



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

\$4,488 - \$5,618 - 1 position available Perm/Full

EMPLOYMENT OPPORTUNITY

Under the direction of the Health Program Manager I in the HIV Prevention Operations Section, the Associate Governmental Program Analyst (AGPA) performs key coordination, program oversight, evaluation and technical assistance for the HIV prevention programs. Monitors HIV prevention programs with funded local health jurisdictions (LHJs) and their funded subcontractors. Develops and implements a statewide HIV Prevention Branch contract monitoring process, including overseeing and evaluating contractor's fiscal performance. Develops and processes contracts/amendments for Program Support Branch approval. Reviews budgets and amendments and works with the Office of Aids Fiscal Management Section on any discrepancies. Reviews incoming invoices, makes recommendations for payment based on program requirements.

Final Filing Date: April 13, 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 581-403-5393-909 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 Associate Governmental Program Analyst	Position Number- 581-403-5393-XXX
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 the direction of the Health Program Manager I in the HIV Prevention Operations Section, the Associate Governmental Program Analyst (AGPA) performs key coordination, program oversight, evaluation and technical assistance for the HIV prevention programs.

Supervision Received: Direction from 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%	Monitors HIV prevention programs with funded local health jurisdictions (LHJs) and their funded subcontractors. Develops and implements a statewide HIV Prevention Branch contract monitoring process, including overseeing and evaluating contractor's fiscal performance. Develops and processes contracts/amendments for Program Support Branch approval. Reviews budgets and amendments and works with the Office of Aids Fiscal Management Section on any discrepancies. Reviews incoming invoices, makes recommendations for payment based on program requirements. Reviews progress reports and provides feedback regarding progress reports. Conducts site visits to LHJs and community-based organizations by performing on-site monitoring. Provides technical assistance to contracted providers to address administrative issues and ensure compliance with program operations and guidelines. Reports progress of programs monitored to program staff and management including writing up analysis and recommendations on program evaluations.
30%	Responsible for ensuring HIV Prevention Program contractors are in compliance with OA's online system which tracks HIV Prevention Program services and Local Evaluation Online (LEO). LEO guidelines and requirements are based on all information received from Prevention, Evaluation, and Research Section (PEaRS). Assists with analyzing LEO changes and makes recommendations to management how to proceed with disseminating the information out to staff and LHJs. Ensures that contractors are trained to enter data into LEO in a timely manner per consultation from PEaRS and the Operations

Section on all issues related to LEO; provides peer support and training to the LHJ's and to other Operations Advisors and technical assistance to contractors on how to use LEO. Creates reports and reviews 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.

15%

Coordinates with the Prevention Program Section, which includes working with program staff on prevention intervention-related programmatic activities, attendance and participation at joint planning meetings, joint site visits, and reviewing various reports and data for the purpose of providing guidance to the LHJs which requires moderate travel. Coordinates with the Office of AIDS Administration Section, which includes 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, forms management, and data reporting by the LHJs.

10%

Writes and edits responses for Centers for Disease Control and Prevention grant applications, guidance for LHJs and controlled correspondence. Develops program operations guidelines.

Percent of Time

Marginal Functions

5%

Establishes and maintains rapport and effective working relationships within CDPH, and with local health department representatives, community based organizations, and the general public; attends required meetings and conferences; and performs other duties as required.

Employee's signature

Date

Supervisor's signature

Date