

DUTY STATEMENT

Employee Name:	Position Number: 580-130-5393-774
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent / Full-Time
Working Title Policy, Governance & Compliance Analyst	Work Location: 1616 Capitol Ave. Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Administration / Program Support Division	Branch/Section/Unit: Contracts & Purchasing / Purchasing & Solicitations Section / Policy, Governance & Compliance 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 independently performing a full range of complex journey level assignments requiring analytical skills and effective written and verbal communication skills. This position will perform assignments exercising sound judgment on issues ensuring regulatory compliance within all Sections and Programs parameters. The position exercises independence, judgement, and responsibility when performing the duties including, but are not limited to, audits, accreditation, competitive contracts, and procurements. The incumbent consults with departmental officials, employees, and others to give and secure information; prepares reports and makes recommendations on procedures, policies, and program alternatives.

The incumbent works under the direction of the Chief of the Policy, Governance and Compliance Unit (PGCU).

Special Requirements

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

Essential Functions (including percentage of time)

- 40% Research, analyze, and report on the compliance of all functions of contracting and purchasing. Create and develop various reports, policy, and procedure recommendations. Develop and maintain the departmental efforts to comply with Federal regulations and State legislation regarding contracting and purchasing by partnering with internal stakeholders. Develop and recommend policies and procedures for either the Departmental Procedural Manuals, Administration memos, PSD policy bulletins, templates/checklists, and other publications and materials. Provide quality interpersonal customer service as well as information technology tools to communicate with an increasing base of vendors in key geographic, market, and other sectors.
- 35% Independently research and analyze the audit and accreditation process to ensure all applicable statutory, regulatory, and procedural requirements are followed. Review and examine audits conducted by external audit agencies such as the California State Auditor, Department of General Services (DGS), Department of Finance, and Office of the Inspector General. Also, assists and prepares materials to ensure compliance with internal audits conducted by the CDPH Office of Compliance (OOC). Coordinates open audit recommendations, follow-ups, creates and maintains audit dashboard and provides findings, recommendations, and audit responses. Assists in preparing and monitoring the Corrective Action Plans due dates and submits department responses timely for management review. Reviews and analyzes supporting documentation to determine the implementation of audit recommendations. Maintains physical and electronic files. Prepares clear, concise, timely, accurate and complete documents and files. Assists with developing written audit reports describing the results of audits which include identifying problem areas, describing analysis performed, drawing sound conclusions, and making recommendations for improvements in systems, programs, policies, and procedures. Assist the Unit Chief on ensuring delegated authority renewal by the DGS Procurement Division to guarantee all state and departmental rules, guidelines, regulations, and statutes have been adhered to.
- 20% Delivers superior customer service and actively engages with internal stakeholders to provide general program advice and consultation to enhance, strengthen and expand the policy and processes within Contracts & Purchasing. Participates in quality innovation discussions on policy, audits, accreditation, and compliance processes. Independently tracks routine workload items and provides status updates to management. Reviews and updates program materials in collaboration with other staff and management.

Marginal Functions (including percentage of time)

5% Performs other job-related duties as assigned,

☐ 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: NW

Date: 2/18/25