

## DUTY STATEMENT

Employee Name:	Position Number: <b>580-035-5393-713</b>
Classification: Analyst II	Tenure/Time Base: Permanent/Full-Time
Working Title: Fiscal Analyst	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Office of Health Equity	Branch/Section/Unit: Administration and Operations Section / Business Operations Unit B

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 performing consultative, preparative, and analytical work for the Office of Health Equity (OHE), Administration and Operations Section (AOS), Business Operations Unit B (BOU B).

Under the direction of the Supervisor I of BOU B, in AOS, the Analyst II is responsible for monitoring and maintaining a variety of complex fiscal administration including researching, analyzing, and applying appropriate budget/fiscal management. The Analyst II assists in the coordination of fiscal drills and inquires, and reviews fiscal packages related to grant funding and special funding sources. The Analyst II coordinates, reviews, and tracks fiscal packages related to Budget Change

Concepts/Proposals and Grants. The Analyst II develops, implements, and coordinates fiscal-related training resources and resolves complex budget/accounting discrepancies or concerns. The Analyst II coordinates the planning, development, and implementation of internal and external business processes and support systems within OHE to ensure compliance with state financial and program reporting requirements. The Analyst II acts as liaison between OHE and all sections and provides fiscal related recommendations to OHE leadership and Branch/Office Managers.

### **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)**

40% Analyzes and tracks funding increase/decrease to assess OHE impact and provide recommendations and feedback to OHE Leadership. Acts as the liaison with OHE Program and the CDPH Administrative Division to research and respond to fund inconsistencies and/or discrepancies. Reviews and tracks invoices for OHE Programs to ensure accuracy and compliance. Develops budgetary and accounting status reports, database management reports, and other tools that assist OHE Leadership with decision-making. Develops and implements quarterly and annual reports and/or briefings to OHE leadership regarding special fund tracking. Accesses Department of Finance, Budget Utilization and Development System (BUDS) Reports, and Fi\$Cal Data reports to monitor and develop analytical projections of expenditures, reimbursements, and revenues. Resolves funding discrepancies and works with accounting and budget staff for resolutions while working with the appropriate internal and external staff, including Accounting and Budget staff. Identifies discrepancies relative to budgeted line items and provides recommendations to appropriate staff. Implements and maintains historical expenditure reports.

25% Develops, coordinates, reviews, and tracks OHE budgetary and fiscal drills including working individually and within a team to disseminate and coordinate Accounting/Budget Drills. Tracks budget development process. Coordinates, reviews, and tracks fiscal packages related to Budget Change Concepts/Proposals and Finance letters. Assists Branch/Offices for response to budgetary inquiries from Administrative Division and Control Agencies. Prepares Leadership for Budget and ensures appropriate information is provided. Provides technical assistance and consultation of fiscal drills and topics to OHE Leadership and OHE's Branches/Sections. Acts as the liaison to OHE's Branches/Sections and the Administrative Division. Coordinates and facilitates meetings with OHE's staff and the Administrative Division to resolve complex fiscal questions and issues. Analyzes complex budgetary needs as it relates to OHE's Branches/Sections and advises leadership in the development of fiscal and programmatic priorities. Develops and provides quarterly reports and/or presentations to leadership regarding fiscal updates. Develops and facilitates fiscal related training resources including the coordination of OHE wide training/workshops. Reviews and provides recommendations of the

Year-End Work Plan to meet the year end deadlines from administrative control agencies.

20% Assists with the review and administration of federal grant applications including providing policy, technical, administrative, and quality control guidance and support. Reviews proposed budget narratives for fiscal soundness and accuracy. Assesses ramifications of implementing new federally funded programs. Assures that federal grant proposals are consistent with departmental policies and are viable for successful federal funding and assures all grant documents are well written, consistent, high quality, complete, and follow grant requirements, prior to submitting to Directorate for approval.

10% Identifies, initiates, and implements needed policies and procedures to improve OHE’s fiscal and administrative related business practices. Meets and confers with Branch staff and the Administrative Division to ensure proposed policies and procedures meet the needs of OHE and adheres to Departmental requirements. Completes special projects as assigned, including but not limited to OHE strategic plan development and implementation, and OHE Operations such as leading the monthly OHE Administrative monthly meetings.

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

5% Performs other work-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: TY  
 Date: 5/7/26