

**DUTY STATEMENT**

Employee Name:	Position Number: 580-510-5393-880
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent / Full Time
Working Title: Contract Analyst	Work Location: 3901 Lennane Drive, Sacramento CA 95834
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Women, Infants, and Children (WIC) Division	Branch/Section/Unit: Local Services Branch / Southern Section / Southern 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 advancing the health and well-being of California's diverse people and communities. As an employee of the Local Services Branch, the incumbent serves as part of a team that provides monitoring, training, support for and collaboration with regional local agencies that serve Women, Infants, and Children (WIC) program participants.

The incumbent works under the direction of the Chief, Southern Unit, Staff Services Manager I (SSM I). The Associate Governmental Program Analyst (AGPA), Contract Analyst, performs the more responsible, varied, complex technical, and analytical staff services assignments related to all aspects of monitoring the local agency contract. This includes providing technical assistance,

contract management, training, expenditure monitoring, and consultation to WIC local agency staff regarding WIC program policy, contract compliance, and administration issues in accordance with federal and state regulations. Moderate travel, up to 30%, may include overnights, to local agencies statewide is required to perform job duties.

### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Statewide travel up to 30% of the time, may include overnights
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

### Essential Functions (including percentage of time)

- 40% Responsible for the management of WIC Local Agency contracts including meeting with Nutrition Consultants and contributes as a subject matter expert on the local agency contract. Negotiates contracts as part of a team with prospective local agency contractors; reviews and approves contract budgets; monitors the WIC local agency progress throughout the contract term including the review of mandated reports and on-site monitoring/training visits. Independently provides contractors with technical assistance; resolves the most complex, sensitive, and technical contract problems in writing, email, webinar, or via the telephone with local WIC agencies; develops contract amendments; analyzes and approves or denies budget revisions, subcontracts, and procurement requests and processes all associated documents according to procedures. Obtains, reviews, recommends response, and monitors corrective action plans as a result of program audits, such as the financial management reviews and single audit reviews conducted by the State Controller's Office and partners. Identifies and tracks trends from Corrective Action Plans to determine how well the local WIC agency is performing. Provides training on contract requirements to new WIC local agency directors.
- 30% In coordination with other program staff, conducts the mandated statewide Program Monitoring Visits (PMVs) of local WIC agencies. Conducts the entrance and exit conference of the PMVs. Observes local WIC agency operations to monitor program compliance; verifies local WIC agency compliance with state and federal regulations and contract requirements for management, certification, civil rights, and food delivery systems; provides daily briefings to the local WIC agency administrative staff during the PMVs to notify and update them of their findings. Upon completion of the PMVs, collaborates with other program staff on a "letter of findings" report to discuss any CDPH/WIC violations, recommendations, and a Corrective Action Plan for the Local Agency in order to correct the violation. Ensures appropriate WIC Division staff are provided information and consultation regarding the observations made during the PMVs.

- 20% Reviews most complex contractors’ invoices to ensure costs are allowable, budgeted, and invoiced correctly; approves invoices for payment; provides direction to WIC invoice payment staff on complicated recoveries/payment disputes. Tracks invoices for spending trends and provides technical assistance to meet contracted budget.
- 5% Participates in regional meetings, committees, workgroups, task force meetings and leads with the preparation of the meetings. Provides presentation of relevant materials during the meetings, as well as relevant follow-up.

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

- 5% Perform other job-related 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
Supervisor’s Signature	Date	Employee’s Signature	Date

**HRD Use Only:**  
 Approved By: AG  
 Date: September 5, 2024.

**DUTY STATEMENT**

Employee Name:	Position Number: 580-510-5157-XXX
Classification: Staff Services Analyst	Tenure/Time Base: Permanent / Full Time
Working Title: Contract Analyst	Work Location: 3901 Lennane Drive, Sacramento CA 95834
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Women, Infants, and Children (WIC) Division	Branch/Section/Unit: Local Services Branch / Southern Section / Southern 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.

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### **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 the health and well-being of California's diverse people and communities. As an employee of the Local Services Branch, the incumbent serves as part of a team that provides monitoring, training, support for and collaboration with regional local agencies that serve Women, Infants, and Children (WIC) program participants.

The incumbent works under the supervision of the Southern Unit Chief, Staff Services Manager I (SSM I). The Staff Services Analyst (SSA), Contract Analyst, is responsible for the less complex aspects of the local agency contract including technical assistance, contract management, training, expenditure monitoring, and consultation to WIC local agency staff regarding WIC program policy,

contract compliance, and administration issues in accordance with federal and state regulations. Moderate travel, up to 30%, may include overnights, to local agencies statewide is required to perform job duties.

### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Statewide travel up to 30% of the time, may include overnights
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

### Essential Functions (including percentage of time)

- 40% Responsible for assisting with the management of WIC Local Agency contracts including meeting with Nutrition Consultants. Assists with contract negotiations, as part of a team, with prospective local agency contractors; reviews and approves contract budgets; assists with monitoring the WIC local agency progress throughout the contract term, including the review of mandated reports and on-site monitoring/training visits. Provides contractors with technical assistance; assists the team to resolve less complex, sensitive, and technical contract problems in writing, email, webinar, or via the telephone with local WIC agencies. Assists with initiating the development of contract amendments for supervisor review; analyzes and makes recommendations to approve or deny budget revisions, subcontracts, and procurement requests, and process all associated documents according to procedures. Obtain, review, recommend response, and monitor corrective action plans as a result of program audits, such as the financial management reviews and single audit reviews conducted by State Controller's Office and partners. Identifies and tracks trends from Corrective Action Plans to determine how well the local WIC agency is doing. Assists the LSB team to provide training on contract requirements to new WIC local agency directors.
- 30% In coordination with other program staff, and with support given by LSB, assists with conducting the mandated statewide on-site Program Monitoring Visits (PMVs) of local WIC agencies. Conducts entrance and exit conference of the PMVs. Observes local WIC agency operations to monitor program compliance; verifies local WIC agency compliance with state and federal regulations and contract requirements for management, certification, civil rights, and food delivery systems; provides daily briefings to the local WIC agency administrative staff during the PMVs to notify and update them of their findings. Upon completion of the PMVs, collaborates with other program staff on a "letter of findings" report to discuss any CDPH/WIC violations, recommendations, and a Corrective Action Plan for the Local Agency in order to correct the violation for supervisor review and approval. Ensures appropriate WIC Division staff are provided information and consultation regarding the observations made during the PMVs.
- 20% Reviews contractors' invoices to ensure costs are allowable, budgeted, and invoiced correctly; assists with approving invoices for payment; with supervisory oversight, provides direction to WIC invoice payment staff on complicated recoveries/payment disputes. Tracks invoices for spending trends and provides technical assistance to meet contracted budget.

5% Attends regional meetings, committees, workgroups, task force meetings, and assists with the preparation of the meetings. Assists with presentation of relevant materials during the meetings, as well as relevant follow-up.

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

5% Perform other job-related 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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