

DUTY STATEMENT

Employee Name:	Position Number: 580-230-8338-025
Classification: Health Program Specialist I	Tenure/Time Base: Permanent/Full Time
Working Title: Resource Management Unit Contract Specialist	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes - Hybrid
Center/Office/Division: Center for Preparedness & Response/Division of Operations	Branch/Section/Unit: Business Operations Branch/Fiscal Response, Operations, & Grant Section/Resources Management 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 maximizing and stabilizing funding sources and demonstrating responsible financial stewardship.

The incumbent works under the direction of the Staff Services Manager I (SSM I) in the Resource Management Unit (RMU), within the Center for Preparedness and Response (CPR). The Health Program Specialist I independently performs a wide variety of the most complex, more difficult analytical assignments related to contracts, purchase orders (PO), service orders (SO), and

invoicing. Please note: To address urgent operational needs or conduct emergency-related response activities, incumbent may, on occasion, be required to work outside core business hours, travel, and transport up to 25 lbs.

Special Requirements

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

Essential Functions (including percentage of time)

- 40% Provides technical assistance to RMU and CPR staff as a subject matter expert on all aspects of the development of complex contracts, including Scope of Work (SOW), budgets, deliverables, travel, equipment, and other documents as required by Program Support Division (PSD) and Accounting. Provides technical guidance and expertise in the analysis, negotiation, and preparation of various complex procurement documents (including, but not limited to, Private Vendor Contracts, Interagency Agreements, Requests for Proposal, Invitations for Bid, purchase orders, and service orders) and other procurement-related assignments to ensure the long-term success of health programs within California. Ensures all processes adhere to PSD, Accounting, and Department of General Services (DGS) guidelines, and State Contracting Manual (SCM) policies and procedures. Verifies availability of funding by confirming with the RMU Chief. Reviews contractor/vendor invoices for appropriate expenditures by comparing invoice back-up documentation to budgets for accuracy and allowability under SCM guidelines. Communicates any discrepancies with contractor/vendor and fiscal analyst. Develops written correspondence, program guidance, policy letters, bill and programmatic analysis, monitoring reports, and administrative/operational training manuals, as required.
- 35% Develops plans for contract monitoring and program evaluation in accordance with prescribed procedures to ensure contract compliance and completion of program goals. Participates in the review and alignment of critical resource approval and documents to ensure alignment of goals with the CPR and department regarding imagery and commitment. Develops, monitors, and maintains complex fiscal electronic and paper files of the procurements to ensure compliance with state and federal procurement policies. Analyzes invoices against executed contracts requirements and order for compliance, completeness, and deliverables. Researches and analyzes contractors' qualifications. Assists in the resolution of contractor/vendor issues including, but not limited to, invoice disputes, product discrepancies, etc. Provides technical guidance in the resolution of all complex procurement issues by working closely with the CPR staff, PSD, and contractors/vendors. Reviews invoices for accuracy of Fi\$Cal coding, budget by line item, and invoice log entries. Reviews amendments to the invoice tracking log to ensure they reflect the funding modification of the contract. Generates and disseminates pertinent health program information, summaries, and/or updates catered to various audiences such as

CPR management and staff, CDPH executive staff, program partners, and other stakeholders.

- 10% Develops, tracks, and monitors contracts, including payment tracking and reporting requests from management. Reviews and analyzes invoices prior to payment and provides guidance and recommendations to vendors, contract managers, executive management team, and PSD. Ensures that the SOW includes all contract deliverables in compliance with the SCM and PSD guidelines. Ensures proper billing codes are requested from fiscal analysts to ensure appropriate funding is being utilized. Creates and/or updates databases using Excel for tracking invoices. Implements systems for monitoring and tracking of allocations and fiscal management systems for tracking expenditures and deliverables of contracts. Plans, prepares, coordinates, and participates in the procurement processes, including Requests for Proposals (RFP), requests for applications, and the development of technical assistance guidelines. Develops procurement documents, proposal reviews, and negotiation processes. Participates in scoring, negotiating, and approval of funded projects.
- 10% Serves as a representative of RMU and participates in meetings with all levels of management, departmental and external staff, and external staff to discuss yearly strategic planning and contractual needs. Participating in branch planning needs assessment processes. Provides consultation to departmental management on a variety of health program contracts and project activities. Travels as needed to attend federal and state training programs, in-services, continuing education courses, workshops, and conferences necessary to maintain program knowledge and skills.

Marginal Functions (including percentage of time)

- 5% Performs other job-related duties as required. In the event of an emergency activation, the incumbent may be required, on short notice, to work irregular and overtime hours during disaster operations to support one of four CDPH Emergency Operation Centers. The incumbent is required to participate in a CPR Incident Response Team.

☐ 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: EH

Date: 06/11/25