DUTY STATEMENT

Employee Name:  
Position Number:  
580-110-4800-016

Classification:  
Staff Services Manager I (Specialist)

Tenure/Time Base:  
Permanent/ Full-Time

Working Title:  
Infectious Disease, Emergency Response &  
Environmental Health Fiscal Specialist

Work Location:  
1615 Capitol Avenue  
Sacramento, CA 95814

Collective Bargaining Unit:  
S01

Position Eligible for Telework (Yes/No):  
Yes

Center/Office/Division:  
Administration

Branch/Section/Unit:  
Financial Management Branch/Budgets  
Section/Infectious Disease, Emergency  
Response, and Environmental Health  
Program Support 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 performing consultative, preparative, and analytical work for the Financial Management Branch, Budgets Section, Infectious Disease, Emergency Response, and Environmental Health Program Support Unit. The Staff Services Manager Specialist (SSMI Specialist) works under the Staff Services Manager II of the Infectious Disease, Emergency Response, and Environmental Health Program Support Unit to independently to develop, administer, and monitor a variety of special projects and program budgetary and fiscal drills which includes consulting and coordinating with
CDPH program and Administrative staff.

The incumbent works under the direction of the Staff Services Manager II. The incumbent conducts independent analysts of complex and varied programmatic and fiscal issues, provides recommendations to senior management, and assists with implementing recommendations. The incumbent serves as the direct support to the SSMII and works independently to provide advanced analytical expertise and manages the unit’s most complex portfolios, including the Center for Infectious Disease (CID) assignment.

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% Performs consultative, preparative, and analytical work for the Financial Management Branch, Budget Section, Infectious Disease, Emergency Response, and Environmental Health Program Support Unit. The incumbent conducts independent analysis of complex and varied programmatic and fiscal issues, provides recommendations to the senior management staff, and assists with implementing recommendations. The incumbent independently manages the most complex portfolios, requiring advanced programmatic management and analytical support, including Center for Infectious Disease (CID) assignment. Prepares resource requests, expenditure analysis reports, contract analysis; advise management of potential budgetary issues and related solutions for funds and expenditures and prepares and coordinates ad hoc reports and requests from various external partners including but not limited to the Department of Finance (DOF), Health and Human Services Agency, Legislative Analyst’s Office, the Legislature, and Governor’s Office. Independently developing, administering, and monitoring a variety projects and fiscal drills, which includes consulting and coordinating with CDPH program and Administrative staff. Identifies and corrects various COVID-19 related fiscal issues in coordination with program staff and managers. Reviews complex transactions, referencing multiple systems, to maintain accurate systems for tracking and reporting. Prepares complex calculations and justifications for various drills.

Responsible for independently monitoring, tracking, analyzing, and reporting on federal grants, special funds, and general fund resources. Independently leads efforts around the development of departmental funding requests, preparing and submitting expenditure data for submission to control agencies. The incumbent will independently track, analyze, reconcile, and report on resource requests, allocations, contracts, purchase orders, invoices, and manage and respond to information requests.

35% Gathers facts and relevant information on issues and projects, which may include interacting with internal and external high-level executive staff and presents the information to
management in a concise and logical manner for action. This may include the development of status reports, database management reports, and other tools that will assist in decision making. Follows up with program staff, as necessary, to ensure timely completion of project assignments. Develops fiscal-related correspondence for review and prepares executive summaries in coordination with CDPH programs and Administrative staff. Correspondence requires analyzing and interpreting information and referring to a variety of sources such as the CDPH, DOF, or State Controller’s Office files, records, and publications. The correspondence may be confidential and sensitive in nature. Provides the Administrative Division management with ongoing updates, analysis of issues backed by supporting data and recommendations on improvements to established fiscal procedures and processes. Reviews and edits narrative descriptions and provides fiscal details and analysis. Coordinates and discusses necessary changes with program staff and managers.

Under minimal direction, reviews and coordinates correspondence assignments and closely tracks and works with Administrative staff on due dates, extension requests, and completeness of assignments. This tracking includes sending out follow up emails or making phone calls, as well as researching and responding to information requests from Department management, DOF, the Legislature, and other departments. Reviews and evaluates materials submitted to the Director’s Office, Health and Human Services Agency, and the DOF for signature for consistent departmental/program policy applications, completeness, and thoroughness in terms of subject matter, audience, format, content, and grammar. Works closely with programs on edits and backup documents as necessary.

25% Attends regular meetings with the CDPH program and COVID task force staff, Budgets and Accounting staff, Financial Management Branch Chief, Program Support Branch Chief, and Deputy Director of Administration Division to provide guidance, analysis, and resource issues via regular meetings (daily and weekly), as well as day-to-day communications with department contacts as to the appropriate policies and procedures for financial documents produced for CDPH. Prepares memorandums, reports, and letters upon request.

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<th>Marginal Functions (including percentage of time)</th>
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<td>5% Perform other work-related duties as assigned by Financial Management Branch Chief and Deputy Director of Administration.</td>
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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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<th>Supervisor’s Name:</th>
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<td>Supervisor’s Signature</td>
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<td>Employee’s Signature</td>
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<td>HRD Use Only: Approved By: A.V.</td>
<td>Date Sept. 21</td>
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