto@cdph.ca.gov or (916) 449-5928.

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DUTY STATEMENT

Class Title Associate Governmental Program Analyst	Position Number 580-404-5393-703
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	

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) 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 direction 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.

Percent of Time Essential Functions

25% Process new paper Adult HIV/AIDS Case Report Forms (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 Office of AIDS 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 ACR forms; 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 CaIREDIE HIV/AIDS module. Review no-match laboratory reports and reports with discrepancies for assigned counties. Review CaIREDIE generated error reports as appropriate. Enter and/or correct data in CaIREDIE 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 (RIDR) database to de-duplicate cases in the HIV/AIDS Reporting System (HARS) 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