

DUTY STATEMENT

Employee Name:	Position Number: 580-700-5393-701
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent/Full-Time
Working Title: Administrative Analyst – Fiscal and Procurement	Work Location: 850 Marina Bay Parkway, Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Laboratory Sciences (CLS)	Branch/Section/Unit: Operations Branch / Admin Section / Fiscal and Procurement 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.

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 supporting the CLS, Operations Branch, Admin Section, Fiscal and Procurement Unit by performing the administration and completion of fiscal drills; fiscal projections; budget liaison duties, purchase orders, service orders, contracts, invoice processing, expenditure tracking, and general procurement assistance and guidance.

The incumbent works under the general supervision of the Staff Services Manager I within the Operations Branch, Admin Section, Fiscal and Procurement Unit.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 10% for meetings to Sacramento East End Complex
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 20% Administration, coordination, and completion of fiscal drills on behalf of CLS and its divisions, branches, and labs. Fiscal drills will include those from the Department of Finance; State Legislature; Office of Legislative and Governmental Affairs; Health and Human Services Agency; Financial Management Branch, Budget Section; Accounting Section; CLS, other Department of Public Health centers; and CLS divisions, labs, and branches. Types of fiscal drills include those associated with budget change proposals; legislative analysis; budget development; payroll tracking and processing; year-end accounting drills; authority and expenditure tracking; and ad-hoc analysis. Preparation of explanatory and summary reports, emails, and in-person presentations as needed. Participation in fiscal meetings as needed. Resolution of fiscal issues as needed.
- 20% Purchase order, service order, and contract administration and processing. Completion of year-end contract processing drills, encumbrance drills, and purchase order renewals for multi-year contracts. Preparation of procurement ad hoc analysis and reports. Provide technical advice and consultative services regarding subjects such as solicitation development, procurement types/methods; evaluation criteria, appropriate use of leveraged procurement agreements (LPAs), and required justifications. Preparation of contract documents for external and internal approvals. Tracking and moving forward the review and approval processes associated with the Contract and Purchasing System (CAPS) and Information Technology Acquisition Plan (ITAP). Distribution of fully executed contracts. Processing of contract renewals and associated purchase orders and other forms. Providing quality control over assignments to ensure compliance with departmental policies and procedures. Preparation of explanatory and summary reports, emails, and in-person presentations as needed. Participation in procurement meetings as needed. Resolution of procurement issues as needed.
- 15% Expenditure and encumbrance tracking against budget; updating of monthly fiscal projections; payroll analysis; revenue forecasting; and indirect cost analysis via Microsoft Office (especially Excel), FI\$Cal, and KK files. Creation of fiscal executive summaries. Preparation of explanatory and summary reports, emails, and in-person presentations as needed. Participation in fiscal tracking and projection meetings as needed. Resolution of fiscal tracking issues as needed.
- 15% Invoice processing, payment tracking, and compliance monitoring. Use of the Invoice Portal System. Processing and updating of expedite requests; purchase orders for payment processing; and contract summaries and amendments. Preparation of explanatory and

summary reports, emails, and in-person presentations as needed. Participation in invoice processing meetings as needed. Resolution of invoice issues as needed.

10% Act as CLS’s fiscal liaison to divisions, labs, and branches as assigned. Provide guidance to Program in an advisory role. Conduct training as needed. Assist with issue resolution and error correction as needed.

10% Act as CLS’s procurement liaison to divisions, labs, and branches as assigned. Increase procurement efficiency. Develop, coordinate, refine, and document procurement protocols to meet programmatic needs. Conduct training as needed. Assist with issue resolution and error correction as needed.

Marginal Functions (including percentage of time)

10% Other work-related duties as needed.

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: CO
 Date: 5/8/24