

DUTY STATEMENT

Employee Name: Associate Governmental Program Analyst	Position Number: 580-510-5393-855
Classification: Contract Monitor	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 Central Section / Bay 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 direction of the Bay Central Section Chief, Staff Services Manager I (SSM I), the Associate Governmental Program Analyst (AGPA), Contract Monitor, is responsible for the more complex aspects of the local agency contract including technical assistance, contract

monitoring, 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. To perform some of the required job duties, this position includes up to 30% traveling to local agencies statewide..

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% Independently review and analyze complex WIC Local Agency contracts. This includes collaborating with Nutrition Consultants and contributing as a subject matter expert on the contract language; negotiate contracts as part of a team with prospective local agency contractors; review and approve contract budget, making recommendations if necessary; monitor the WIC local agency progress throughout the contract term including the review of mandated reports and on-site monitoring/training visits. Provide the contractor with technical assistance; resolve complex, sensitive, and technical contract problems in writing, email, webinar or via the telephone with local WIC agencies; develop contract amendments; analyze and approve or deny budget revisions, subcontracts, and procurement requests and processes all associated documents according to procedures. Collect, review, and approve written corrective action plans for issues and problems identified in program audits. Based on findings, the Contract Monitor will provide operational recommendations to fulfill the WIC Scope of Work. Identify and track trends to analyze outcomes to determine how well the local WIC agency is doing, while providing management with recommendations based on their findings. Provide training on contract requirements to new WIC local agency directors.
- 30% Conduct in coordination with Policy staff the mandated statewide biennial on site Program Monitoring Visits (PMVs) of local WIC agencies. Conduct entrance and exit conference at the PMV. Review and analyze local WIC 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 local WIC agency administrative staff during the PMV to notify and update them of their findings; upon completion of the PMV, provide insight and support, as needed, to draft a “letter of findings”. Ensure appropriate WIC Division staff are provided information and consultation regarding the observations made during the PMV.
- 20% Independently review contractors’ invoices to ensure costs are allowable, budgeted and invoiced correctly; approve 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% 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: Aresha Auzenne	Date 09/16/2022		