

**DUTY STATEMENT**

Employee Name: <b>Vacant</b>	Position Number: <b>580-405-5157-735</b>
Classification: Staff Services Analyst	Tenure/Time Base: Permanent/Full-Time
Working Title: Contract and Fiscal Analyst	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases/ Office of AIDS	Branch/Section/Unit: AIDS Drug Assistance Program Branch/ Program Integrity and Operations Section/ Contracts and Grants Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to 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.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

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**Competencies**


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The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

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**Job Summary**


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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by advancing health equity and strategic planning goals and objectives and to promote recognition and reduction of the burden of infection among California's most vulnerable populations through changes in workplace culture and practice.

The incumbent Staff Services Analyst (SSA) works under the supervision of the Staff Services Manager I (SSM I) in the Contracts and Grants Unit (CGU). The SSA works collaboratively with managers and staff across Office of AIDS (OA) Branches, Sections, and Units to support the AIDS

Drug Assistance Program Branch (ADAP). The SSA understands and uses programmatic and surveillance data to understand the status of HIV and sexually transmitted infection (STI) epidemics, identify strategies and actions for reducing the number of new cases of HIV and STIs and eliminating health inequities that result in disproportionate disease burdens among marginalized demographic groups, and aligns and mobilizes resources and stakeholders to achieve goals.

### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

### Essential Functions (including percentage of time)

- 40% **Contracts:** Serves as a coordinator for ADAP contracts. Participates in the development of new competitive and non-competitive contract agreements, including but not limited to the review of vendor applications to contract for services, ensuring vendor meets state and federal contracting and funding requirements. Under supervision, advises the branch on contract management policies and procedures. Works with program staff to develop scopes of work, budgets, contracting exhibits, and other key documents. Prepares contract documents for management review and approval. Identifies potential contract execution and implementation barriers and works with management to address any contracting issues. Reviews and verifies all contractual documents are complete and meets state contracting manual requirements and federal contracting requirements prior to uploading into the Department's contracting database, CAPS. Maintains understanding of all contracting processes, procedures, and requirements. Serves as liaison between the ADAP Branch, Office of AIDS (OA) Support Branch, and CDPH Contracts Management Unit. Works closely with the OA Support Branch to address any questions and provide additional information as needed. Continuously tracks and monitors CAPS until contract is executed and ensures all required parties including contractor has executed contract documents. Participates in meetings with vendors when requested and addresses contract questions and/or inquiries. This position advances racial equity, climate and economic justice, diversity, and inclusion in approach, processes, policies, and deliverables while also supporting the work of addressing the challenges and racial inequities, stigma, and medical mistrust facing persons who inject drugs, young gay and bisexual men, cis- and trans-gender women of color.
- 25% **Budget and Fiscal Management:** Serves as point of contact for all contractors on all issues related to project/program budgets. Assists in developing and implementing budget procedures. Identifies and recommends budgetary policies for budget monitoring. Under supervision, reviews contractor invoices and any required supporting documentation to ensure all charges are accurate and allowable under the contract. Reviews accuracy of invoices and ensures invoices are reconciled and meeting contractual deliverables. Utilizes the ADAP data system to develop and package invoices for ADAP enrollment sites. Updates contract, invoice and payment internal tracking logs throughout the duration of the contract. Works closely with Support Branch staff to

ensure contractor is paid in a timely manner under state requirements and provides Support Branch with necessary documentation and justifications for expedite requests. Under supervision, works with contractor to resolve invoice or payment disputes, payment status, etc. Keeps management and program staff briefed on any concerning issues related to invoicing or payment issues. Monitors FI\$Cal Online Reporting Environment (FORE) database to verify Department Accounting Office and State Controller’s Office have processed invoices for payment. Verify and update internal tracking logs with pertinent information such as, but not limited to, warrant information, payment dates, invoice amount, funds coded to correct fund sources, etc.

15% **Monitoring and reporting:** Participates in the development and implementation of contracted entity site visit monitoring tools. Reviews and monitors fiscal and budget activities to ensure contracted entities are adhering to the activities outlined in the contractual agreements and have controls in place to track and identify ADAP funds and expenditures. Develops and maintains Excel tracking logs, including developing complex formulas to track ongoing expenditures depending on program needs. Develops and prepares contract tracking logs to track and monitor contracts upon execution. Under supervision, provides input on state and federal funded contracts reporting and addresses inquiries from both internal and external inquiries. Participates in all required update meetings to advise management on contract and invoice status and any contractual and/or fiscal issues.

15% **Standard Operating Procedures (SOPs) and process improvement:** Assists in developing, documenting, disseminating, revising, and implementing SOPs for related job functions. SOPs include but are not limited to: contract development and management, invoice development and review, purchase orders, contract amendments, budget revisions, communication protocols, and the and the development of fiscal reports. Collaborates with the unit in using various improvement models to develop innovative and effective solutions that will create positive change.

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**Marginal Functions (including percentage of time)**

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5% Works with upper management to respond to inquiries from various control agencies such as Federal Government, Department of Finance, internal and external auditors, Legislature, etc. Serves as a backup to other staff in the CGU as requested. Performs other SSA duties as assigned.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor’s Name:	Date	Employee’s Name:	Date
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Supervisor's Signature	Date	Employee's Signature	Date
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**HRD Use Only:**

Approved By: C.G.

Date: 04/16/2024