

DUTY STATEMENT

Employee Name:	Position Number: 581-700-5393-901
Classification: Analyst II	Tenure/Time Base: Limited Term/Full-time
Working Title: Grants and Fiscal Analyst	Work Location: 850 Marina Bay Parkway 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/Fiscal & Grants Management Section/ Grants Management 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 overseeing the administration of programs within the Center for Laboratory Sciences.

The Analyst II, acting as the Grants & Fiscal Analyst, provides a variety of the more responsible, varied, and complex technical, analytical, and consultative support to the Center. Duties include, but are not limited to, initiating, and completing purchase orders, invoice tracking, invoice payment and reconciliation, and expenditure tracking; preparing and monitoring personal services contracts; creating reports and correspondence; resolving operational problems; and performing other analytical tasks as

necessary to support the Center. The Analyst II will utilize Microsoft Office Applications including Outlook, Word, Excel, and SharePoint.

The incumbent works under the direction of the Supervisor I of the Fiscal & Grants Management Section, Grants Management Unit.

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)

- 35% Complete various drill assignments and other special projects as assigned by the Supervisor I, such as analyze, review, and reconcile the monthly laboratory encumbrances and expenditures in Fiscal Online Reporting Environment (FORE). Maintain various spreadsheets up to date, analyze, review, and project ongoing Center expenditures and provide information/findings to leadership. Ensure Branch encumbrances and expenditures are accurately charged to the correct service location and fiscal year and are included in the correct budget based upon funding source. Ensure invoices are processed and paid timely, including previous years expenditures. Submit expenditure corrections to the Accounting Unit as necessary and monitor current and future FORE reports to ensure corrections are made. Advise external stakeholders of payment status and create necessary tracking logs as needed.
- 25% Perform procurement and purchasing functions. Contact vendors for quotes and processing of purchase orders. Process lab equipment, supply orders, and obtain sole source bids and justifications. Process orders through Contracts and Purchasing System (CAPS) purchasing system. Track and monitor General Fund, Federal Funds and other expenditures related to procurement of laboratory supplies, reagents and equipment.
- 25% Develop and maintain several extensive on-going spreadsheets for tracking of various Division/Branch purchases utilizing several federal funding sources in Excel and SharePoint. Process in-house purchase order forms. Maintain and organize packing slips, quotes, and invoices in order to track payments.
- 10% Serve as Public Records Act Coordinator (PRA) and Information Practices Act (IPA) requests, consults with the Division/Branch supervisors to ensure that documents are submitted in a timely manner. Redact all personal identifiers on any reports per Health Insurance Portability Accountability Act (HIPPA). Collaborate with Division Office for any additional required information related to reports.

Marginal Functions (including percentage of time)

- 5% Perform other Analyst II 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: 4/2026