

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-427-5393-701
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent/Full-Time
Working Title: Accounting and Operations Analyst	Work Location: Various locations available. Location to be determined upon hire
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: Center for Infectious Diseases/Division of Communicable Disease Control/COVID Control 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 skilled professional with independent responsibility for carrying out a variety of analytical assignments.

The Associate Governmental Program Analyst (AGPA) serves as the lead for the Accounting and Operations Analyst and functions as the accounting analyst lead for the Covid Control Branch (CCB), which includes Wastewater Surveillance, Epidemiology, Genomics, and Medical Epidemiology sections. AGPA leads activities related to travel coordination, Information Technology (IT) and Facilities

Coordination for the CCB. Completes analytical assignments of moderate complexity, evaluates sensitive situations that arise, and makes recommendations to management for resolution or take action to resolve the situation.

The incumbent works under direction of the Public Health Medical Administrator I (PHMA I), Branch Chief.

Special Requirements

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

Essential Functions (including percentage of time)

- 35% Prepares administrative activities such as budget preparation, monitoring, projecting and reporting accounting, grant coordination, development, review, and monitoring. Plans, coordinates and oversees fiscal process by developing, analyzing, monitoring, and projecting CCB expenditure data. Identify budget forecasting, delineation of state vs local support, tracking of program expenditures related to budgets and contracts, proposals for reallocation of unspent funds, and analysis of fiscal expenditures by various configuration (e.g., section specific, state support vs local assistance). Identifies adjustments in program budget line items and spending to allow funding for new program activities, staffing, purchases, and/or to provide for mandated budgetary reductions/savings. Conducts ongoing fiscal review of CCB Sections' funding sources and prepares fiscal displays for management, identifies budgetary status and highlights concerns with recommendations for resolving problems. Facilitates and coordinates time-critical drills requested from DCDC's Fiscal and Policy Section, Accounting Section, Department's Legislative Office, and others. Ensures that the department maintains historical financial and budgetary information. Applies governmental fund accounting principles and procedures for programs. Coordinate and/or lead work groups, as assigned; compile and update of bill analysis tracking spreadsheets; development and editing of spreadsheets and databases.
- 25% Assists with required year-end and grant closing activities including capturing, analyzing, and preparing disencumbrance and correction documents. Tracks encumbrances and disencumbrances and works closely with Contracts and Purchasing Analysts to ensure funds are encumbered appropriately according to fiscal and calendar year funding cycles. Works closely with Budget Analysts and management to complete and respond to accounting drills and requests for information. Research and responds to program inquiries regarding expenditures and encumbrance transactions. Assists with the analysis and development of internal desk procedures, process guides, and flowcharts. Functions as the liaison between Financial Management Branch (FMB) and Branches to troubleshoot all issues related to fiscal tracking: encumbrances, revenues, budgets, and budget establishment, etc. Provides fiscal technical assistance to Sections and Offices on complex fiscal issues and provides fiscal analysis using multiple Heluna Health and departmental resources to resolve fund discrepancies. Serves as

team liaison for ensuring that payment issues are resolved, and appropriate recommendations are provided in a timely matter.

- 25% Serves as the Branch Travel Coordinator and assists CDPH and Heluna Health contract employees, as well as a variable number of outside partners, with travel requests (including in-state and out-of-state requests). Analyzes travel requests to ensure all pertinent information is correct, and travel justifications meet federal grant requirements or state general fund support needs and ensure the most cost-effective options are utilized. Prepares cost estimates for each travel request and works closely with the CCB Budget Analyst prior to making reservations to ensure appropriate funding is available. Uses Adobe software to design/update forms. Develops a fiscal tracking system to capture appropriate data for analysis. Maintains and updates the databases and spreadsheets conforming to changes in travel policies and Branch specific needs. Provides expenditure projections and historical data. Provides guidance, recommendations, and alternatives regarding budgets for management review and consideration. Coordinates the annual out-of-state (OST) travel blanket drill for the Branch. Submits Individual Trip Requests (ITRs) as needed. Assists with Branch Chief's travel requests to ensure all pertinent information is correct, including funding codes; reserves travel through the Concur; communicates with State travel agencies for travel prices and cancellation policies; and sends confirmed itineraries to the Branch Chief. Processes expense reimbursements in CalATERS. Provides Branch Chief reimbursement and fiscal projections as requested.
- 10% Provides oversight and supports new staff with logistics related to onboarding and offboarding of staff. Assists with the analysis and development of internal desk procedures. Reviews and edits internal fiscal and programmatic correspondence and various reports to ensure compliance with departmental standards, including, weekly ahead reports (WARs), and cabinet daily action reports (CDARs), and leads in the coordination of documents to be submitted to CDPH, and other miscellaneous correspondence. Oversees the CCB Requests for Report Approval (RRA) process, including the review and submission of documents via SharePoint; providing updates; making edits, and facilitating communications between pertinent staff.
- 10% Acts as administrative activities lead to initiate and process requests for personnel action (RPAs) including hires, transfers, redirects, reclassifications, time base changes, separations, etc. for contractor and State positions. Interface with Section Chiefs and communicate with Heluna Health, UCSF, and HRD regarding personnel related questions on hiring practices, rules, and regulations to hiring supervisors/managers. Acts as the back-up IT and Facilities Coordinator. Liaisons with the CDPH Program Support Branch and Information Technology Services Division to ensure IT services, asset management, maintenance, security access badge, and other facility needs are met.

The headquarter location will be determined based on the location of the most qualified candidate. Available Headquarter locations for this position:

Regions

Region	Counties	Available Headquarter Locations
Region II	Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma	850 Marina Bay Parkway, Richmond, CA 94804
Region IV	Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo	1616 Capitol Avenue, Sacramento, CA 95814

Marginal Functions (including percentage of time)

5% Completes a variety of special projects; prepares correspondence, reports, policies, procedures, manuals, and reference materials. Performs other AGPA 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: EL

Date: 11/17/2025

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-427-5157-701
Classification: Staff Service Analyst	Tenure/Time Base: Permanent/Full-Time
Working Title: Accounting and Operations Analyst	Work Location: Various locations available. Location to be determined upon hire
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: Center for Infectious Diseases/Division of Communicable Disease Control/COVID Control Branch

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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 skilled professional with independent responsibility for carrying out a variety of analytical assignments.

The Staff Service Analyst (SSA) serves the Accounting and Operations Analyst and functions as the support accounting analyst for the Covid Control Branch (CCB), which includes the Wastewater Surveillance, Epidemiology, Genomics, and Medical Epidemiology sections. The SSA supports activities related to travel coordination, Information Technology (IT) and Facilities Coordination for the

CCB. Under supervision, completes analytical assignments of moderate complexity, evaluates sensitive situations that arise, and makes recommendations to management for resolution or take action to resolve the situation.

The incumbent works under supervision of the Public Health Medical Administrator I (PHMA I), Branch Chief.

Special Requirements

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

Essential Functions (including percentage of time)

- 35% Under supervision, prepares administrative activities such as budget preparation, monitoring, projecting, and reporting; accounting; grant coordination, development, review, and monitoring. Assists, plans, and coordinates under supervision, fiscal process, develops, analyzes, monitors, and projects CCB expenditure data. Identifies budget forecasting, delineation of state vs local support, tracking of program expenditures related to budgets and contracts, proposals for reallocation of unspent funds, and analysis of fiscal expenditures by various configuration (e.g., section specific, state support vs local assistance). Identifies adjustments in program budget line items and spending to allow funding for new program activities, staffing, purchases, and/or to provide for mandated budgetary reductions/savings. Conducts ongoing fiscal review of CCB Sections' funding sources and prepare fiscal displays for management, identifying budgetary status and highlighting concerns with recommendations for resolving problems. Facilitates and coordinates time-critical drills requested from DCDC's Fiscal and Policy Section, Accounting Section, Department's Legislative Office, and others. Ensures that the department maintains historical financial and budgetary information. Applies governmental fund accounting principles and procedures for programs. Coordinates and/or assists work groups, as assigned; compiles and updates of bill analysis tracking spreadsheets; development and editing of spreadsheets and databases.
- 25% Under supervision assists with required year-end and grant closing activities including capturing, analyzing, and preparing disencumbrances and correction documents. Tracks encumbrances and disencumbrances and works closely with Contracts and Purchasing Analysts to ensure funds are encumbered appropriately according to fiscal and calendar year funding cycles. Works closely with Budget Analysts and management to complete and respond to accounting drills and requests for information. Research and responds to program inquiries regarding expenditures and encumbrance transactions. Assists with the analysis and development of internal desk procedures, process guides, and flowcharts. Functions as the liaison between Financial Management Branch (FMB) and Branches to troubleshoot all issues related to fiscal tracking: encumbrances, revenues, budgets, and budget establishment, etc. Provides fiscal technical assistance to Sections and Offices on complex fiscal issues and

provides fiscal analysis using multiple Heluna Health and departmental resources to resolve fund discrepancies. Serves as team liaison for ensuring that payment issues are resolved, and appropriate recommendations are provided in a timely matter.

- 25% Under supervision, the incumbent serves as the Branch Travel Coordinator and assists CDPH and Heluna Health contract employees, as well as a variable number of outside partners, with travel requests (including in-state and out-of-state requests). Analyzes travel requests to ensure all pertinent information is correct, and travel justifications meet federal grant requirements or state general fund support needs and ensure the most cost-effective options are utilized. Prepares cost estimates for each travel request and works closely with the CCB Budget Analyst prior to making reservations to ensure appropriate funding is available. Uses Adobe software to design/update forms. Develops a fiscal tracking system to capture appropriate data for analysis. Maintains and updates the databases and spreadsheets conforming to changes in travel policies and Branch specific needs. Provides expenditure projections and historical data. Provides guidance, recommendations, and alternatives regarding budgets for management review and consideration. Coordinates the annual out-of-state (OST) travel blanket drill for the Branch. Submits Individual Trip Requests (ITRs) as needed. Assist with Branch Chief's travel requests to ensure all pertinent information is correct, including funding codes; reserve travel through the Concur; communicate with State travel agencies for travel prices and cancellation policies; and send confirmed itineraries to the Branch Chief. Process expense reimbursements in CalATERS. Provides Branch Chief reimbursement and fiscal projections as requested.
- 10% Provide oversight and supports new staff with logistics related to onboarding and offboarding of staff. Assists with the analysis and development of internal desk procedures. Reviews and edits internal fiscal and programmatic correspondence and various reports to ensure compliance with departmental standards, including weekly ahead reports (WARs), and cabinet daily action reports (CDARs), and leads in the coordination of documents to be submitted to CDPH, and other miscellaneous correspondence. Oversees the CCB Requests for Report Approval (RRA) process, including the review and submission of documents via SharePoint; providing updates; making edits, and facilitating communications between pertinent staff.
- 10% Support administrative activities to initiate and process requests for personnel action (RPAs) including hires, transfers, redirects, reclassifications, time base changes, separations, etc. for contractor and State positions. Interface with Section Chiefs and communicate with Heluna Health, UCSF, and HRD regarding personnel related questions on hiring practices, rules, and regulations to hiring supervisors/managers. Acts as the back-up IT and Facilities Coordinator. Liaisons with the CDPH Program Support Branch and Information Technology Services Division to ensure IT services, asset management, maintenance, security access badge, and other facility needs are met.

The headquarter location will be determined based on the location of the most qualified candidate. Available Headquarter locations for this position:

Regions

Region	Counties	Available Headquarter Locations
Region I	Los Angeles, Orange, San Luis Obispo, Santa Barbara, Ventura	
Region II	Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma	

Region III	Butte, Colusa, Glenn, Lassen, Modoc, Plumas, Trinity, Shasta, Sierra, Siskiyou, Sutter, Tehama, and Yuba	
Region IV	Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo	
Region V	Fresno, Kern, Kings, Madera, Mariposa, Merced, Tulare	
Region VI	Imperial, Inyo, Mono, Riverside, San Bernardino, San Diego	

Marginal Functions (including percentage of time)

5% Completes a variety of special projects; prepares correspondence, reports, policies, procedures, manuals, and reference materials. Performs other SSA 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: EL

Date: 11/17/2025