

08/29/DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-410-8336-011
Classification: Health Program Specialist II	Tenure/Time Base: Permanent / Full-Time
Working Title: Fiscal & Legislative Data Systems Specialist	Work Location: 1616 Capitol Avenue Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Division of Communicable Disease Control	Branch/Section/Unit: Division Office / Data Systems Support Section

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 as an organized health professional with responsibility for helping coordinate time-sensitive legislative, legal, and fiscal matters.

Under the general direction of the Supervisor II, the Health Program Specialist II (HPS II) serves as a program consultant with independent responsibility for coordinating and leading legislative and fiscal assignments for the Division of Communicable Disease Control's Data System Branches. The incumbent provides subject matter expertise on the state and federal legislative processes, fiscal analysis, and program budgeting. Key Duties and analyzing proposed legislation, drafting bill analyses and fiscal impact statements, developing Budget Change Proposals (BCPs), coordinating

fiscal drills, and preparing legislative and fiscal reports for executive leadership and control agencies. The incumbent leads sensitive and time-critical projects, serves as the legislative coordinator, and ensures fiscal integrity by monitoring budgets, reconciling fiscal reports, and providing quarterly budget projections. Additionally, the HPS II designs and implements internal standard operating procedures to streamline fiscal and legislative workflows across branches, ensuring consistent and timely responses to internal and external requests.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 5%, as needed.
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 30% Serves as the lead legislative coordinator for the Division's Data Systems Branches, analyzing state and federal legislation that may affect public health data infrastructure. Drafts comprehensive bill analyses, fiscal analyses, and legislative briefs for review by executive leadership and submission to the Department of Finance, the Legislature, and other control agencies. Develops and drafts Budget Change Proposals (BCPs) tied to pending or enacted legislation. Maintains updated statutory code section references, legislative key terms, and Capitol Track reports to ensure alignment with departmental priorities. Represents the Division at legislative hearings, meetings, and briefings as needed, effectively communicating complex legislative issues to stakeholders at all levels. Develops and maintain internal standard operating procedures for legislative assignments across branches, streamlining approvals and ensuring timely response to legislative inquiries.
- 30% Leads fiscal drills for the Division's Data System Branches, including routine and ad-hoc drills, invoice processing, encumbrance review, expenditure tracking, and reconciliation of State Controller's Office (SCO) and CDPH fiscal reports. Reviews and monitors budget trackers, ensuring sufficient program funding and alignment with strategic goals. Prepares quarterly fiscal health assessments, including budget projections and expenditure analyses, and provide recommendations to management on fiscal priorities and problem resolution. Develops and maintains an internal standard operating procedure for fiscal assignments across branches, streamlining approvals and ensuring timely responses to fiscal drills and ad-hoc requests. Provides fiscal expertise for BCPs, Spring Finance Letters, and other budgetary documents impacting Data System Branches.
- 25% Serves as quality control lead for legislative and fiscal responses, meticulously reviewing and editing materials for accuracy, consistency, and timeliness before submission. Provides comprehensive training and technical guidance to Division staff on fiscal and legislative processes, ensuring adherence to established standards and deadlines. Leads cross-branch workgroups to improve coordination, communication, and standardization of fiscal and legislative responses, fostering a collaborative and efficient work environment.

10% Manages sensitive and complex legislative and fiscal special projects requiring high levels of discretion, coordination, and problem-solving. Participates in department-wide and multi-division workgroups addressing fiscal and legislative issues affecting infectious disease data systems. Drafts detailed internal reports, executive summaries, and strategic recommendations on legislative and fiscal matters. Represents the Division at external stakeholder meetings, workgroups, and hearings as assigned, effectively communicating the Division's positions and priorities.

Marginal Functions (including percentage of time)

5% Perform other legislative, fiscal, and program support duties as required by Division leadership. Assist with Division-wide special assignments, administrative projects, and operational priorities as directed. Provide back-up support during peak workload periods, ensuring continuity of critical fiscal and legislative functions.

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: Skip Thomas

Date: 8/29/25