

DUTY STATEMENT

Employee Name:	Position Number: 580-510-5393-761
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent / Full Time
Working Title: Contract Monitor	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 / Bay and Central Section / Bay and Central 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 the Women, Infants, and Children (WIC) Program participants.

The incumbent works under the direction of the Chief, Bay and Central Unit, Staff Services Manager I (SSM I), the Associate Governmental Program Analyst (AGPA), Contract Monitor, is responsible for

all 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%, 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
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 40% Management of WIC Local Agency contracts. This includes meeting with Nutrition Consultants and contributing as subject matter experts on the contract language; negotiating contracts as part of a team with prospective local agency contractors; reviewing and approving contract budget; monitoring the WIC local agency progress throughout the contract term including the review of mandated reports and on-site monitoring/training visits; providing the contractor with technical assistance; resolving complex, sensitive, and technical contract problems in writing, email, webinar or via the telephone with local WIC agencies; developing contract amendments; analyzing and approving or denying budget revisions, subcontracts, and procurement requests and processes all associated documents according to procedures. Obtains, reviews, and approves written corrective action plans for issues and problems identified in program audits. The contract manager identifies and tracks trends to analyze outcomes to determine how well the local WIC agency is doing. Provides training on contract requirements to new WIC local agency directors.
- 30% Conducts in coordination with Policy staff the mandated statewide biennial on site Program Evaluations (PEs) of local WIC agencies. Conducts entrance and exit conference at the PE. 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 PE to notify and update them of their findings; upon completion of the PE, prepares a "letter of findings". Ensures appropriate WIC Division staff are provided information and consultation regarding the observations made during the PE.

- 20% Review contractors’ invoices to ensure costs are allowable, budgeted and invoiced correctly; approving invoices for payment; provides direction to WIC invoice payment staff on complicated recoveries/payment disputes.
- 5% Participates in regional meetings, committees, workgroups, task force meetings and assists with the preparation of the meetings. Provides presentations of relevant materials during the meetings, as well as relevant follow-up.

Marginal Functions (including percentage of time)

- 5% Performs 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 6, 2024.

DUTY STATEMENT

Employee Name:	Position Number: 580-510- 5157-XXX
Classification: Staff Services Analyst	Tenure/Time Base: Permanent / Full Time
Working Title: Contract Monitor	Work Location: 3901 Lennane Drive, Sacramento CA 95834
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No):
Center/Office/Division: Center for Family Health / Women, Infants and Children (WIC) Division	Branch/Section/Unit: Local Services Branch / Bay and Central Section/Bay and Central 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 (LSB), the incumbent serves as part of a team that provides monitoring, training, support for and collaboration with regional local agencies that serve the Women, Infants and Children (WIC) Program participants.

The incumbent works under the supervision of the Bay and Central Unit Chief, Staff Services Manager I (SSM I), the Staff Services Analyst (SSA), Contract Monitor, 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
- 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 and contributing with local agency contracts. Assist with contract negotiations as part of a team with prospective local agency contractors; review and approve contract budget; assists with monitoring the WIC local agency progress throughout the contract term including the review of mandated reports and on-site monitoring/training visits. Providing the contractor with technical assistance; assisting the team to resolve 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; analyze and make 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. Collaborate with the Local Support Section staff to identify and track trends from Corrective Action Plans to determine local agency compliance. Assists LSB team to provide training on contract requirements to WIC local agency directors.
- 30% In coordination with other program staff, and with support given by LSB Local Support Section and management team, assists with conducting the mandated statewide on-site Program Monitoring Visits (PMVs) of WIC local agencies. Conduct entrance and exit conference of the PMVs. Observe WIC local agency operations to monitor program compliance; verify local WIC agency compliance with state and federal regulations and contract requirements for management, certification, civil rights, and food delivery systems; provide daily briefings to the WIC local agency administrative staff during the PMVs to notify and update them of potential findings and notable observations. Upon completion of the PMVs, collaborate with other program staff to complete formal notification to local agency of CDPH/WIC findings, observations, recommendations, and actions needed to correct the

finding. Ensure appropriate WIC Division staff are provided information and consultation regarding the observations made during the PMVs.

- 20% Review contractors’ invoices to ensure costs are allowable, budgeted and invoiced correctly; assists with approving invoices for payment; with manager oversight, provides direction to WIC invoice payment staff regarding complicated recoveries and payment disputes. Track invoices for spending trends and provide technical assistance to meet contracted budget.
- 5% Participates in regional meetings, committees, workgroups, task force meetings and assists with the preparation of the meetings. Provides presentations 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 required.

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 6, 2024.