

DUTY STATEMENT

Employee Name:	Position Number: 580-700-4801-909
Classification: Supervisor II	Tenure/Time Base: Permanent/Full-Time
Working Title: Fiscal & Grants Management Section Chief	Work Location: 850 Marina Bay Parkway, Richmond, CA 94804
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Laboratory Sciences	Branch/Section/Unit: Business Operations Branch/Fiscal & Grants Management 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 by overseeing the daily fiscal and grant management functions of the Center for Laboratory Sciences (CLS) to ensure fiscal responsibility enabling the efficient and timely delivery of public health laboratory services, ultimately supporting health and safety of California's residents.

The Supervisor (Sup) II, acting as the Fiscal & Grants Management Section Chief of the Business Operations Branch, in the Center for Laboratory Sciences (CLS), will provide oversight of fiscal and budget management and tracking, and revenue collection. Oversee the coordination of the Center's budget drills and assignments. Oversee complex analysis, data interpretation, and the development

and implementation of revenue and expenditure forecasting methodologies. Evaluates budget, fiscal reports and drills for accuracy and compliance before submitting to CLS or CDPH leadership. Manages the overall budget and tracks funding received from various funds and grants (General, Federal and Special) in millions annually for clinical laboratory services and testing services under multiple programs within CDPH reviewing reports for submission to leadership. Responsible for maintaining oversight and tracking of legislative bills and promulgation of regulations that affect the budget and Center. Create or update policies and procedures necessary for the day-to-day operation of the Section. Responsible for grant management, tracking and monitoring for the Center.

The incumbent works under the general direction of the Assistant Deputy Director (ADD), of the Business Operations Branch, Center for Laboratory Sciences.

Special Requirements

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

Essential Functions (including percentage of time)

- 40% Direct and supervise the staff performing activities related to fiscal, budgetary, and grant management for the divisions/branches in the CLS. Oversee the staff that develops and analyzes the overall budget of the Fiscal & Grants Management Section of the Business Operations Branch, CLS and reviews it prior to submission to CLS leadership. Make recommendations to management for efficiency and quality improvements and when approved, implement and supervise those changes. Oversee the preparation of the November and May Budget Estimates, Budget Change Concepts, and Budget Change Proposals, Spring Finance Letters and other accounting and budgetary drills. Make recommendations to the Branch management regarding fiscal, contracting and procurement matters. Work with all laboratory branches within CLS, Department Accounting and Budgets Section, and the Program Support Branch to resolve issues. Direct staff in expenditure forecasting, management and control of budget allocation. Manage and track Center laboratories expenditures to ensure they stay within budgetary allocations and keep leadership regularly updated. Oversee staff who track expenditures include the monthly accumulation and analytical interpretation of FI\$Cal Online Reporting Environment (FORE) reports generated by the Department's Accounting Section. This includes monthly reconciliation of FORE to actual State operations expenditures to ensure that CLS is operating in accordance with the State fiscal year and Federal fiscal year budget authority. Plan, organize, manage, direct and review overall workload, activities and operations of the unit. Set priorities, assign tasks and provide supervisory direction. Monitor completion, accuracy and timely submission of assignments and workload. Review and/or sign contracts and purchase orders.
- 25% Supervise and participate in the yearly state and federal financial and budgetary drills from Accounting and Budgets. Work closely with the CDPH Administrative Division and the

Contracts & Purchasing Section Supervisor to ensure the Center's contracts and purchase orders are within the assigned budget amount. This includes providing guidance or consultation as necessary. Take appropriate action as necessary to resolve issues or problems. Advise and consult with management concerns regarding issues that may impact the Center's budget. Maintain oversight and tracking of legislative bills and promulgation of regulations that affect the budget and Center and advise management of potential impact. Provide budget guidance and consultation to all CLS Programs and make related recommendations when appropriate.

- 20% Oversee grant management for the Center including tracking, monitoring and evaluation of grants. Ensure Programs maintain strict adherence to grant guidelines and reporting requirements. Ensure fiscal accountability, programmatic stewardship, and regulatory alignment with the grant agreement. Implement internal controls to uphold compliance standards. Provide grant reports to Center Leadership and CDPH as necessary.
- 10% Oversee, edit or prepare budget and fiscal reports, spreadsheets, and presentations for CLS leadership, the Director's Office, and other reporting agencies as necessary. Coordinate HRD drills for the Center and prepare performance reports and employee development plans

Marginal Functions (including percentage of time)

- 5% Perform other Sup II job-related duties as required. May be required to travel for meetings, trainings or workgroups.

☐ 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: CP

Date: 6/8/26