### DUTY STATEMENT

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Position Number:</th>
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<tbody>
<tr>
<td></td>
<td>580-370-5393-705</td>
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<table>
<thead>
<tr>
<th>Classification:</th>
<th>Tenure/Time Base:</th>
</tr>
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<tbody>
<tr>
<td>Associate Governmental Program Analyst (AGPA)</td>
<td>Permanent/Fulltime</td>
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<table>
<thead>
<tr>
<th>Working Title:</th>
<th>Work Location:</th>
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<tbody>
<tr>
<td>Grants/Fiscal Analyst</td>
<td>1616 Capitol Avenue, Sacramento, CA 95814</td>
</tr>
</tbody>
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<thead>
<tr>
<th>Collective Bargaining Unit:</th>
<th>Position Eligible for Telework (Yes/No):</th>
</tr>
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<tbody>
<tr>
<td>R01</td>
<td>Yes</td>
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<table>
<thead>
<tr>
<th>Center/Office/Division:</th>
<th>Branch/Section/Unit:</th>
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<tbody>
<tr>
<td>Center for Healthy Communities</td>
<td>Substance and Addiction Prevention Branch/Program &amp; Support Unit</td>
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</table>

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 ensuring that core business areas are efficient, innovative, transparent, and customer-focused.

The incumbent works under the direction of the Staff Services Manager I, Program and Support Unit, of the Substance and Addiction Prevention Branch.

### Special Requirements
Conflict of Interest (COI)

- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 5% in-state travel
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

### Essential Functions (including percentage of time)

35% **Fiscal Oversight and Budget Management:** Prepare, track and manage the program’s complex budget, including preparing budget projections, reconciling monthly expenditures, encumbrances, and balances. Confer and guide SAPB management in the preparation and submittal of various budget and accounting documents to ensure compliance with proper departmental and DGS policies and regulations, including but not limited to grant reporting, procurements, and contract services. Maintain a spreadsheet (Excel) to monitor program expenditures, reconcile Financial Information System for California (Fi$cal) Online Reporting Environment (FORE) reports, and prepare fiscal reports as required. Develop annual spending plan and prepare necessary information for budget hearings and budget change proposals. Coordinate with CDPH Budget Office staff regarding approved out-of-state travel blanket, individual travel requests and related expenditures, federal grant management and fiscal related drills. Make recommendations to Branch leadership regarding budget and grant management. Provide spreadsheets (Excel) to monitor program expenditures, reconcile FORE reports, analyze data and prepare fiscal reports as required to verify and track expenditures, reconcile FORE with budget spending upon request.

30% **Contract Development, Coordination and Administration:** Develop and execute complex contract Request for Applications (RFA) and Invitations for Bid while reviewing applicable DGS/CDPH policies for compliance, conduct selection review process including ensuring that applications are complete, developing scoring tools, and coordinating review teams; prepare and assist with execution of contracts and interagency agreements. Process procurements such as contracts, purchase orders and services orders through the Department’s Contracts and Purchasing System (CAPS). Coordinate with contractors to obtain intended services and products; review contract progress reports and make recommendations for approval of appropriate expenditures; identify and resolve contractual issues; conduct site visits to ensure contract compliance in accordance with LHJ and other organizations requirements; close out completed contracts by following proper processes. Assess and report contract challenges with recommendations to overcome challenges to Branch leadership.

20% **Coordination and Collaboration:** Collaborate with advisory groups and related agencies, organizations and entities such as the California Department of Justice, the California Department of Health Care Services, and other state or locally based organizations for educational and professional purposes, such as conferences and public health projects. Coordinate and facilitate stakeholder, advisory group, and staff meetings. Act as a liaison to coordinate and maintain relationships with the CDPH Contracts Management
Unit, Accounting, Budgets, and Program Support Branch; advise branch staff on
departmental policies and procedures.

10% Written Communications: Prepare progress reports to submit to the Centers for Disease
Control and Prevention (CDC) and other funding agencies; prepare CDC continuation
grant proposals. Prepare formal responses to media, departmental, Agency, legislative
and public inquiries. Perform technical writing that supports the branch, budget change
proposals, controlled correspondence and other writing, as assigned.

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
Supervisor’s Signature Date
Employee’s Name: Date
Employee’s Signature Date

HRD Use Only: Date
Approved By: MD 9/1/22