

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-700-5393-901</b>
Classification: Analyst II	Tenure/Time Base: Limited Term/Full-time
Working Title: Administrative Analyst	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: Business Operations Branch/Business Operations and 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 supporting the Center for Laboratory Sciences (CLS) and Operations Branch by performing fiscal, budgetary, and administrative functions ensuring efficient fiscal management.

The Analyst II, acting as the Administrative Analyst, assists with the daily operations of the Center/Branch by processing and tracking purchase and service orders, preparing and tracking invoice payments. 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.

Works closely with the Health Program Specialist I (HPSI) to ensure Center, DO, and other reporting agency drills are accurately executed by deadlines.

The incumbent works under the direction of the Business Operations and Support Unit, Supervisor I of the Center for Laboratory Sciences, Business Operations Branch.

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### Special Requirements

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

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### Essential Functions (including percentage of time)

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- 30% Independently prepares, processes, and monitors all incoming funds, expenditures projections, purchases, and contractual documentation for the Center and Operations Branch. Independently prepares and reviews invoices and tracks and confirms payments to contractors/vendors to ensure adherence with contract payment agreements. Independently processes and tracks invoice payments. Submits invoices into the CDPH SharePoint database. Tracks expenditures against budget allocations and submits Financial Information System for California (Fi\$Cal) Online Reporting Environment (FORE) corrections to Accounting as necessary. Monitors future FORE reports to ensure corrections are made. Analyzes, reviews, and reconciles the monthly encumbrances and expenditures in FORE. Ensures Division encumbrances and expenditures are accurately charged to the correct index and fiscal year and are included in the correct budget based upon funding source. Reviews program encumbrances and expenditures for appropriateness and accuracy. Provides financial summaries, tracking logs, and other report to the Center for Laboratory Sciences (CLS). Provides information to the Accounting and Budget Sections in the Financial Management Branch (FMB) as required. Prepares and monitors complex, multi-year contracts for Program Support Branch approval. Develops and implements tracking systems for various program business needs related to the purchasing of laboratory supplies and equipment; makes recommendations, plans logistics, and develops implementation plans to meet operational needs of the program. Periodically reviews administrative/operational processes and provides recommendations as needed; and provides summaries to assist with policymaking discussions.
- 20% Prepares solicitations, purchase requisitions and purchase orders. Coordinates State purchasing policies and procedures; provides technical advice and consultative services regarding subjects such as solicitation development, procurement types/methods; evaluation criteria, appropriate use of Leveraged Procurement Agreements (LPA) and required justifications. Develops options and takes action to correct the receipt of unsatisfactory specifications submitted by laboratory staff. Reviews documents (preliminary solicitations, purchase requisitions, required forms and correspondences) for correctness, errors, and form consistency; organizes and maintains procurement files. Coordinates purchasing-related reports, including CalRecycle and SCPRS Fi\$Cal for DGS, Fi\$Cal, CDPH management, and

other special ad hoc statistical reports as needed; coordinates the collection of statistical data; documents and reports findings in a structured and professional format. Identifies methods of improving procurement efficiencies and takes appropriate action as necessary.

20% Assists the Business Operations Branch HPSI in preparing contract documents for external and internal approvals; track status of the review/approval process via CAPS Database; distributes fully executed contracts. Organizes and maintain files, including records management activities. Oversees the handling of expedite contract processing requests. Maintains contract filing systems. Coordinates and interacts with appropriate control agencies. Issues Contract numbers to laboratory staff. Identifies methods of improving and enhancing timely processing of contract to ensure the consistent handling of all contracts. Provides quality control over assignments to ensure compliance with departmental policies and procedures. Enters and edits data in the CAPS and Fi\$CAL database; assists in the maintenance of the contract database; prepares established reports and correspondence from database. Monitors and maintains CAPS expiration contracts and sends out renewal letters or reports to laboratories as needed.

15% Attends meetings as assigned with Department administrators, external organizations, and program managers and supervisors. Serves as a liaison/representative to special committees and projects and provides information on program operations. Functions as administrative/operational liaison and active participant with internal and external workgroups and agencies. Develops and maintains the electronic and applicable backup manual tracking systems related to budget reports, salary savings, program expenditure reports, inter-branch expenditures, budget change proposals, finance letters, etc. throughout the budget process. Coordinates and completes various drills such as budget, personnel, and equipment-related drills, as assigned. Coordinates, prepares, and reviews budget change concepts and proposals and revisions; researches and recommends strategies for meeting budgetary requirements.

10% Develops plans for overall quality control of reports and documents prepared by staff to assure consistency and timeliness of routing of administrative documents. Assists in developing, implementing, and maintaining the Operations Branch SharePoint site. Coordinates the maintenance and updates of the Branch website. Ensures accuracy of contents found on the webpages including contact information, reports, links, and other information. Initiates and/or coordinates the creation of new webpages, or revision of outdated information and obtaining management approvals prior to submitting content for publishing. Create new and/or update processes to increase operational efficiencies. Assists in developing, implementing, and maintaining surveys using both paper and online tools such as Survey Monkey.

**Marginal Functions (including percentage of time)**

5% Performs other job-related duties as needed.

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: 4/2026