

DUTY STATEMENT

Employee Name:	Position Number: 580-730-8338-909
Classification: Health Program Specialist I	Tenure/Time Base: Limited-Term/Full Time
Working Title: Grants and Fiscal Specialist	Work Location: 850 Marina Bay Pkwy, Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center of Laboratory Sciences/Infectious Diseases Laboratory Division	Branch/Section/Unit: ELC Expansion Grant and Procurements 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 planning, tracking, and managing all Grant and Fiscal functions of the Infectious Diseases Laboratories Division (IDL). The Health Program Specialist I (HPS I) independently manages the most complex grant budgets, facilitate grant reports, pay invoices, track expenses, liaise with grantees & grantors, and environment for the IDLD operations. This includes developing and implementing program policy, procedures, and priorities while collaborating in decision making for the program. The HPS I focuses on grant and financial operations of the Division.

The incumbent works under the direction of the Staff Services Manager I in the ELC Expansion and

Grant and Procurement Unit.

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)

- 35% Provides highly skilled program consultation and technical expertise to the IDLD, including providing direction, assistance and clarification of grant and fiscal procedures to Program Chiefs, Managers, Analysts, and administrative staff. Responsible for initiating, leading, and submitting Division-wide responses to assignments from Budgets, Accounting, Contracts, Center, and Director's Office. Works closely with the Assistant Division Chief and laboratory leadership to monitor and track Division wide grants, state allocations, and expenditures. Develops alternatives for unanticipated funding issues and prepares customized ad hoc fiscal and grant related reports for IDLD and CLS leadership.
- 25% Responsible for the implementation and oversight of the preparation of grant documentation tracking mechanisms including staff costs, equipment and instrument costs, and contract allocations. Develops and monitors the progress of various State and Federal grants. Tracks all grants to ensure accurate allocations, accruals, and expenditures are noted for audit reports. Assists in the implementation of protocols, guidelines, and overall operational procedures that are in line with State and Federal guidelines. Works with senior management to strengthen IDLD operations in all fiscal areas.
- 20% Provides consultation to Assistant Division Chief and Division Chief in planning, implementing, evaluating, and monitoring grant projects for the Division. Identifies and monitors resources required for continuing and newly implemented projects. Track, review, and process all State and Grant invoices. Build tracking mechanisms to accurately monitor grant progression and activities. Completes a variety of HPS I technical assignments and special projects; prepares correspondence, reports, reference materials and policy and procedure manuals.
- 15% Gives technical assistance and interpretations to Assistant Division Chief and Operations Support Supervisor and Analysts on Expenditure Plans, invoices for purchase orders, service orders, contracts, and Division responses concerning personnel and facility operations.

Marginal Functions (including percentage of time)

- 5% Performs other HPS I duties as required, including assisting admin units/sections/divisions as needed for surge capacity and response.

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: DN

Date: 2/25