

## DUTY STATEMENT

Employee Name:	Position Number: 580-405-5393-002
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent / Full-Time
Working Title: Fiscal and Contracts 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 (ADAP) Branch / Program Integrity and Operations Section (PIOS) / Contracts and Grants Unit (CGU)

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.

### Competencies

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](#).

### Job Summary

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 works under direction from the Staff Services Manager I in the Contracts and Grants Unit (CGU). The AGPA 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 AGPA 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.

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**Special Requirements**

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- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Travel up to 10 percent, may be required.
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

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

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40% **Fiscal Processing:** Monitors transactions posted against ADAP fund sources. Works with drug manufacturers, internal staff, external entities, and contractors to reconcile invoices and expenditures against manufacturer reports. Provides data, information, and reports as needed to other business units within OA. Works with internal and external staff to solve problems related to invoicing, payment allocation, dispute management, and reporting of rebates. The AGPA independently and in collaboration with the other ADAP fiscal analysts and research staff, assists in coordinating recovery and tracking of rebate from pharmaceutical manufacturers. Reviews invoices and supporting documentation to ensure all charges are accurate and allowable. Reviews the accuracy of invoices and ensures they are reconciled and meet contractual deliverables. Contacts drug manufacturers for information on disputed rebates and works with internal and external entities to process miscellaneous fiscal transactions and live checks. Works closely with the OA Support Branch staff to ensure contractors are paid in a timely manner under state requirements and provides the OA Support Branch with necessary documentation and justifications for expedited requests. Verifies and updates internal tracking logs on pertinent information such as, but not limited to, warrant information, payment dates, invoice amounts, funds coded to correct fund sources, etc.

30% **Fiscal Reporting:** Collaborates with ADAP data and technical teams to ensure fiscal-related data is reported accurately in the Estimates package. Serves as the point of contact on issues related to projects, contracts, and program budgets. Assists in developing and implementing procedures. Identifies and recommends policies for invoices and budgets. Develops and maintains Excel tracking logs, including developing complex formulas to track ongoing expenditures depending on program needs. Utilizes ADAP data systems to develop and package invoices for ADAP enrollment sites and updates internal tracking logs. Keeps management and program staff briefed on any issues related to invoicing or payment issues. Monitors FI\$Cal and departmental reports to verify invoices have been processed for payment. Leads meetings to update management on invoice statuses and advise management of any fiscal or budgetary issues. Assists in developing, documenting, disseminating, revising, and implementing SOPs for related job functions. Works with internal and external auditors to

ensure deliverables are met, action items are completed timely, and that any findings and recommendations are implemented, documented, and reported. Provides technical assistance to ADAP Branch staff regarding fiscal and budget related drills.

20% **Contracts:** Serves as a backup 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 the vendor meets state and federal contracting and funding requirements. Works with program staff to develop scopes of work, budgets, 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. 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.

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

5% Provides support to the Medical Advisory Committee (MAC) and Formulary Specialist; assists with maintaining tracking sheets related to ADAP and PrEP-AP formulary additions; hosts related meetings in the absence of the MAC Specialist and works with the Specialist to obtain management approval of fiscal analyses.

5% Performs other job-related duties as required and 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
Supervisor’s Signature	Date	Employee’s Signature	Date

**HRD Use Only:**

Approved By: Nathalia Klyn

Date: 06/26/2024