

**DUTY STATEMENT**

Employee Name:	Position Number: 580-351-5393-701
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent/Full-Time
Working Title: Budget Analyst	Work Location: 850 Marina Bay Parkway, Bldg. P, 3 <sup>rd</sup> Floor Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Occupational Health Branch Special Projects and Program Support Section

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 providing administrative support of environmental health programs promoting healthy environments for the health and well-being of the people of California.

The incumbent works under the direction of the Health Program Manager II (HPM II), Chief, Special Projects and Program Support Section (SPPS), within the Occupational Health Branch (OHB). The Associate Governmental Program Analyst (AGPA) independently performs the more responsible, varied, and complex consultative, technical, and analytical staff services assignments. The AGPA creates reports, makes recommendations to management, and responds to communication from internal and external stakeholders. The AGPA also develops, manages, and analyzes allocation and expenditure tracking for OHB, including preparing monthly budget expenditure and projection tracking reports, and making recommendations regarding budgetary planning and expenditures. May act as team lead for special projects as needed and occasional travel to Sacramento for meetings or

trainings may be required.

### Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 5% in-state travel may be required
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

### Essential Functions (including percentage of time)

- 35% Independently oversees and analyzes budget planning, development, tracking, and forecasting for OHB. Confers with appropriate staff within the CDPH reporting structure and support programs to analyze the complex budgetary needs of OHB and makes recommendations to management. Develops, coordinates, and maintains Branch level monthly expenditure tracking, budget projections, and plans by analyzing various detailed budget reports. Uses CDPH's on-line accounting system Fi\$Cal Online Reporting Environment (FORE) to generate reports to verify encumbrances, accruals, and expenditures. Researches and analyzes encumbrance and expenditure data for conformance to correct charging practices; reconciles and submits any needed expenditure corrections. Maintains and corrects OHB records and tracking log.
- 35% Assists with drafting the fiscal portion of Budget Change Proposals, Finance Letters, and Federal Grant documents. Establishes appropriate cost centers and develops, submits, and tracks necessary budgetary and accounting documentation. Informs management on budgets, contracts, and grants statuses, and resolves issues/hindrances to approval and makes revisions as required. Serves as fiscal and technical consultant to staff and contractors regarding expenditures and deliverables, budget revisions, and contracts.
- 15% Works with other OHB administrative staff in the completion of sensitive, confidential action items and priority drills. Responds to the more complex administrative drills including sensitive, priority action items/drills received from within CDPH as well as external offices such as the State's Health and Human Services Agency, Governor's Office, Legislature, etc. Responsible for thoroughly researching and analyzing requests; relaying needs to OHB management; relaying information to appropriate parties and ensuring timelines are met; and analyzing and drafting responses for content clarity and accuracy. Formats and packages correspondence and other documents in accordance with State procedures and policies. Provides information to Branch on administrative policies, procedures, and related matters. When appropriate will train and provide guidance to other OHB programmatic and administrative staff on administrative processes.
- 10% Provides administrative guidance in execution of service orders and contracts for scientific, technical, and/or community participation and health education projects. Develops and implements purchases, contracts, interagency agreements, requests for proposals, requests for offers, and invitations for bid for HPM II review. Participates in and coordinates development and filing of Federal and other grant applications and oversees preparation of other similar documents. Develops contracts and grants language and oversees the administrative and approval processes. Stays current with State and Federal regulations, changes relevant to

contract preparation, and grant applications.

<b>Marginal Functions (including percentage of time)</b>
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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 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
<b>HRD Use Only:</b> Approved By: HD	Date 03/2025		

**DUTY STATEMENT**

Employee Name:	Position Number: 580-351-5157-701
Classification: Staff Services Analyst	Tenure/Time Base: Permanent/Full-Time
Working Title: Budget Analyst	Work Location: 850 Marina Bay Parkway, Bldg. P, 3 <sup>rd</sup> Floor Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Occupational Health Branch Special Projects and Program Support Section

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 providing administrative support of environmental health programs promoting healthy environments for the health and well-being of the people of California.

The incumbent works under the supervision of the Health Program Manager II (HPM II), Chief, Special Projects and Program Support Section (SPPS), within the Occupational Health Branch (OHB). The Staff Services Analyst (SSA) independently performs the more responsible, varied, and complex consultative, technical, and analytical staff services assignments. The SSA creates reports, makes recommendations to management, and responds to communication from internal and external stakeholders. The SSA also develops, manages, and analyzes allocation and expenditure tracking for OHB, including preparing monthly budget expenditure and projection tracking reports, and making recommendations regarding budgetary planning and expenditures. May act as team lead for special projects as needed and occasional travel to Sacramento for meetings or trainings may be required.

## Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 5% in-state travel may be required
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

## Essential Functions (including percentage of time)

- 35% In consultation with the HPM II, oversees and analyzes budget planning, development, tracking, and forecasting for OHB. Confers with appropriate staff within the CDPH reporting structure and support programs to analyze the complex budgetary needs of OHB and makes recommendations to management. Develops, coordinates, and maintains Branch level monthly expenditure tracking, budget projections, and plans by analyzing various detailed budget reports. Uses CDPH's on-line accounting system Fi\$Cal Online Reporting Environment (FORE) to generate reports to verify encumbrances, accruals, and expenditures. Researches and analyzes encumbrance and expenditure data for conformance to correct charging practices; reconciles and submits any needed expenditure corrections. Maintains and corrects OHB records and tracking log.
- 35% Assists with drafting the fiscal portion of Budget Change Proposals, Finance Letters, and Federal Grant documents. Establishes appropriate cost centers and develops, submits, and tracks necessary budgetary and accounting documentation. Informs the HPM II on budgets, contracts, and grants statuses, and resolves issues/hindrances to approval and makes revisions as required. Serves as fiscal and technical consultant to staff and contractors regarding expenditures and deliverables, budget revisions, and contracts.
- 15% Works with other OHB administrative staff in the completion of sensitive, confidential action items and priority drills. Under the direction of the HPM II, responds to administrative drills including sensitive, priority action items/drills received from within CDPH as well as external offices such as the State's Health and Human Services Agency, Governor's Office, Legislature, etc. Responsible for thoroughly researching and analyzing requests; relaying needs to OHB management; relaying information to appropriate parties and ensuring timelines are met; and analyzing and drafting responses for content clarity and accuracy. Formats and packages correspondence and other documents in accordance with State procedures and policies. Provides information to the HPM II on administrative policies, procedures, and related matters. When appropriate will train and provide guidance to other OHB programmatic and administrative staff on administrative processes.
- 10% Works with the HPM II to provide administrative guidance in execution of purchases, service orders and contracts for scientific, technical, and/or community participation and health education projects. Develops and implements contracts, interagency agreements, requests for proposals, requests for offers, and invitations for bid for HPM II review. Under the direction of the HPM II, participates in and coordinates development and filing of Federal and other grant applications and oversees preparation of other similar documents. Develops contracts and grants language and oversees the administrative and approval processes as directed by the HPM II. Stays current with State and Federal regulations, changes relevant to contract preparation, and grant applications.

**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 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
<b>HRD Use Only:</b> Approved By: HD	Date 03/2025		