

**DUTY STATEMENT**

Employee Name:	Position Number: 580-410-8338-909
Classification: Health Program Specialist I	Tenure/Time Base: Permanent / Full-Time
Working Title: Fiscal Program Specialist	Work Location: 1616 Capitol Avenue, Sacramento, CA 95614
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases / Division of Communicable Disease Control	Branch/Section/Unit: Informatics Branch

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 a critical role in maintaining fiscal integrity, policy, and fiscal-related assignments to ensure compliance with federal grant requirements and ensure ongoing funding for the Informatics Branch (IB).

The Health Program Specialist I (HPS I) serves a technical consultant with independent responsibility for carrying out a variety of high-level assignments in a fast-paced environment, dealing with complex federal funding and contractual objectives. The HPS I acts as subject matter expert and leads the Informatics Branch through the federal grant application process, coordinates IB responses to time-sensitive drills, and maintains internal tracking systems for federal funds. Provides technical expertise,

coordination, and leadership for the development and implementation of critical federal grant activities that are consistent with CDPH core values and are critical to achieving CDPH mission and vision. The Fiscal Program Specialist participates in strategic planning, implementation, and technical consultation for the IB's external contracts and other activities related to Budget Change Proposals (BCP) and federal funding opportunities that enable IB to achieve programmatic and departmental goals.

The incumbent works under the general direction of the Research Scientist Manager (RSM), in the Informatics Branch.

### Special Requirements

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

### Essential Functions (including percentage of time)

- 35% Responsible for coordinating the federal grant process, which includes the development of grant applications; the review, analysis, and editing of grant proposals; and developing grant budgets. Act as a liaison between the Informatics Branch and other governmental agencies, obtaining the necessary approval on grant packages and act as a liaison between the Informatics Branch and funding organizations. Monitor the progress of the grant proposals through the review and approval process. Ensure the timely submission of progress reports, financial status reports, and other requested reports.

Incumbent will perform monthly trend analyses, prepare comparative reports, and establish metrics that ensure variations are researched and resolved in order to provide accurate and reliable reports. Maintain and control records for fiscal activities; gather, classify record, reconcile, and report accounting information in accordance with statutory and department regulations. Responsible for analyzing the business processes to identify and implement process changes, communicate these changes to Branch management, and train staff as necessary. Respond to Accounting and Budget drills on a monthly, semi-annual, and annual basis.

- 35% Independently develop, analyze, monitor, and project Branch-wide expenditure levels. Analyze the complex budgetary needs of the Branch and develop budget changes as appropriate to facilitate efficient program operation. Develop alternatives and recommendations for appropriate actions to keep Branch spending within the budgeted allocations. Identify and recommend adjustments in budget line items and spending to allow funding for special activities, purchases, and/or to provide for mandated budgetary reductions/savings. Perform analysis of administrative information and prepare budget reports and make recommendations to management on budget-related issues and priorities. Conduct ongoing fiscal review of Branch funding sources and prepare fiscal displays for management, identifying budgetary status and highlighting concerns

with recommendations for resolving problems. Serve on multi-disciplinary workgroups and teams as fiscal subject matter expert.

Provides technical expertise in support of the Branch's University of California, San Francisco (UCSF) contract objectives. Develops policies and monitors personnel and hiring efforts to ensure health program standards are met and to facilitate efficiency and maintain quality health program services; develops continuous quality improvement tools to monitor contract performance.

- 15% Develops and recommends operational program policy; formulates procedures, policies, and program alternatives; makes recommendations on a broad spectrum of programmatic and administrative-related issues; including advising on their impact to program activities. Prepares time-critical drills in response to requests from the Department's Legislative Office, Office of Compliance, Budget Section, Federal Reporting Unit, and others. Generates Budget Change Proposal (BCP) documents. Works with Contracts and Purchasing leads on developing new contracts and grants for federal and state funds. Prepares internal reports delineating progress on purchasing, contracts, and grants.
- 10% Manages and coordinates the procurement process, including request for proposals, request for applications, and the development of technical assistance guidelines for infectious disease data systems. Develops procurement documents, proposal reviews, and negotiation processes. Participates in scoring, negotiating, and approving of funded projects as requested by branch and division leadership.

#### **Marginal Functions (including percentage of time)**

- 5% Performs other business operation related duties as required and assigned by branch and division leadership.

☐ 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: Skip Thomas

Date: 8/6/25