DUTY STATEMENT

<table>
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<tr>
<th>Employee Name:</th>
<th>Position Number:</th>
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<tbody>
<tr>
<td>Associate Governmental Program Analyst</td>
<td>Tenure/Time Base: Permanent / Full Time</td>
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<tr>
<td>Working Title: Procurement Analyst</td>
<td>Work Location: 1616 Capitol Avenue, Sacramento, CA 95814</td>
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<td>Collective Bargaining Unit: R01</td>
<td>Position Eligible for Telework (Yes/No): Yes</td>
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<tr>
<td>Center/Office/Division: Center for Healthy Communities</td>
<td>Branch/Section/Unit: Tobacco Control Branch/Contracts and Business Operations Section/Procurements Management Unit B</td>
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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 working toward achieving a tobacco-free California and to reduce tobacco-related illness and premature deaths by implementing programs to reduce tobacco use and exposure to secondhand smoke.

Under the direction of the Staff Services Manager I (SSM I), Procurement Management Unit B. The Associate Governmental Program Analyst (AGPA) will conduct the more complex solicitation and contract analyses, contract development, fiscal oversight, and monitoring for the Tobacco Control
Branch (TCB). The AGPA will work as a lead and within a team and collaborate to ensure TCB complies with established contract policies and procedures. The AGPA will be assigned approximately 20-25 agreements for TCB to manage including contracts, and grants. Additionally, the AGPA will work on one to three solicitations per year. Limited in-state and out-of-state travel (10%), including occasional overnight stays, may be required to participate in procurement reviews, in-person meetings with contractors, and conferences.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 10% Travel in-state and out-of-state with occasional overnight stays
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

40% Provide day-to-day management of assigned TCB contracts, including frequent communication with assigned contractors, internal and external partners. Offer technical assistance and consultation to contractors and program consultants on state and federal legal requirements and regulations, budget and accounting procedures, contract provisions, prospective payments, cost reports, and general contract management. Review and analyze invoices and cost reports approved for payment and document file records according to the Contract Management Unit’s current CDPH and Department of General Services (DGS) established contracting procedures. Negotiate budget revisions with contractors. Review and analyze the following: scopes of work, budget narratives, invoices, contract provisions, statutory codes, policy manuals, bulletins, legal opinions, funding applications, federal reporting requirements, federal funding requirements, federal funding opportunity announcements, and other related documents. Follow TCB established practices for contract close-outs upon contract expiration. Conduct, assemble, and present research findings related to state and federal contract management, solicitations, project management techniques, business improvement projects, and other job-related assignments or at the request of the Unit chief. Use of potential resources may include, but may not be limited to: CDPH intranet, the internet, contract provisions, statutory codes, policy manuals, state and federal bulletins, legal opinions, funding applications, federal reporting and federal funding requirements, federal funding opportunity announcements, etc. Seek guidance and consultation from CDPH subject matter experts such as the Contracts Management Unit, the Office of Legal Services, the Accounting Office, Budget Office, Informational Technology Services Division, and Internal Audits. Share administrative, budget, contract, and solicitation information verbally and in writing via email, communication logs, hard copy letters, and PowerPoint presentations. Develop and present information verbally via webinar, conference calls, or in-person meetings, supported with presentation materials developed by the AGPA.
25% Research and develop new TCB contract documents and amendment documents; submit contract documents to CDPH Administration Division for review and approval; manage the contract packages from beginning to end. Prepare contract and other required documents with a high degree of accuracy, working closely with the Unit Chief and CDPH Contracts Management Unit, to produce final approvable documents in the CDPH Contracts and Purchasing System, some of which will require approval by DGS. Consult with other CDPH offices as needed, including the Information Technology Services Division, the Office of Legal Services, and the Accounting Office. Utilize the TCB Online Tobacco Information System (OTIS) to develop, monitor, communicate, and maintain contracts and related fiscal documents.

10% Collaborate with assigned TCB staff to identify, initiate, prepare and seek approval for all solicitation documents for posting on the Tobacco Control Funding Opportunities and Resources web page. Prepare and conduct informational meetings and/or technical assistance presentations for potential funders.

10% Participate on solicitation review and scoring teams for new funders; conduct intake, review, and score funder components according to published scoring criteria; contribute during consensus meetings; make recommendations on funding; and prepare and send determination letters. Limited in-state travel, including occasional overnight stays, may be required to participate in procurement reviews, as well as in-person meetings with contractor and attending conferences.

10% Perform special projects, which may include, but may not be limited to: acting as the lead analyst on business process improvements, OTIS work groups, performing updates to administrative manuals, training modules, and/or other procedural or administrative processes.

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.)

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<thead>
<tr>
<th>Supervisor’s Name:</th>
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<tbody>
<tr>
<td>Supervisor’s Signature</td>
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HRD Use Only: Approved By: Date 12/22/22