

DUTY STATEMENT

Employee Name:	Position Number: 580-700-8338-901
Classification: Health Program Specialist I	Tenure/Time Base: Limited Term/Full-time
Working Title: Fiscal Specialist	Work Location: 850 Marina Bay Pkwy, Richmond, CA 94804
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Laboratory Sciences	Branch/Section/Unit: Operations 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 serving as a highly skilled technical program consultant in areas of extreme sensitivity coordinating administrative policy, budgetary mandates, and health program related special projects for the Center for Laboratory Sciences (CLS).

The Health Program Specialist (HPS) I, acting as the Fiscal Specialist, is responsible for assisting the Staff Services Manager I (SSMI) in developing and maintaining fiscal, budget, and accounting expenditure activities; assists in planning and coordination of Branch and Center drills and assignments; oversees the development of contracts; provides technical assistance to lower level staff; tracks projects, and provides leadership to ensure Branch/Center efficiencies. Keeps Programs

updated regarding approval status of contracts and takes an active role in resolving hindrances to the approval process of contracts while negotiating, monitoring and evaluating contracts. Performs queries and develops reports for fiscal planning and quality assurance. Monitors program's fund sources, encumbrances, expenditure balances and provides routine spreadsheets, accounting and summary reports to management.

The incumbent works under the direction of the Administrative Support Supervisor, Staff Services Manager I of the Center for Laboratory Sciences Operations Branch.

Special Requirements

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

Essential Functions (including percentage of time)

- 35% Work closely with the ADD to monitor and track program budget allocations and expenditures, develops alternatives for unanticipated funding issues, and prepares customized financial tracking reports for management. Submits Fi\$Cal Online Reporting Environment (FORE) corrections to Accounting as necessary and monitors future FORE reports to ensure corrections are processed. Analyzes, reviews, and reconciles the monthly encumbrances and expenditures in FORE. Ensures Center/Branch encumbrances and expenditures are accurately charged to the correct index and fiscal year and are included in the correct budget based upon funding source. Gives direction and assistance to the ADD and Administrative Section Chief on Expenditure Plans, invoices for purchase orders, service orders and contracts, and Center/Branch responses concerning personnel and facility operations.
- 30% Coordinates, develops, implements, and monitors contracts, personal services, interagency agreements, Requests for Proposals (RFP), Requests for Applications (RFA) or Invitations for Bids (IFB) on behalf of the Center/Branch and its Programs. Initiates contracts and purchase orders in CDPH Contracts and Procurement System (CAPS). Inputs contract requests into the Information Technology Approval Process (ITAP) and develops all necessary IT and purchasing documents. Tracks all contracts to ensure approval and execution in a timely manner. Assists in the implementation of protocols, guidelines, and overall operational procedures that are in line with State and Federal guidelines. Maintains and organizes packing slips, quotes, and invoices in order to track payments made by other entities. Processes and tracks invoice payments with the various financial reports on CDPH SharePoint. Works with senior management to strengthen IDLB operations in all areas. Amends contracts and purchase orders as needed. Keeps Programs updated regarding approval status of contracts and takes an active role in resolving hindrances to the approval process of contracts while negotiating, monitoring and evaluating contracts. Acts as fiscal and technical consultant to contractors regarding appropriateness of expenditures, budget revisions and contract

ambiguity. Serves as a liaison to Contract Management Unit (CMU), CDPH Accounting Unit, CDPH Program Support Branch (PSB), and non-profit organizations.

- 20% Responsible for initiating, leading, completing, and submitting Center/Branch-wide drill responses to assignments from Budgets, Accounting, Contracts, Center, and the Director's Office. This includes coordinating, preparing, and maintaining multiple data sets for tracking of Center/Branch/Section purchases, equipment, facility space, and personnel that utilize several funding sources. Researches, coordinates, and collaborates on Budget Change Proposal (BCP) efforts with Branch and programs. This includes but is not limited to the collection of data metrics, research, typing, reviewing and submitting completed BCP packets to Center/Branch leadership.
- 10% Contributes to the development and implementation of policy, procedures, guidelines, and regulations for efficient fiscal processes and by reviewing and providing administrative expertise. Prepares budget and fiscal reports, spreadsheets, and presentations for CLS leadership, the Director's Office, and other reporting agencies as necessary.

Marginal Functions (including percentage of time)

5% Performs other job-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 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: DS

Date: 11/14/2025