

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-520-5393-909
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent/Full-Time
Working Title: Contract Liaison	Work Location: 1615 Capitol Avenue, Sacramento CA 95814. East End Complex
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Maternal, Child and Adolescent Health Division	Branch/Section/Unit: Administrative Support Branch / Contract Management and Allocations Process Section / Allocations and Matched Funding 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 executing agreements which promote health and wellness, increase health equity, and enhance services to meet the needs of the communities that we serve.

The incumbent works under the direction of the Staff Services Manager I (SSM I) of the Allocation and Matched Funding Unit. The incumbent performs the more complex duties related to analyzing, processing and monitoring sub recipient agreements. This includes negotiating, developing, and monitoring pass-through funding agreements to Local Health Jurisdictions, Community Based Organizations, other Governmental and Private entities; processing agency reimbursement requests;

providing technical assistance to local Maternal, Child and Adolescent Health (MCAH) Directors and fiscal staff; writing of policies and procedures, developing and conducting presentations before Department management, staff and local agency directors. This position involves up to 5% of regional travel.

Special Requirements

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

Essential Functions (including percentage of time)

- 40% Meets with program consultants to create scope of work, budget, and contract language. Provides technical and fiscal assistance to local agencies to develop their budgets. Contracts deliverables, and reimbursement requests. Develop processes and monitors complex contracts to execution. Negotiates, develops, and audits local agency contracts. Processes and monitors local agency reimbursements per contractual agreements. Develops contract budget and invoice templates utilizing complex formulas in Excel. Develop complex contracts including, but not limited to, Request for Applications, Interagency Agreements and subvention contracts and Cooperative Agreements. Creates and updates Administrative Support Branch fiscal policies and procedures. Provides fiscal technical assistance to local agency contractors. Performs fiscal drills for Division, Center, and Department management as requested. Adheres to federal and state grant guidelines provided by the program. Works with the CDPH Office of Legal Services, Contract Management Unit, and the Department of General Services on contract and amendment approvals. Analyzes and forecasts local agency spending trends using accounting software. Develops and maintains various Excel spreadsheets with complex formulas for budget and invoice tracking and fiscal reports.
- 35% Reviews contractors' invoices in collaboration with program staff to ensure contract deliverables are met prior to payment and costs are allowable according to federal guidelines. Ensures local agency invoices are processed and paid timely and resolves reimbursement or payment disputes. Conducts technical review site visits with contractors. Responds to state and federal audits. Oversees and coordinates local agency audits by independent auditor as needed. This includes providing technical assistance to both the local agency and Audits & Investigations (A&I), resolving disputes or discrepancies assuring local agency compliance with audit findings and recommendations, and collecting and processing overpayments from the local agency.
- 20% Develops and maintains budget tracking logs. Responds to federal, state, Agency, Department, Center, and Division reporting drills on behalf of the section. Updates and maintains unit policies and procedures. Prepares presentation materials and facilitates presentations for attending MCAH conferences. Prepares and creates Power Point presentations for program conferences. Provides quality customer service, participates in continuous quality improvement (QI) and makes recommendations to management regarding QI.

Marginal Functions (including percentage of time)

5% Performs other work-related duties as required.

☐ 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 the 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: AG

Date: April 15, 2025.

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-520-5157-909
Classification: Staff Services Analyst	Tenure/Time Base: Permanent/Full-Time
Working Title: Contract Liaison	Work Location: 1615 Capitol Avenue, Sacramento CA 95814. East End Complex
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Maternal, Child and Adolescent Health Division	Branch/Section/Unit: Administrative Support Branch / Contract Management and Allocations Process Section / Allocations and Matched Funding 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

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Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by executing agreements which promote health and wellness, increase health equity, and enhance services to meet the needs of the communities that we serve.

The incumbent works under the supervision of the Staff Services Manager I (SSM I) of the Allocation and Matched Funding Unit. The incumbent performs the duties related to analyzing, processing and monitoring sub recipient agreements. This includes assisting with the negotiating, developing, and monitoring pass-through funding agreements to Local Health Jurisdictions, Community Based Organizations, other Governmental and Private entities; processing agency reimbursement requests;

providing technical assistance to local Maternal, Child and Adolescent Health (MCAH) Directors and fiscal staff; assisting with the writing of policies, procedures, and presentations to conduct before Department management, staff and local agency directors. This position involves up to 5% of regional travel.

Special Requirements

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

Essential Functions (including percentage of time)

- 40% Meets with program consultants to assist in creating scope of work, budget, and contract language. Studies appropriate principles and techniques to provide technical and fiscal assistance to local agencies to develop their budgets. With average complexity, make decisions regarding contracts deliverables, and reimbursement requests. Assists in the development, processing, and monitoring of complex contracts to execution. Assist with the negotiations, developments, and audits of local agency contracts. Processes and monitors local agency reimbursements per contractual agreements with guidance, oversight, and assistance, and will support programs with contract budgets and invoice templates utilizing complex formulas in Excel. Assist in the development of complex contracts including, but not limited to, Request for Applications, Interagency Agreements, subvention contracts and Cooperative Agreements. Assist with creating and updating and updates branch fiscal policies and procedures. Provides fiscal technical assistance to local agency contractors. Performs fiscal drills for Division, Center, and Department management as requested. Adheres to federal and state grant guidelines provided by the program. Works with the CDPH Office of Legal Services, Contract Management Unit, and the Department of General Services on contract and amendment approvals. Analyzes and forecasts local agency spending trends using accounting software. Assist with the development and maintains various Excel spreadsheets with complex formulas for budget and invoice tracking and fiscal reports.
- 35% Reviews contractors' invoices in collaboration with program staff to ensure contract deliverables are met prior to payment and costs are allowable according to federal guidelines and uses judgement in interpreting and adapting these guidelines. Ensures local agency invoices are processed and paid timely and resolve reimbursement or payment disputes. Assists with conducting technical review site visits with contractors, and responds to state and federal audits, oversight, and coordination of local agency audits by independent auditors as needed. This includes providing technical assistance to both the local agency and Audits & Investigations, resolving disputes or discrepancies, assuring local agency compliance with audit findings and recommendations, and collecting and processing overpayments from the local agency.
- 20% Assists in the development and maintenance of budget tracking logs, and responds to federal, state, Agency, Department, Center, and Division reporting drills on behalf of the section. Assists

in updating and maintaining unit policies and procedures. Prepares presentation materials and assists in facilitating presentations for attending MCAH conferences; creates Power Point presentations for program conferences. Provides quality customer service, participates in continuous quality improvement (QI) and makes recommendations to management regarding QI.

Marginal Functions (including percentage of time)

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☐ 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: AG

Date: April 15, 2025.