DUTY STATEMENT

Employee Name:

Classification: Associate Governmental Program Analyst
Position Number: 580-400-5393-909

Working Title: Invoice Analyst
Work Location: 1616 Capitol Avenue Sacramento, CA 95814

Collective Bargaining Unit: R01
Tenure/Time Base: Limited-Term/Full Time

Center/Office/Division: Center for Infectious Diseases
Branch/Section/Unit: Testing Task Force 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.

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 Resources Job Descriptions webpage.

Job Summary

This position supports the California Department of Public Health’s (CDPH) mission and strategic plan by performing the more varied and complex technical analytical assignments. The Associate Governmental Program Analyst (AGPA) supports the development and maintenance of the CDPH Testing Task Force (TTF) budget. The primary focus for this position will be to review, prepare, and submit invoices and monitor the completion of payments resulting from all Testing Task Force procurements. The incumbent will also monitor staff billing to ensure these cost records are in alignment with established grant budgets and funding models.

The incumbent works under the direction of the Staff Services Manager I (SSM I), Chief of the TTF Fiscal 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)**

30% Analyzes expenditure data from the California Department of Public Health’s Fi$cal Online Reporting Environment (FORE) system to identify current or potential discrepancies. Updates monthly expenditure tracking in order to monitor spending in adherence to budget authority and available grant funding. Makes recommendations to keep spending within budgeted allocations. Identifies and recommends adjustments in budget line items and spending to allow funding for special activities, purchases, and/or to provide mandated budgetary reductions/savings. Provides budget information to management and program staff for the purpose of making decisions regarding program operations.

25% Provides excellent customer service and ongoing administrative and fiscal support. Ensures proper records retention is maintained regarding executed payments and leads efforts to retrieve invoice records in response to audit inquiries. Monitors and maintains records of payments being issued by the State Controller’s Office by logging this information into various internal tracking resources.

25% Serves as a primary invoice processor for TTF. Receives invoices from TTF program staff and works to route them through the organization to secure all required signature approvals. Prepares invoices for submission to accounting and makes the official submission for final processing. Records all submission and monitors invoice payment status through final execution. Updates all applicable tracking records.

15% Acts as a liaison with the Department’s Budget Office and Accounting Sections in regard to budgeting, accounting, and financial reporting for state, federal, and special funds. Coordinates with departmental and control agencies. Responds to the ongoing TTF program needs for budget information and resolution of technical issues or delayed payments.

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

5% Performs other AGPA work-related duties as required such as developing Purchase Orders, Service Orders, and working on special assignments as assigned by management. Assists with grant applications as needed. Will aid in contract development 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.)
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<thead>
<tr>
<th>Supervisor’s Name:</th>
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<th>Employee’s Name:</th>
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<td>Supervisor’s Signature</td>
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**HRD Use Only:**
Approved By: AV

Date: 6/28/2022
DUTY STATEMENT

Employee Name:

<table>
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<tr>
<th>Classification:</th>
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<tbody>
<tr>
<td>Staff Services Analyst</td>
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<tbody>
<tr>
<td>Invoice Analyst</td>
<td>1616 Capitol Ave</td>
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<tr>
<td></td>
<td>Sacramento, CA 9</td>
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<td>5814</td>
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Work Location: 1616 Capitol Avenue Sacramento, CA 95814

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<tr>
<th>Collective Bargaining Unit:</th>
<th>Tenure/Time Base:</th>
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<tbody>
<tr>
<td>R01</td>
<td>Limited-Term/Full</td>
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Tenure/Time Base: Limited-Term/Full Time

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Branch/Section/Unit: Testing Task Force 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.

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 Resources Job Descriptions webpage.

Job Summary

This position supports the California Department of Public Health’s (CDPH) mission and strategic plan by performing the less complex technical analytical assignments. The Staff Services Analyst (SSA) supports the development and maintenance of the CDPH Testing Task Force (TTF) budget. The primary focus for this position will be to review, prepare, and submit invoices and monitor the completion of payments resulting from all TTF procurements. The incumbent will assist in monitoring staff billing to ensure these cost records are in alignment with established grant budgets and funding models.

The incumbent works under the supervision of the Staff Services Manager I (SSM I), Chief of the TTF Fiscal 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)

30% Under supervision, analyzes expenditure data from the California Department of Public Health’s Fi$cal Online Reporting Environment (FORE) system to identify current or potential discrepancies. Updates monthly expenditure tracking in order to monitor spending in adherence to budget authority and available grant funding. Makes recommendations to keep spending within budgeted allocations. Identifies and recommends adjustments in budget line items and spending to allow funding for special activities, purchases, and/or to provide mandated budgetary reductions/savings. Provides budget information to management and program staff for the purpose of making decisions regarding program operations.

25% Provides excellent customer service and ongoing administrative and fiscal support. Ensures proper records retention is maintained regarding executed payments and leads efforts to retrieve invoice records in response to audit inquiries. Monitors and maintains records of payments being issued by the State Controller’s Office by logging this information into various internal tracking resources.

25% Receives invoices from TTF program staff and works to route them through the organization to secure all required signature approvals. Prepares invoices for submission to accounting and makes the official submission for final processing. Records all submission and monitors invoice payment status through final execution. Updates all applicable tracking records.

15% Assist in obtaining information for the Department’s Budget Office and Accounting Sections in regard to budgeting, accounting, and financial reporting for state, federal, and special funds. Assist in responding to ongoing TTF program needs for budget information and resolution of technical issues or delayed payments.

Marginal Functions (including percentage of time)

5% Performs other SSA work-related duties as required such as developing Purchase Orders, Service Orders, and working on special assignments as assigned by management. Assists with grant applications as needed. Will aid in contract development 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.

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