

DUTY STATEMENT

Employee Name:	Position Number: 580-510-5393-701
Classification: Analyst II	Tenure/Time Base: Permanent / Full Time
Working Title: Vendor Management Analyst	Work Location: 3901 Lennane Drive, Sacramento CA 95834
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Women, Infants, and Children (WIC) Division	Branch/Section/Unit: Vendor Management Branch / Vendor Operations Section / Vendor Authorization and Management Unit I

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 advancing the health and well-being of California's diverse people and communities. As an employee of the Vendor Management Branch (VMB), the incumbent serves as part of a team that provides monitoring, training, and support for and collaboration with grocery vendors statewide that serve Women, Infants, and Children (WIC) Program families.

The incumbent works under the direction of the Chief, Vendor Authorization and Management Unit I (VAMUI), Supervisor I. The Analyst II will perform the more responsible, varied, and complex technical analytical staff services assignments related to the management of assigned vendors (retail stores) authorized or applying to redeem WIC food instruments and/or use the electronic benefit system known as the WIC Card. Conducts Courtesy Visits (CVs) and store reassessment visits of WIC authorized vendors. Performs a broad range of on-site activities related to vendor enablement at WIC authorized vendors and provides technical assistance to WIC authorized vendors over the phone and in person at various and far-reaching geographic areas throughout the state. This position may require statewide travel of up to 30% with possible overnight stay(s).

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Statewide travel up to 30% of the time, with possible overnight stay(s)
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 30% Responsible for contract management of various types of WIC authorized vendor entities, including brick-and-mortar vendors, internet vendors, and mobile vendors. Reviews, analyzes, and evaluates vendor applications for program reauthorization, including technical readiness, to determine if vendors meet the reauthorization criteria based on federal and state regulations and make final determination that may result in enforceable corrective action. Consults with vendors to provide direction and ensure adherence to federal and state regulations, and program policies and procedures. Researches and analyzes business practices, which include data review and interpretation of United States Department of Agriculture, State Treasurer's Office, California Department of Tax and Fee Administration, CA Secretary of State auditors, and other vendor-related records and/or findings to identify potential issues.
- 30% Analyzes and researches vendor practices for compliance with federal and state regulations and program policies and procedures pertaining to WIC food delivery mechanisms, including the WIC Card and WIC online shopping. Communicates changes in processes and procedures relating to both vendor courtesy visits (CV) and store reassessments. Makes recommendations on administrative action or program related issues and develop and implement changes accordingly. Prepares and finalizes written reports. Analyzes overall vendor and CV data to prepare and testify in hearings. This position may require in-state travel of up to 30% for site visits and inspections.
- 10% Reviews and analyzes vendor requests for changes. Verifies vendor data and recommends solutions to unit chief for solving and correcting vendor data issues. Answers vendor phones,

and engage in periodic, large-scale outreach calls to authorized vendors. Perform analytical duties including, but not limited to the preparation of issue memorandums, research papers, field procedures, notification to vendors not in accordance with state and federal regulations, and policy evaluations related to the functions of Vendor Management Branch and the WIC Program. Coordinate vendor corrective actions, as necessary.

- 10% Coordinate with the Local Integrity and Vendor Integrity Sections to ensure high-risk vendors are not authorized on the WIC Program. Act as the overall liaison between the WIC Division, WIC authorized vendors, and local WIC agencies to manage and assist with any vendor contract management issues and any vendor technical issues during implementation of the WIC Card. Review and analyze vendor requests for changes in ownership, store closure, store relocation, and changes in the number of registers. Analyze documentation to determine if vendor meets authorization requirements. Apply analytical and technical skills to verify vendor data for correctness and consistency, analyze discrepancies, offer solutions to solving vendor data issues, and correct any erroneous vendor data. Frequently make and answer vendor phone calls, and engage in periodic, large-scale outreach calls to WIC authorized vendors.
- 10% Participate in special projects and other WIC Card and WIC WISE related tasks and projects as assigned by the VAMU I Chief, other Vendor Management, or WIC Executive Management. May act as a lead on special tasks and projects. Prepare related task and project documents and reports.

Marginal Functions (including percentage of time)

- 5% Testify at Administrative Hearings, as required. Periodically attend meetings, trainings, and workshops.
- 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: AG.
Date: October 15, 2025.