

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-700-8338-901</b>
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: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Laboratory Sciences	Branch/Section/Unit: Operations Branch/Budget & Fiscal Support 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.

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**Competencies**


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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](#).

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**Job Summary**


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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 Supervisor I (Sup I). Overseeing the development of contracts and bids; provides technical assistance to lower level staff; tracks projects, and provides leadership to ensure Branch/Center efficiencies. Monitor and maintain fiscal, budget, and accounting expenditure activities for contracts and bids;

assists in planning and coordination of Branch and Center drills and assignments. 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 contract fund sources, encumbrances, expenditure balances and provides routine spreadsheets, accounting and summary reports to management.

The incumbent works under the general direction of the Administrative Support Supervisor, Supervisor I of the Budget & Fiscal Support Unit, 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 Supervisor I and ADD to monitor and track complex program contract budget allocations and expenditures, develops alternatives to address unanticipated funding issues. Prepare customized financial tracking reports that inform executive decision-making and contribute to the formulation of broader policy. Consult with the Fiscal Unit on Fi\$Cal Online Reporting Environment (FORE) corrections to Accounting, providing expert level guidance to ensure accuracy of financial data, and monitors future FORE reports to ensure corrections are processed. Analyze, review, and reconcile monthly encumbrances and expenditures in FORE against contracts and agreements. Ensures Center/Branch encumbrances and expenditures are accurately charged to the correct index and fiscal year and are included in the appropriate budget based upon contract funding source. Provide direction and technical assistance to the ADD and Administrative Section Chief on Expenditure Plans, invoices for purchase orders related to service orders and contracts, and Center/Branch responses concerning personnel and facility operations, ensuring the fiscal activities align with departmental policy, operational objectives, and long-range planning. .
- 30% Coordinate, develop, implement, and monitor contracts, interagency agreements, Requests for Proposals (RFP), Requests for Applications (RFA) or Invitations for Bids (IFB) on behalf of the Center/Branch and its Programs, ensuring alignment with evolving departmental policies. Initiate contracts and purchase orders in CDPH Contracts and Procurement System (CAPS). Inputs contract requests into the Information Technology Approval Process (ITAP), exercising knowledge of health program procurement requirements and programmatic needs, and develop all necessary IT and purchasing documents required for approval. Track all contracts to ensure timely review, approval, and execution, identifying and resolving procedural barriers that may affect program operations. Assist in the implementation of protocols, guidelines, and overall operational procedures that are in line with State and Federal guidelines, contributing

technical expertise that informs broader departmental policy and strengthens CLS operations in all areas. Amend contracts and purchase orders as needed. Keep 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. Act 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% Responsible for coordinating and implementing broad policies, procedures, guidelines, and regulations that support efficient fiscal processes across CLS by analyzing data, reviewing existing policies and workflows, and providing expert guidance. 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: AC  
 Date: 2/26